

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information 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 ENVIRON, GREAT LAKES & ENERGY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description ENGINEER-E	10. Division
5. Working Title (What the agency calls the position) Engineer	11. Section Energy and Recycling Section
6. Name and Position Code Description of Direct Supervisor WILKINSON, JACOB; ENGINEER MANAGER-3	12. Unit Energy Services
7. Name and Position Code Description of Second Level Supervisor SPENCER, JEFF L; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 525 W. Allegan St. / M-F; 8 AM - 5 PM, Remote/hybrid optional
14. General Summary of Function/Purpose of Position This position serves as a technical resource regarding renewable energy technologies. It will interface with various state agencies and private sectors to research, analyze, develop, and manage projects and programs that support the State of Michigan's renewable energy siting and implementation objectives. This position will coordinate with program partners to implement community solar projects across the state.	

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:

Percentage: 30

At the entry level, this engineering position will research, analyze, develop, and manage clean energy manufacturing projects/programs that EGLE Energy Services manages through its federal Department of Energy (DOE) State Energy Program (SEP) responsibilities.

Individual tasks related to the duty:

- Research and provide information on clean energy manufacturing, which includes researching the feasibility, effectiveness, and cost per kilowatt hour (kWh) of various energy waste reduction measures.
- Research and provide necessary information to EGLE management, including summaries, reports and case studies as needed to support adoption of energy waste reduction technologies and practices.
- Assist in developing and managing energy waste reduction programs, projects and grants that accelerate adoption and implementation of meaningful clean energy manufacturing opportunities as directed by management. Evaluate program impacts, benefits, and proposed actions to increase program effectiveness.
- Organize workshops and conferences directed at small manufacturers with the aim of providing information on clean energy technologies and costs. Represent EGLE Energy Services at meetings and events as directed. Promote EGLE programs to industry, associations, other state agencies, federal agencies, and trade allies.
- Encourage small manufacturers participation in federal and state supported energy efficiency program and provide technical assistance.
- Encourage investment in clean energy equipment, software, etc.
- Benchmark engineering practices and standards as needed.

Duty 2

General Summary:

Percentage: 30

This engineer provides analysis and information on renewable energy programs and services that support EGLE Energy Services Federal DOE SEP responsibilities.

Individual tasks related to the duty:

- Serve as staff engineer on renewable energy technologies and practices.
- Provide engineering cost and technology analysis for renewable energy generation investments.
- Research and provide necessary information to EGLE management, including researching the feasibility, effectiveness, cost per kWh for various renewable energy measures.
- Assist in the developing and managing renewable energy programs, projects and grants that accelerate adoption and implementation of meaningful programs as directed by management. Evaluate program impacts.
- Assist in developing and managing programs to provide communities with guidance on planning/zoning for renewable energy siting concerns and development or planning/zoning ordinances.
- Provide engineering support on renewables as needed.
- Conduct research and analysis on renewable energy programs and services operated by other states, the federal government, private entities.
- Attend workshops and conferences to keep updated on new technologies and approaches.

Duty 3

General Summary:

Percentage: 20

Assists with providing engineering advice and recommendations to EGLE management and other staff.

Individual tasks related to the duty:

- Prepare detailed analyses regarding the effectiveness of measures and costs related to energy waste reduction and renewable energy.
- Review and analyze programs and policies from an engineering perspective.
- Identify promising new technologies and evaluate the performance and economics of the new technologies.
- Assist supervisor and other staff with policy and program decisions.
- Maintain and increase engineering expertise on renewable energy systems, siting/zoning considerations, and community solar installations/policies by attending various training events and conferences.
- Provide recommendations and advice to management and others as needed.

Duty 4

General Summary:

Percentage: 20

Other duties as assigned by the manager.

Individual tasks related to the duty:

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

With close supervision, on a day-to-day basis to plan, coordinate, and implement program initiatives, gather information, and respond to requests for information.

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

Supervisor makes assignments; communicates program priorities and agency policies; and reviews information developed for publications, web updates, grant solicitations, agreements, amendments, and payment requests. Major changes to the Unit's planned initiatives, activities, and/or budget, and schedule, training, and travel requests are reviewed by the Unit Manager, Section Manager, and are approved by the Assistant Division Director and MMD Division Director.

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

Normal physical effort as would be used in an office position. Occasional travel is required to visit projects sites and to attend conferences, workshops, and/or training seminars.

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.

Additional Subordinates

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

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

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

Yes.

23. What are the essential functions of this position?

The SEP assists public and private entities to improve energy usage within their operations and communities. This position serves as a technical resource regarding clean manufacturing and renewable energy. It will interface with various state agencies and private sectors to research, analyze, develop, and manage projects/programs that support renewable energy implementation and adoption of clean manufacturing practices.

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

Updated to reflect updated EGLE language. This position was part of a section that was moved over to EGLE from LARA. Overall duties remain the same.

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

The SEP is responsible for the DOE SEP formula, special, and competitive programs and for developing building energy efficiency and renewable energy policies and programs for the State of Michigan. The Office is primarily responsible for assisting public and private entities to improve energy waste reduction within their operations and communities. This position serves as a technical resource on clean manufacturing and renewable energy adoption. It will interface with various state agencies and private sectors to research, analysis, develop, and manage projects/programs that support renewable energy implementation and the adoption of clean manufacturing practices.

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

EDUCATION:

Possession of a bachelor of science degree in engineering.

EXPERIENCE:

