

Position Code 1. EVILICAA43R
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State of Michigan
Civil Service Commission
 Capitol Commons Center, P.O. Box 30002
 Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.) 	8. Department/Agency Department of Environment, Great Lakes, and Energy
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Environmental Engineer Licensed 12	10. Division Water Resources Division
5. Working Title (What the agency calls the position) Environmental Engineer	11. Section Field Operations Section – Lakes Michigan and Superior
6. Name and Position Code Description of Direct Supervisor Michael Worm, Environmental Manager 14	12. Unit Grand Rapids District Office-Water Quality Unit
7. Name and Position Code Description of Second Level Supervisor Luis Saldivia, State Administrative Manager 15	13. Work Location (City and Address)/Hours of Work 350 Ottawa Avenue, NW, Grand Rapids, MI 49503/ 8:00 a.m.-5:00 p.m., Monday-Friday

14. General Summary of Function/Purpose of Position

This position is responsible for assuring compliance at regulated groundwater discharge facilities, in accordance with Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), in an assigned area of the district; and for the review and approval of construction plans submitted for issuance of construction permits, in accordance with Part 41, Sewerage Systems, of the NREPA.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty. List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 **% of Time 50**

Review and approve engineering plans for Part 41 construction permits and for permitted groundwater and surface water discharge facilities in an assigned area of the district. Provide engineering support to other staff as needed for permitted facilities.

Individual tasks related to the duty.

- Examine plans and specification for approval of wastewater treatment facilities and collection systems.
- Perform engineering computations to verify design adequacy.
- Meet with design engineers as necessary to correct deficiencies in plans.
- Provide technical review of documents submitted for State Revolving Loan Projects.
- Provide engineering support to other staff in review of permit-related submittals or in conducting compliance inspections.

Duty 2

General Summary of Duty 2 **% of Time 45**

Inspect, monitor, and pursue compliance at facilities with groundwater discharges in an assigned area of the Grand Rapids District.

Individual tasks related to the duty.

- Inspect and evaluate facilities to determine compliance.
- Review Compliance Monitoring Reports.
- Meet with facilities and their consultants to discuss improvements to the facility and/or its operation and maintenance, that may be necessary to achieve or maintain compliance.
- Pursue appropriate enforcement activities to achieve compliance, and refer facilities for escalated enforcement when necessary.
- Review closure plans for facilities.
- Investigate complaints due to groundwater discharges.
- Meet with developers, governmental officials, and others to discuss proposed wastewater facilities.
- Review and approve engineering plans and specifications for commercial and industrial wastewater treatment facilities.

Duty 3

General Summary of Duty 3 **% of Time 5**

Other duties as assigned by the District Supervisor.

Individual tasks related to the duty.

- Grand Rapids District representative for the Part 5 Rules Program.
- PEAS response.
- Other duties as assigned by District Supervisor.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Duties requiring independent decisions include conducting compliance inspections at permitted facilities and reviewing engineering plans and specifications.

17. Describe the types of decisions that require the supervisor's review.

Determining the appropriate course of action regarding compliance and enforcement activities. Issues that may be controversial or involve program precedent.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Inspections may require moderate physical activity. Environmental conditions include cold, heat, noise, and chemical exposure. The amount of time and intensity vary.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

21. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

Yes.

22. What are the essential functions of this position?

Inspection, compliance, and engineering activities at groundwater discharge facilities, along with the review and approval of engineering plans and specifications at surface water and groundwater facilities.

23. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

No change.

24. What is the function of the work area and how does this position fit into that function?

This office is responsible for all of the division's compliance and enforcement activities in the Grand Rapids District. This position is responsible for conducting one-half of the groundwater discharge program along with a portion of the Part 41 construction permit program and all of the Part 5 program activities.

25. What are the minimum education and experience qualifications needed to perform the essential functions of this position ?

EDUCATION:

Possession of a bachelor's degree in engineering.

EXPERIENCE:

Three years of professional environmental engineer experience in the protection and improvement of land and water resources, occupational health, or air quality equivalent to an Environmental Engineer, including one year equivalent to an Environmental Engineer P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

An understanding of the engineering programs noted above. In addition, must have the ability to communicate accurately and tactfully with individuals and groups verbally and in writing. Must also be able to meet people and work with them at the technical and nontechnical level. Must have confidence in their ability and yet recognize limitations in new situations. Computer skills are necessary.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a registered professional engineer license as required by the State of Michigan.
Valid driver's license is preferred.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee's Signature

Date

NOTE: Make a copy of this form for your records.