

Position Code

1.

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
	Environment, Great Lakes, and Energy
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
	Drinking Water and Environmental Health
5. Working Title (What the agency calls the position)	11. Section
	Environmental Health
6. Name and Position Code Description of Direct Supervisor	12. Unit
Brandon Morrill, Environmental Manager 14	Source Water
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Dana DeBruyn, State Administrative Manager 15	TBD

14. General Summary of Function/Purpose of Position

This position reviews geologic and hydrogeologic reports, tests, requests, etc., received by DWEHD in support of Michigan's Safe Drinking Water Act and other statutes. With guidance from senior staff and management, this position critiques aquifer characterizations, geologic site characterizations, and hydrogeologic assessments. This includes reviewing prepared reports, analyzing raw data, as well as assembling and interpreting data from disparate sources to render professional, defensible conclusions. The analyses frequently include the use of groundwater models and hydraulic testing software as well as geographic information system (GIS) tools. In addition, this position supports all aspects of program administration including; participation on agency and interagency teams; and assist senior staff in the preparation and presentation of training materials and in presentations at conferences. This position frequently coordinates across divisions in support of the water withdrawal program and other programs. The DWEHD administers drinking water and environmental health programs that require interpretation and analysis of geologic and hydrogeologic conditions throughout 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 of Duty 1 % of Time 50

Review geologic and hydrogeologic reports, tests, requests, etc., received by DWEHD in support of Michigan's Safe Drinking Water Act and other statutes.

Individual tasks related to the duty.

- Review geologic and hydrogeologic reports as assigned to ensure conformity with public water supply program requirements, DWEHD policy and procedures, and generally accepted professional practice.
- Source for geologic and hydrogeologic information to support DWEHD staff in matters pertaining to well construction and ground water resource development, with a major emphasis on the development of public water supply systems.
- Review of aquifer test analyses, hydrogeologic reports, and ground water flow models to determine consistency with regulatory requirements and the acceptable application of engineering criteria in construction of wells and development of the ground water resource.
- Review and validation of aquifer test analyses and hydrogeological reports as they pertain to acceptable groundwater extraction rates based upon geology, aquifer hydraulics and well construction.
- Research geologic and hydrogeologic conditions across the state to augment submitted materials and increase understanding of groundwater movement and availability.
- Participate in the development of wellhead protection areas at community and noncommunity water supplies throughout the state.
- Complete site screenings using the Water Withdrawal Assessment Tool (WWAT) for proposed large quantity withdrawals at Type I water supplies.
- Assist senior staff in reviewing proposed Large Quantity Withdrawals with knowledge of criteria of Great lakes Compact, etc.
- Review approved delineation reports, protection program plans, or other source water grant deliverables as needed.

Duty 2

General Summary of Duty 2 % of Time 25

Assist senior staff and management in the development and delivery of training programs and materials in support of DWEHD source water protection and other programs.

Individual tasks related to the duty.

- Assist senior staff and management in the development of a training and outreach program in support of all aspects of source water protection in Michigan.
- Assist other DWEHD staff with the use of internal database and mapping (GIS) tools; develop training materials in support of each program.
- In consultation with senior staff and management assist in the ongoing development of internal programs such as Drinking Water GIS (DWGIS) as well as the Michigan Groundwater Management Tool (MGMT) and its successors.
- Assist and collaborate with technical assistance providers in the development and/or direction of source water protection priorities and educational outreach efforts. (i.e. Michigan Rural Water Association, higher education institutions, Rural Community Assistance Program, etc.)

Duty 3

General Summary of Duty 3

% of Time 10

Maintain the Source Water Assessment process in support of Michigan's Safe Drinking Water Act.

Individual tasks related to the duty.

- Receive all submitted Non-Transient Non-Community (NTNC) source water assessment reports, log them into the appropriate database and place them in a queue for review.
- Review source water assessment reports for accuracy and consistency.
- Ensure automated system to process source water payments to local health departments is functioning and is up to date.
- Work closely with local health departments to ensure that source water assessments are being completed as needed and answer questions as they arise.
- Assist in the development of GIS tools to automate source water assessments.
- Assist in tracking NTNC systems meeting substantial implementation criteria as it pertains to completed source water assessments.

Duty 4

General Summary of Duty 4

% of Time 10

Assist with the full range of programmatic tracking and maintenance duties.

Individual tasks related to the duty.

- Assist senior staff and management with the development of automation tools to improve the efficiency of the division.
- Assist in document and data management for all programs.
- Maintain files according to established process and retention schedules.
- Develop and maintain positive working relationships with all internal and external stakeholders.
- Assist senior staff and management with the management of annual source water protection grants.
- Develop and maintain project tracking for the unit.
- Perform evaluations and recommendations of aquifer test and hydrogeological related data with the use of established software and State of Michigan Resources.

