State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. ENGINRAA31R

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-A	**10. Division** Geological Resources Management Division
5. Working Title (What the agency calls the position) Limited Term Engineer	**11. Section** Underground Injection, Storage, & Carbon Management (UISCM)
6. Name and Position Code Description of Direct Supervisor KIMBER, ERIC J; ENVIRONMENTAL MANAGER-4	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor WYGANT, ADAM W; SENIOR MANAGEMENT EXECUTIVE	**13. Work Location (City and Address)/Hours of Work** Deborah A. Stabenow Bldg. 525 W. Allegan St., Lansing / 40 Hrs/Wk; Work days may vary

14. General Summary of Function/Purpose of Position

This position serves as the recognized engineering resource, providing technical and regulatory support to GRMD's programs overseeing underground injection control (UIC), underground natural gas storage (UNGS), oil and gas production, and other subsurface energy resources. This position applies reservoir engineering principles to evaluate hydrocarbon exploration, subsurface resource development, and injection operations to support risk evaluation, resource management, and regulatory decision-making.

Engineering evaluations involve the analysis of technical subsurface data, regulatory records and reports, and on-site inspections of wells, facilities, and field operations to verify conditions and support technical and regulatory determinations. This position performs duties in accordance with the Natural Resources and Environmental Protection Act, Parts 615, 617, and 625 of PA 451, as amended (NREPA), associated administrative rules, Supervisor Orders, and Supervisor Instructions, and other applicable statutes and regulations, with respect to oil and gas wells, mineral wells, injection wells, storage wells, production facilities, associated operations, and other regulated subsurface energy activities.

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: 70**

Works collaboratively with UISCM staff to administer the Class II UIC primacy program and ensure compliance with United States Environmental Protection Agency (EPA) requirements and Part 615 rules and regulations. Provides engineering expertise in support of the UNGS safety program, working with UISCM staff and Michigan Public Service Commission (MPSC) staff, to ensure injection and storage well operations are conducted in accordance with Part 615 regulations, federal regulations, and in accordance with recognized industry standards, including API Recommended Practices 1170 and 1171. Serves as a recognized resource providing technical reviews and subject matter expertise for UIC wells regulated under Part 615, Part 625, future UIC related state statutes or legislative initiatives, injection related storage projects, and other regulated subsurface energy operations, as applicable. Develops or refines UIC and UNGS procedures, maintains records, assists with applications for state primacy of injection wells, and carries out other assigned responsibilities in support of UISCM and GRMD operations.

Individual tasks related to the duty:

• Provide regulatory oversight injection wells related to Part 615, Part 625, UNGS, and any future UIC-related statutes.

• Provide technical support for the evaluation, development, and implementation of existing and emerging regulated subsurface energy programs, as assigned.
• Coordinate activities related to Class II primacy or any other future UIC primacy requirements such as periodic reporting and tracking, operational and monitoring requirements, Mechanical Integrity Test tracking, technical reviews of permit applications, coordination of public notifications and permit application hearings as necessary.
• Follows up with operators on deficiencies or compliance issues UIC reporting, monitoring, or injection operations.
• Assist the UISCM Section to ensure underground injection records are properly maintained in the database.
• Reviews UIC permit applications or permit modification requests to ensure public engagement requirements of Part 615, Part 625 or future UIC-related statutes are met.
• Reviews injection and integrity test data for injection wells and verifies regulatory compliance.
• Provide technical support to UISCM Section on enhanced recovery and carbon sequestration projects.
• Ensure the UNGS program for gas storage is in compliance with Part 615 rules and regulations.
• Assist UISCM staff with evaluation of UNGS injection data, integrity assessments of gas storage wells and storage reservoirs.
• Assist in UIC and UNGS duties statewide as assigned by UISCM section manager or Field Operations section manager.
• Ensure storage related records are properly maintained in the database and document management system.
• Review and process UIC and UNGS permit applications, as assigned, with emphasis on injection criteria, subsurface geologic evaluations, Area of Review analyses, and corrective action determinations to ensure compliance with state and federal regulations and with recognized industry best practices.
• Assist in the preparation of Class VI primacy application to the U.S EPA upon passage of the state's carbon sequestration legislation.
• Develop standard operating procedures, permit templates, checklists, and other forms to support implementation of Class VI UIC program upon passage of state's carbon sequestration legislation.
• Handle complex and technical projects/tasks, as assigned by supervisor.

• Monitor secondary recovery project reporting to confirm timely submission, assess completeness, and ensure accurate filing in agency records.

Duty 2

General Summary: **Percentage: 25**

Performs professional engineering analyses in support of regulatory oversight of oil and gas production and injection activities. Applies established reservoir and production engineering principles, program procedures, and regulatory criteria to evaluate technical data and operational practices. Develops technical findings and recommendations for review by higher-level engineering staff or management to support regulatory determinations.

