

<b>Position Code</b>
1. EVILICA

**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.

<b>2.Employee's Name (Last, First, M.I.)</b>	<b>8.Department/Agency</b>
	Environment, Great Lakes, and Energy
<b>3.Employee Identification Number</b>	<b>9.Bureau (Institution, Board, or Commission)</b>
<b>4.Civil Service Position Code Description</b>	<b>10.Division</b>
Environmental Engineer Licensed 12	Drinking Water and Environmental Health
<b>5.Working Title (What the agency calls the position)</b>	<b>11.Section</b>
Environmental Engineer	
<b>6.Name and Position Code Description of Direct Supervisor</b>	<b>12.Unit</b>
Tanya Rule, Environmental Manager 14	Onsite Wastewater Management Unit
<b>7.Name and Position Code Description of Second Level Supervisor</b>	<b>13.Work Location (City and Address)/Hours of Work</b>
Dana DeBruyn, State Administrative Manager 15	Constitution Hall, Lansing, or another District Office 80 hours/pay period

**14. General Summary of Function/Purpose of Position**

The Environmental Engineer position functions as the recognized resource to provide Onsite Wastewater Management Unit (OWMU) technical assistance, consultation, training, and engineering review and approval to Local Health Departments on engineered wastewater system projects, alternative wastewater treatment system projects, and other wastewater system proposals prepared by a third-party licensed engineer for land divisions, subdivisions, condominiums, and commercial developments of less than 10,000 gallons per day, as these issues relate to the Land Division Act, Michigan Criteria for Subsurface Sewage Disposal (MCSSD), Public Health Code, and related administrative rules. The position is also responsible for conducting the engineering review and approval of proprietary wastewater treatment product proposals for efficacy in the State of Michigan. Technical manuals, technical data, and related guidance documents will be reviewed and prepared by this position.

This position also provides guidance and input to other OWMU staff in performing scheduled accreditation evaluations and self-assessment reviews of LHDs' administration of Onsite Wastewater Program (OWP) s funded under the Essential Local Public Health Services contract. This position prepares guidance documents and represents the Department of Environment, Great Lakes, and Energy (EGLE) at various meetings and conferences.

**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**   60  

Recognized resource for engineered and alternative onsite wastewater treatment systems and onsite drinking water to provide LHDs with approvals and permit recommendations.

**Individual tasks related to the duty.**

- Provide technical expertise to LHD and OWMU staff regarding site suitability, soil conditions, and onsite wastewater treatment system design evaluation, review, and approval.
- Conduct engineering analysis, examination, and approval of third-party licensed engineer or other qualified professional-certified plans, soil logs, specifications, bases of design, maintenance schedules, and supporting studies or other documentation for LHD permitting projects that include onsite wastewater treatment.
- Provide the LHD recommendations for modifications, issuance or denial of construction permits according to the LHD's Sanitary Code, Michigan Criteria, Draft Michigan Criteria, Administrative Rules, Public Health Code, and/or Septic Replacement Loan Program based on defined standards and sound engineering practice.
- Provide field technical support to LHDs on site evaluations to determine site suitability approval for onsite wastewater systems; including soil conditions (permeability, water table assessment, groundwater mounding analysis, and treatment capabilities), site limitations, and unique site considerations. Evaluations may involve onsite wastewater systems and/or onsite drinking water well supplies for proposed land divisions, subdivisions, or condominiums.
- Develop and provide training and presentations for engineers and non-engineers on soil identification and properties in accordance with the USDA Soil Classification System, onsite wastewater system design and performance, site specific hydrogeologic studies to determine groundwater table mounding in direct response to the placement of proposed onsite wastewater soil dispersal systems, and plan review protocols of wastewater treatment system projects.
- Represent the department at meetings with LHDs, government officials, industry associations, and various organizations to discuss statewide standards and considerations for critical and complex onsite wastewater treatment projects.

Duty 2

**General Summary of Duty 2**                      **% of Time**   25  

Review technical documents and analyze technical data related to alternative and conventional onsite wastewater technologies and approval of their use in Michigan.

**Individual tasks related to the duty.**

- Review technical studies, literature, plans, and engineering reports on alternative and conventional onsite wastewater treatment technologies.
- Develop and disseminate technical guidance and information; and provide training on approved wastewater treatment technologies for LHDs, consultants, engineers, and contractors.
- Develop and disseminate technical guidance and information; and provide training on groundwater mounding analyses related to onsite wastewater treatment systems for LHDs, consultants, engineers, and contractors.
- Collect and interpret data from field evaluations, third-party testing, or other documentation to determine system effectiveness.

Duty 3

**General Summary of Duty 3**                      **% of Time**   10  

Provide input and guidance in the evaluation and self-assessment review of each LHD's administration of the OWP as part of the Michigan Local Public Health Accreditation Program.