Duty 5

General Summary of Duty 5

% of Time 5

Other duties as assigned.

Individual tasks related to the duty.

- Answer telephone inquiries related to the ground water resource development, wellhead protection, source water protection, ground water assessments, ground water models, aquifer testing, contaminant migration in ground water, and well construction issues as they relate to the public water supply program.
- Assist in letter writing and data management related to the all program areas.
- Assist in the general operation of programs.
- Complete special projects as assigned.
- Review underground storage tank (UST) variance requests from LARA. In addition, provide guidance on above ground storage tanks (AST).

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

The employee works under the direction of management and senior staff to meet the requirements of the assigned work area. Guidelines or instructions are available relative to much of the work the employee performs. The employee makes few completely independent decisions related to well and aquifer hydraulics, hydrogeologic reviews, and ground water modeling. Many decisions are made in consultation with senior staff and the employee's area of expertise. Examples of specific decisions made independently include: The acceptability of geologic characterization of a site for the purposes of answering specific questions; The availability, applicability and acceptability of site specific information relative to hydrogeologic investigations; The acceptability of submitted materials (pump tests, etc.) relative to establish policy requirements; and The susceptibility of the ground water resource to contamination based upon review of hydrogeologic information.

Potentially impacted parties include water well drilling contractors, water supply contractors, consultants, public water supply systems, land developers and the public.

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

The employee's supervisor is consulted for guidance when preparing written correspondence pertaining to or deviating from EGLE or DWEHD administrative policies and procedures. Guidance is obtained to ensure an accurate representation of unwritten policy, concurrence with the elected course of action, and consistency with program direction and intent.

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.

Typical office setting with majority of work conducted with a computer monitor, keyboard and mouse. Occasional field trips to observe well drilling activities, problem drinking water wells or aquifer testing. Field activities may involve periodic exposure to cold or inclement weather, heat, noise, dust, insects, vegetation, or heavy equipment traffic and operation hazards. Personal protective equipment such as a hard hat, safety shoes, safety glasses and ear protection may be required.

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?

Responsible for providing direct assistance to DWEHD staff in all matters pertaining to hydrogeologic reviews, aquifer testing, well construction and ground water resource development. With assistance from management the employee sets priorities for work related to the position, makes decisions that impact the direction of DWEHD programs involved in development and use of the ground water resource and represents the DWEHD on ground water, wellhead protection, source water protection and water withdrawal issues.

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

New position.

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

The function of the DWEHD is to provide engineering, hydrogeologic, and technical assistance in the regulatory oversight of public water supply systems. Specific facets for individuals in DWEHD with a work emphasis on ground water arise from the state's responsibility for development and implementation of a state wellhead protection program, source water assessment program and source water protection program as mandated by 1986 and 1996 amendments to the federal Safe Drinking Water Act. At a learning capacity, with knowledge of ground water resource development this subset of the Environmental Health Section also has responsibilities relative to the regulation of water withdrawals relative to the 2003, 2006 and 2008 amendments to the Great Lakes Preservation Act, Part 327 of Act 451.

The function of the geologist is to provide support and technical assistance under the guidance of senior staff and the unit supervisor to the DWEHD in the development and implementation of the above-mentioned programs. The employee also assists with numerous recommendations related to ground water modeling, aquifer analysis, and ground water resource evaluation that have an impact in the development of the ground water resource throughout the state.

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 geology, geological science, hydrogeology, geophysics, or geological, petroleum, or mining engineering.

EXPERIENCE:

Geologist 9

No specific type or amount is required.

Geologist 10

One year of professional experience in carrying out geological activities to protect, develop and maintain natural resources equivalent to a Geologist 9.

Geologist P11

Two years of professional experience in carrying out geological activities to protect, develop and maintain natural resources equivalent to a Geologist, including one year equivalent to a Geologist 10.

Alternate Education and Experience

Geologist 9 – 12

Possession of a bachelor's degree in environmental geoscience, earth science, or environmental science with 15 semester (23 quarter term) credits in the following core geology classes: physical geology, sedimentology/stratigraphy, mineralogy/petrology, structural geology and field instruction; additionally, the candidate must have 21 semester (32 quarter term) credits in elective geology coursework; and two courses each in calculus, chemistry and physics. This may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

The employee should possess some familiarity with concepts pertinent to water resource development, water supply system operation, and well construction. Knowledge in the areas of aquifer test analysis, hydrogeology, ground water contamination studies, ground water modeling, field investigation methods, and ground water research is helpful. Experience working with GIS software is desired. The employee must possess an ability to work with people, express thoughts orally and in writing, speak at public meetings, and exhibit sufficient initiative to work without direct supervision. The ability to liaison between other state and federal agencies is a plus.

CERTIFICATES, LICENSES, REGISTRATIONS:

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.