

**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 (EGLE)
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
Student Internship	Water Resources Division
5. Internship Working Title	11. Section
Emerging Pollutants Engineering Intern	Emerging Pollutants Section
6. Name of Intern's Direct Supervisor	12. Unit
Stephen Busch, P.E.	N/A
Environmental Manager - 3	
7. Name of Next Level Supervisor	13. Work Location (City and Address)/Hours of Work
Stephanie Kammer State Administrative Manager - 1	DASB 525 W. Allegan St., Lansing, MI 48933 Mon. – Fri., up to 29 hr/wk – 129 hrs max per calendar month (hybrid)
14. General Summary of Function/Purpose of Position	
<p>This position will be responsible for the development and completion of a one-to-two-day virtual symposium on technologies used in the treatment of per- and polyfluoroalkyl substances (PFAS) to take place by the end of their internship. This position will also apply principles of engineering to data analytics methods for the development of ongoing reports and visualizations for wastewater and stormwater treatment systems that support emerging pollutants section staff in the review of regulatory monitoring data reporting submittals. This position will assist in curating resource libraries related to PFAS, summarizing resources while expanding their knowledge in the fields of PFAS, treatment methodologies and mechanisms, and PFAS interactions with and between soils, waters, and atmospheres.</p>	

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 40%

Develop and complete a PFAS Treatment Technology Virtual Symposium of one-to-two days.

Individual tasks related to the duty

- Develop symposium agenda.
- Gain an understanding of PFAS treatment mechanisms and methods.
- Assist agency staff in the solicitation, review, prioritization, and selection of abstract submittals for each category of PFAS treatment technology and coordinate a review panel team.
- Coordinate with staff in Water Resources Division, Drinking Water Environmental Health Division, MPART, and Environmental Support Division on the creation, platforming, marketing, and implementation of the symposium.
- Work with selected engineering consultants, treatment technology vendors, and government agencies to ensure presentation materials align with symposium goals and timeframes.

Duty 2

General Summary of Duty 2 % of Time 20%

Develop PFAS Treatment Reports and Visualizations

Individual tasks related to the duty.

Use regulatory monitoring reporting data submittals to develop reports and visualizations related to:

- PFAS treatment system efficiency
- PFAS treatment destruction efficiency
- PFAS mass removal estimates
- PFAS treatment operational data trends

Duty 3

General Summary of Duty 2 % of Time 20%

Curation of PFAS resource libraries.

Individual tasks related to the duty.

- Keep updated on and review newly released and published research articles in the field of PFAS treatment and PFAS fate and transport.
- Summarize and catalog obtained research article and presentation material in libraries maintained by:
 - MPART Treatment Technologies Workgroup (various PFAS treatment technologies)
 - Emerging Pollutants Section (sources and occurrences in waters and wastewaters, sewage sludge & biosolids, foam, leachate, etc.)
 - PFAS Soil Research (leachability, modeling, PFAS behaviors in vadose zones and matrix interfaces, PFAS soil criteria development)

Duty 4

General Summary of Duty 2 % of Time 10%

Cross training/learning opportunities with other Departmental engineering and related programs.

Individual tasks related to the duty.

Opportunities to participate in activities in the following related engineering programs.

- Part 41 Wastewater Construction Permitting: learn about the review of engineering plans and specifications for wastewater facilities are complete and proposed construction is acceptable regarding accepted design standards for wastewater facilities to protect the public health and the environment.
- Act 399 Public Water Supply Construction Permitting: learn about the review of engineering plans and specifications for waterworks systems are complete and proposed construction is acceptable regarding accepted design and industry standards to comply with Safe Drinking Water Act requirements and the protection of public health.

Duty 5**General Summary of Duty 2 % of Time 10%**

Create and present an overview of our project work to be presented at the end of the internship to staff and stakeholders.

Individual tasks related to the duty.

- Document key tasks and accomplishments throughout project.
- Develop presentation materials using data and knowledge gained in project work.
- Prepare 45 minutes to 1 hour presentation to be given virtually to EGLE staff and other project stakeholders.

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

Prioritization of daily work assignments based on general guidance from supervisors or lead worker.

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

Daily work assignments require supervisory review.

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.

Work is primarily done indoors in an office setting (i.e., at the desk or personal computer or attending meetings). Less than 10% of the work is conducted in an industrial setting or outdoors (i.e. site visits or field work) where there could be exposure to heat/cold/precipitation. Site visit / field work involves more exertion than office work (e.g., more walking, assistance with equipment). Personal protective gear (e.g., hard hats, safety glasses, boots, ear protection) may be required at some sites. Driving long distances to some sites or meetings may be required.

Boxes 19-22: Have been purposely removed and are not relevant to this internship role.

23. What are the essential functions of this position?

The essential duties of this position are to assist staff within assigned work area.

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

This is a newly established position.

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

This position will support the functions of the Emerging Pollutants Section under the Clean Water Act and the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA) regulations. This position will also support the functions and mission of the Michigan PFAS Action Response Team (MPART) Treatment Technologies Workgroup.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

As listed in the subsections below.

EDUCATION:

Current enrollment in college or university and pursuing a degree in Engineering with preference to Environmental, Civil, Chemical, or Mechanical Engineering.

EXPERIENCE:

Candidate must possess proficiency with Microsoft Office applications. Experience working with spreadsheets is required. Experience in Database development/maintenance or geographic information systems (GIS) is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge and ability to operate common business software (e.g. MS Office, Excel).

GIS training and experience preferred.

Ability to spend multiple hours working at a computer workstation.

Ability to read and think critically.

Ability to write descriptively and succinctly.

Ability to understand and follow direction.

Ability to communicate effectively, orally and in writing.

Ability to organize, plan, and complete projects efficiently.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's 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

I have reviewed the project and approve the allocation of funds to cover payroll for the selected intern or interns.

Division Director'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.