**Individual tasks related to the duty.**

- Contribute to the development of documents, forms, checklists, and templates to facilitate efficient LHD administration of the OWMU.
- Conduct office evaluations of LHD procedures to assess compliance with minimum program requirements (MPRs).
- Prepare written reports that detail the findings of the comprehensive evaluations and self-assessment reviews.
- Conduct follow-up evaluations, as necessary, to verify and document LHD compliance with MPRs and state standards.
- Review LHD's Corrective Plans of Action to evaluate the effectiveness and prepare a response that reflects the status or completion of the correction.

Duty 4

General Summary of Duty 4

% of Time  5

Other duties as assigned.

**Individual tasks related to the duty.**

- Complete special projects or tasks by deadlines.
- Prepare reports of findings from program initiatives and/or statewide studies, as assigned by the Unit Supervisor.

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

The environmental engineer is responsible for providing approvals and recommendations on onsite wastewater and onsite drinking water projects to the permitting LHD from an engineering standpoint to ensure the public's health, safety, and the environment are protected. Project costs are anywhere from several thousand dollars to several million dollars, so a prompt review of the project is critical to the developer. The Michigan Criteria requires that detailed construction plans for projects costing more than \$15,000 be submitted by a licensed professional engineer only. Projects subject to the Administrative Rules also require plans to be prepared by a licensed professional engineer, or other competent professional. EGLE should require the same credentials for the staff reviewing and approving these submittals on behalf of the LHDs. Further, these reviews and decisions must ensure that the systems will function properly so that the developer may recover these initial capital investments. This position is able to make decisions on potential uses of newer, third-party verified, onsite wastewater proprietary technologies in the State of Michigan.

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

Deviations from traditional design standards or product proposals that may adversely affect public health, or the environment, should involve consultation with the unit supervisor. Decisions on matters which may impact statewide program policy or that may involve litigation are provided by, or in consultation with, the unit supervisor.

**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.**

General office environment: stooping, bending, use of computers, etc. Some hazards exist in driving throughout the assigned geographical area. Field work can include exposure to heavy equipment, such as backhoes and well drilling equipment. Physical hazards could occur during soil identification in below-grade pits, while traversing varying terrain, or through potential exposure to chemicals in use. There is also occasional use of hand driven augers to complete soil borings. Knowledge of the hazards of entry into confined spaces is essential to minimizing risk. Conducting field assessments of subdivisions or condominiums requires multiple hours of physical labor in doing hand auger borings and/or supervising backhoe excavations, climbing in and out of backhoe pits, and walking across acres of property in varying climatic conditions.

**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):**

- |   |  |
|---|--|
| <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.      |

**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?**

This position functions as the recognized resource for engineering review and approval of onsite wastewater treatment system projects in which LHDs are responsible for issuing a construction permit. The position is also responsible for conducting the engineering review and approval of proprietary wastewater treatment product proposals for efficacy in the State of Michigan. Technical manuals, technical data, and related guidance documents will be reviewed and prepared by this position.

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

Updated unit name and office location; included rule citation in the general summary.

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

The OWMU is responsible for consulting with LHDs concerning single and two-family residential wastewater sites, non-residential sanitary wastewater sites, approval of subdivisions, review of land divisions less than one acre in size, and review of condominium project proposals. The program responsibilities are divided geographically among other OWMU staff and this position will handle review and approvals of engineered and advanced wastewater treatment projects statewide. This position is responsible for the review and approval of proprietary and alternative treatment proposals in projects statewide.

**26. 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 engineering experience in the protection and improvement of land and water resources, environmental health, onsite wastewater treatment design, and alternative onsite wastewater technology equivalent to an Environmental Engineer, including one year equivalent to an Environmental Engineer P11.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles and practices of environmental engineering.

Knowledge of the principles of environmental health, including onsite water supply and onsite wastewater treatment. Knowledge of the scientific principles relative to environmental control.

Knowledge of mathematical models that simulate or predict waterflow and dispersal.

Knowledge of nomenclature and symbols used in engineering, drafting, and design.

Ability to apply principles and practices to environmental engineering.

Ability to read engineering drawings.

Ability to read, interpret, and write engineering reports.

Ability to collect and analyze engineering data.

Work experience and training in the United States Department of Agriculture's Soil Classification System.

Ability to interpret and create soil reports; interpret complex scientific and legal document; prepare written documents; conduct verbal presentations; and work effectively with other professionals and the public.

Ability to maintain records, and prepare reports and correspondence related to the work.

Comprehensive knowledge of computer operations (Word, Excel, Access, PowerPoint).

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Driver's License Preferred

Michigan Professional Engineer License required.

**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.**