

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. ENVRMGR3B19N

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 Environment, Great Lakes, and Energy
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description ENVIRONMENTAL MANAGER-3	10. Division Drinking Water and Environmental Health (DWEHD)
5. Working Title (What the agency calls the position) Environmental Manager 14 - Cadillac District Supervisor	11. Section Field Operations
6. Name and Position Code Description of Direct Supervisor Amy Vail, State Administrative Manager 15	12. Unit Cadillac
7. Name and Position Code Description of Second Level Supervisor Brandon Onan, State Division Administrator 17	13. Work Location (City and Address)/Hours of Work 120 W CHAPIN ST; CADILLAC, MI 49601 / 80 hours a pay period

14. General Summary of Function/Purpose of Position

The district supervisor is responsible, in a specified district of the state, for the regulatory oversight of community public water supplies as defined by the Michigan Safe Drinking Water Act (Act 399, PA 1976), emergency response activities, and other environmental health related programs. The position requires oversight of surveillance, monitoring, construction plan review, consultation, and evaluation of water supply systems. This position provides direct supervision to licensed professional engineers, engineers in training and environmental quality analysts who assist with these activities.

This position is responsible for DWEHD staff located in the Cadillac District Office.

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: 35**

Direct supervision of district staff.

Individual tasks related to the duty:

- Direct supervision and training of staff that are assigned to the Cadillac District, a multi-county area of the state. Staff consists of licensed professional engineers, senior level engineers, engineers in training, as well as an environmental quality analyst.
- Schedules work assignments, sets priorities and directs subordinates work in construction plan review for community water supplies.
- Coordinates schedules of the assignments and sets priorities within the district.
- Evaluates and verifies the district's staff performance.

Duty 2

General Summary: **Percentage: 25**

Evaluation of Reports, Plans, Surveys and Studies.

Individual tasks related to the duty:

- Oversees the inspection, evaluation, and monitoring of numerous industrial and community facilities by the district staff.
- Using a wide range of technical experience, makes independent judgments and adequately identifies deficiencies and their severity, recommends a course of action including the review and drafting of reports concerning these regulated facilities.
- Assigns, directs, and reviews the work of staff in the review of plans and specifications for new drinking water treatment and distribution systems.
- Responsible for assigning and coordinating staff reviews and progress reports from engineering consultants on major water treatment projects, as well as participating in pre-construction and construction progress meetings with building contractors, engineering consultants, and owners.

Duty 3

General Summary: **Percentage: 15**

Water Quality Determination.

Individual tasks related to the duty:

- Directs the evaluation of water quality data to determine if drinking water standards are met. In situations where the standards are not met, assesses the extent of the problem and recommend a course of action.
- Ensures that close contact with the local government and county health department when there are water quality problems is maintained by self and staff ensuring that staff serve as technical mediator, when necessary, when there are several agencies or facilities involved in a problem.
- Responsible for overseeing the preparation of the primary enforcement documents or formal referral to the Enforcement Section when escalated enforcement is required.

Duty 4

General Summary: **Percentage: 25**

Other related drinking water issues.

Individual tasks related to the duty:

- Provides and/or coordinates technical assistance to the district staff on water-related matters, and ensures that office policies and procedures are followed at the district office.
- Routinely conducts and leads meetings involving local water supply officials and ensure adequate and/or available state resources are brought to bear on the issues and problems.
- Ensures staff development for leading training sessions for operators, engineering consultants and Drinking Water staff.

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

Determination of the potential threat to public health based on an evaluation of water system design, construction, and operation, or the interpretation of water quality results, and the appropriate response to be implemented to correct or eliminate the problem. The protection of the public health of the water system's customers is the ultimate objective. Determination of the potential threat to the environment and public health based on an evaluation of water system design, construction, and operation, or the interpretation of water quality standards, and the appropriate response to be implemented to correct or eliminate the problem. The protection of the public health and environment is the ultimate objective.

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

The district supervisor's immediate supervisor would review situations where deficiencies, or violations of a standard or rule, are encountered that have reached a point of presenting a public health and/or environmental hazard requiring an appropriate regulatory response. The supervisor would involve the allocation of any available escalated enforcement resources.

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.

The district supervisor may visit a water treatment plant, where hazardous chemicals are stored, or a construction site where machinery is used. This work may constitute up to 10% of work time.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
Carey Pauquette	Environmental Quality Analyst 12		
Jeremy Wade	Environmental Engineer Licensed 12		
Kevin Lemmer	Environmental Engineer Licensed 12		
Taylor Quillan	Environmental Engineer P11		
Robert Weir	Environmental Engineer P11		
Zach Prause	Environmental Quality Analyst 9		
Jennifer Tyler	Secretary 9		

Additional Subordinates

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

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

To carry out a comprehensive program of supervision and control over environmental health related programs and community public water supplies in the district, including the surveillance, inspection and evaluation of the waterworks systems and their operation. Oversight of the review and approval of plans and specifications, and the issuance of construction permits for community water systems. Pursue full compliance with the requirements of Michigan Safe Drinking Water Act (Act 399, PA 1976) by the community public water supplies in the district, and to ensure that office policies and procedures are appropriately applied. To be successful in this position, the following competencies have been identified as essential: Managerial/Professional Knowledge and Skills, Communication Skills, Decision Making, Planning and Organizing Work, Developing a Successful Team, Adaptability, Customer Focus, and Work Standards.

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

No change.

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

The unit is responsible for community drinking water programs within the assigned geographic area. Position supervises staff responsible for these programs.

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 the physical sciences, biological sciences, resource management, sanitary science, environmental health, engineering, geology, or in geological, petroleum, or mining engineering.

EXPERIENCE:

Environmental Manager 14

Five years of professional experience in an engineering or scientific field carrying out geological and/or environmental activities to protect, develop and maintain natural resources; working in an environmental protection program; or, enforcing environmental health or environmental protection laws, including three years equivalent to the experienced (P11) level, two years equivalent to the advanced (12) level, or one year equivalent to a 13-level specialist or manager.

KNOWLEDGE, SKILLS, AND ABILITIES:

Managerial skills, public participation skills, problem solving skills, technical knowledge in pollution prevention, computer skills, and strong customer service orientation.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid Michigan Driver's License is preferred.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of 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

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

None.

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

SARAH VILLARREAL

1/23/2017

Appointing Authority

Date

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.

AMY VAIL

2/14/25

Employee

Date