Individual tasks related to the duty:

• Reviews and analyzes reservoir engineering studies and technical reports submitted by industry or governmental entities to determine compliance with established regulatory standards, prepares written technical findings for supervisory review.
• Evaluates well test data, production reports, and injection data for assigned wells or projects using established engineering methods and division procedures.
• Applies standardized engineering and geologic evaluation techniques to assist in field or reservoir classification activities.
• Conducts technical evaluations of primary, secondary, and enhanced recovery operations within assigned program areas and prepares supporting documentation.
• Assists in the review of applications related to flaring, well testing, and production facility operations by preparing technical analyses and draft recommendations in accordance with established criteria.
• Prepares draft technical reports summarizing evaluation results and identifying compliance considerations for review and final action by higher level staff.
• Conducts on-site technical evaluations of testing procedures and facilities to collect data and document observations, reports findings through established supervisory channels.
• Assists in the technical review of applications for Central Production Facilities (CPFs) and other production-related infrastructure by analyzing submitted engineering data and preparing supporting documentation.
• Participates in assigned technical projects or studies under the direction of senior or specialist level engineering staff.
• Track and review required H2S contingency plans to ensure timely updates and compliance with applicable requirements, including H2S exposure criteria, site conditions, emergency procedures, and safety provisions.

Duty 3

General Summary: **Percentage: 5**

Special Tasks as Assigned: Special tasks and assignments or other projects, including complex, controversial, and/ or litigious projects, as directed by the GRMD Director, UISCM Section Manager, or PTSS Section Manager or Field Operations Section Manager.

Individual tasks related to the duty:

• Related work as assigned by GRMD management.

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

Decisions are made with the input of the UISCM or PTTS section manager, or by utilizing established policies, procedures, guidelines, rules, laws, and regulations.

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

When situations are encountered for the first time, when there is no policy, procedure, or guideline available to formulate a proper decision, and when there are decisions regarding conflicts or changes in policy or procedure.

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.

Work is performed primarily in an office setting with occasional or limited fieldwork. The office portion functions in a normal office setting where physical activities include sitting, standing, climbing stairs, balancing, kneeling, reaching, carrying and walking. The field portion of this position is limited but may involve physically challenging activities while conducting onsite inspections due to rugged topography, remote areas, or adverse weather conditions. The fieldwork may also include exposure to drilling or construction equipment, flammable and explosive materials, toxic gases, high pressure lines and vessels, contaminated soils and waters, and exposure to excessive noise and odors associated with industrial operations.

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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	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?

• Evaluates geologic and geophysical data
• Evaluates reservoirs engineering data and hydrocarbon production data
• Evaluates injection criteria and operations for UIC or UNGS applications and projects.
• Assists UISCM with activities related to Class VI / carbon sequestration.
• Maintains records and documents work associated with technical reviews

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

This position has been updated to reflect the Division’s expanded responsibilities for underground injection control (UIC), underground natural gas storage (UNGS), carbon management, and other regulated subsurface energy activities. While the previous Engineering Specialist position primarily focused on petroleum and reservoir engineering associated with oil and gas production, secondary recovery, and production operations, this position expands the scope of engineering responsibilities to include technical evaluations of underground injection and storage operations, well integrity, reservoir performance, injection and production engineering, and emerging subsurface energy programs. The position places increased emphasis on engineering evaluations, technical reviews, risk assessment, and regulatory decision-making while continuing to apply petroleum and reservoir engineering principles to oil and gas production activities.

Updates made to General Summary, Duty 1, and Duty 2 to reflect the new scope of responsibility of this position.

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

This position serves an integral role in assisting with the administration of the state’s programs related to oil & gas production, underground natural gas storage, underground injection control, and potential emerging carbon sequestration activity. The primary function is to ensure the safe and environmentally responsible development and management of subsurface resources through technical review, permitting, compliance oversight, and data management. This position supports that function by providing technical expertise and regulatory knowledge in the review and maintenance of records or data associated with oil and gas production or projects, Class II injection wells, and other UIC or UNGS injection wells or projects, ensuring data integrity and compliance with applicable statues or industry best 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.

Preferred: bachelors degree in engineering, preferably petroleum, geological, chemical, civil, or environmental engineering.

EXPERIENCE:

Engineer 12
Three years of professional experience providing electrical, mechanical, or chemical engineering services equivalent to an Engineer, including one year equivalent to an Engineer P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

• Knowledge of Michigan geology as it relates to oil/gas production, underground natural gas storage, and injection.
• Knowledge of petroleum and reservoir engineering principles
• Knowledge of computer applications in reservoir analysis.
• Knowledge of pressure containment and fluid migration concepts to assess risks with injection projects and protect underground sources of drinking water.
• Knowledge or acquire knowledge of Parts 615, 617, 625, and 201 of the Natural Resources and Protection Act, 1994 PA 451
• Ability to interpret reservoir test data and effectively communicate results with others.
• Ability to use engineering principles to evaluate injection projects for waste disposal, enhanced recovery, or storage.
• Understanding.
• Ability to perform responsible tasks with a minimum of supervision.
• Ability to interact favorably with the public and co-workers.
• Ability to effectively communicate in writing and speaking.
• Ability to do accurate, detailed, and thorough work.
• Familiarity with basic office programs (Microsoft Office applications).

CERTIFICATES, LICENSES, REGISTRATIONS:

• Valid Michigan Driver's License
• PE preferred but not required.

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.

CARLY MEEKER — **Appointing Authority**

11/19/2026 — **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