

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

<b>Position Code</b> 1. ENVRMGR3B32N
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## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> ENVIRON, GREAT LAKES & ENERGY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> ENVIRONMENTAL MANAGER-3	<b>10. Division</b> Drinking Water and Environmental Health Division (DWEHD)
<b>5. Working Title (What the agency calls the position)</b> District Supervisor	<b>11. Section</b> Community Water Supply
<b>6. Name and Position Code Description of Direct Supervisor</b> ONAN, BRANDON; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b> Grand Rapids District Office
<b>7. Name and Position Code Description of Second Level Supervisor</b> KRISZTIAN, GEORGE; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 350 OTTAWA AVE NW; GRAND RAPIDS, MI 49503 / 80 hours/ 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 Grand Rapids 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:**

Responsible for the direct supervision and training of staff that are assigned to the Grand Rapids 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 and clerical. The district supervisor 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>
ESPARSA, BRIAN	ENVIRONMENTAL QUALITY ALT-A 12	KLEIN, JEREMY J	ENVIRONMENTAL QUALITY ALT-A 12
VACANT	ENVIRONMENTAL ENGINEER-E	CARVER, JUSTINA	ENVIRONMENTAL ENGINEER-E 9
SIDWELL, JOHN	ENVIRONMENTAL ENGINEER-E 9	VANDERWEIDE, TRACEY	SECRETARY-A 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?**

Duties 1 - 3

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

Updating this position to remove the Kalamazoo District Office supervisory duties which should have occurred back in 2017 when the Kalamazoo District Office position was split out/established (ENVRMGR3B86N), but it was overlooked. This position supervises the Grand Rapids District Office only. Otherwise, the position's duties and responsibilities remain the same. The managerial factoring for this position remains the same and the position continues to meet the class concept for the Environmental Manager 14.

**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:**

Michigan Driver's License.

*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.***

\_\_\_\_\_  
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.***

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date