

<b>Position Code</b> 1.
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**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.

<b>2.Employee's Name (Last, First, M.I.)</b>	<b>8.Department/Agency</b>
<b>3.Employee Identification Number</b>	<b>9.Bureau (Institution, Board, or Commission)</b>
<b>4.Civil Service Position Code Description</b>	<b>10.Division</b>  <b>Materials Management Division</b>
<b>5.Working Title (What the agency calls the position)</b>  Sustainable Facilities Support Intern	<b>11.Section</b>  <b>Field Operations Section</b>
<b>6.Name and Position Code Description of Direct Supervisor</b>  Fred Sellers, EQM 14	<b>12.Unit</b>  Grand Rapids/Kalamazoo Districts
<b>7.Name and Position Code Description of Second Level Supervisor</b>  Phil Roycraft, SAM 15	<b>13.Work Location (City and Address)/Hours of Work</b>  Variable (Lansing, Grand Rapids or Kalamazoo)/ 29 Hrs/Week Max up to 129 / Calendar Month/In Person with some remote work time

**14. General Summary of Function/Purpose of Position**

Provide support to Field Operation Section in evaluating annual report data from materials utilization facilities, such as commercial composters and material recovery facilities. Summarize data and determine data anomalies and progress towards sustainability goals. Recommend possible options to improve data collection during the next reporting cycle.

**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 45**

Evaluate Material Recovery Facilities annual reports.

**Individual tasks related to the duty.**

- Co-inspect material recovery facilities with the district inspector.
- Review annual reporting data from 2025, identifying any trends or discrepancies.
- Summarize data in an EXCEL spreadsheet and generate graphics showing the results.
- Make recommendations for improving annual reporting data.
- Generate a final report for statewide data.

Duty 2

**General Summary of Duty 2**                      **% of Time 45**

Evaluate Compost Facilities annual reports.

**Individual tasks related to the duty.**

- Co-inspect compost facilities with the district inspector.
- Review annual reporting data from 2025, identifying any trends or discrepancies.
- Summarize data in an EXCEL spreadsheet and generate graphics showing the results.
- Make recommendations for improving annual reporting data.
- Generate a final report for statewide data.

Duty 3

**General Summary of Duty 3      % of Time      10**

**Student intern to prepare for End of Internship Presentation.**

**Individual tasks related to the duty.**

- Prepare final presentation.
- Present to division staff, internal/external stakeholders, may include faculty/staff from student's education institution.

**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. Refer to instructions.**

The position requires the ability to perform inspections at materials utilization facilities. These inspections may involve intermittent exposure to a variety of weather conditions, potential fugitive emissions from facilities, and physical hazards associated with the facilities, such as proximity to large vehicles or heavy equipment.

**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?**

The function of the work area is to ensure compliance with several parts of the NREPA, including those for Material Utilization facilities. This position assists district staff with this function.

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

Experience with Excel spreadsheets and use of Excel graphics preferred.

**EDUCATION:**

Current enrollment in college or university and pursuing a degree in Environmental Science or Sustainability.

**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:**

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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 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.*

*T Kecskemeti*

10/31/2025

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.**