

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

<p><b>2. Employee's Name (Last, First, M.I.)</b> Vacant</p>	<p><b>8. Department/Agency</b> ENVIRONMENT, GREAT LAKES, AND ENERGY</p>
<p><b>3. Employee Identification Number</b> TBD</p>	<p><b>9. Bureau (Institution, Board, or Commission)</b></p>
<p><b>4. Civil Service Classification of Position</b> ENV ENGR LICENSED SPECIALIST 13</p>	<p><b>10. Division</b> DRINKING WATER AND ENVIRONMENTAL HEALTH DIVISION (DWEHD)</p>
<p><b>5. Working Title of Position (What the agency titles the position)</b> SURFACE WATER TREATMENT SPECIALIST</p>	<p><b>11. Section</b> FIELD OPERATIONS SECTION</p>
<p><b>6. Name and Classification of Direct Supervisor</b> MICHAEL BOLF, LICENSED ENV EGR MGR 14</p>	<p><b>12. Unit</b> ENGINEERING UNIT</p>
<p><b>7. Name and Classification of Next Higher Level Supervisor</b> BRIAN THURSTON SAM 15</p>	<p><b>13. Work Location (City and Address)/Hours of Work</b> LOCATION TBD/80 HOUR PAY PERIOD</p>

**14. General Summary of Function/Purpose of Position**  
The surface water treatment specialist has primary responsibility for performing sanitary surveys, surveillance visits, and reviewing plans, specifications, and permit applications for community water supplies which have treatment plants subject to the Surface Water Treatment Rules. The surface water treatment specialist also has primary responsibility for reviewing monthly operation reports and serves as the main contact for communities subject to the Surface Water Treatment Rules.

This position serves as the statewide specialist in one or more of the following technical elements of surface water treatment: membrane filtration, conventional treatment (coagulation, flocculation, sedimentation, and filtration), and disinfection (alternative disinfectants, CT, and disinfection byproduct control). This specialist reviews new, complex, or unique treatment technologies in these categories being considered for installation in the state.

**For Civil Service Use Only**

**15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.**

**List your duties in the order of importance, 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 65**

This position is responsible for the oversight of community water supplies with water treatment plants subject to the Surface Water Treatment Rules. Oversight includes performing sanitary surveys of community water supplies, conducting routine surveillance visits, determining compliance, providing technical assistance, and serving as the statewide specialist in membrane filtration, conventional treatment, or disinfection.

**Individual tasks related to the duty.**

- Complete the entire sanitary survey process, including reviewing water supply files, completing the sanitary survey checklists, performing site visits, compiling survey findings, and sending survey documents and cover letter to the community.
- Conduct ongoing surveillance of water systems, including routinely visiting surface water treatment plants, reviewing monthly operation reports, and reviewing monitoring results. Conduct data entry and analysis of surface water parameters. The review of operation reports and monitoring results is critical to ensuring public health standards are met.
- Consult on problems or proposals related to the surface water treatment elements of membrane filtration, conventional treatment, and disinfection. This duty requires maintaining expertise in these areas by attending training and staying connected with pertinent resources.

Duty 2

**General Summary of Duty 2**                      **% of Time 15**

Serve as the primary contact for community water supplies with surface water treatment plant(s) in the region.

**Individual tasks related to the duty.**

- Review engineering reports, treatment studies, operating procedures, and other information relating to the treatment plant.
- Respond to emergencies and complaints related to water quality or service reliability.
- Respond to general questions, emails, or other correspondence related to the operation of the treatment plant.
- Disseminate information related to surface water treatment plants to water utility staff, consulting engineers, local officials, the general public, and government officials (local, state, & federal). The surface water treatment specialist may represent the Department and DWEHD at public meetings and media events.

Duty 3

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

Process Act 399 construction permit applications proposing work relating to surface water treatment plants, including distribution system permits, as assigned.

**Individual tasks related to the duty.**

- Review the permit application, construction plan, project specification, and basis of design for each project proposed by surface water treatment plants in the region.
- Issue permits for projects that are protective of public health and meet department standards.
- Meet with community officials and consultants as needed to discuss design considerations for critical and complex projects.
- Consult on permit applications statewide for construction and installations in the areas of membrane filtration, conventional treatment, and disinfection.

Duty 4

**General Summary of Duty 4**

**% of Time 5**

Coordinate and provide training to DWEHD staff and operators related to one or more of the following technical elements of surface water treatment: membrane filtration, conventional treatment, and disinfection.

**Individual tasks related to the duty.**

- Assess the technical needs of DWEHD engineers, research available courses, and develop materials if appropriate.
- Assist with coordination, preparation, and instruction of operator training courses relating to membrane filtration, conventional treatment, and disinfection.
- Assist with other operator training duties including exam formulation, exam review, and subject matter expert committees.
- Serve as mentor to surface water engineer assigned to the region.

Duty 5

**General Summary of Duty 4**

**% of Time 5**

Other duties as assigned.

**Individual tasks related to the duty.**

- As assigned.

**16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.**

Decisions include:

- Adjustments to water treatment to optimize water quality as well as adjustments necessary to ensure protection of public health.
- Actions and responses to emergencies impacting water quality and reliability, including the need for public notification.
- Design considerations for construction of new treatment facilities or improvements to existing facilities.
- Determination of training needs for DWEHD staff and water treatment operators.

Parties impacted by these decisions include water treatment plant owners and operators, DWEHD district and program staff, the general public, consulting engineers, and government officials (local, state, & federal). In addition, the budgets of local units of government, the scope of consulting engineering services, and the confidence of the public are impacted by these decisions.

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

- Unique events such as major interruptions in supply or treatment process at a complete treatment facility.
- The content, timing, and distribution of certain public drinking water advisories.
- Responses to media and legislative inquiries regarding prominent issues or events.
- Compliance enforcement considerations

**18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.**

Routine activities include telephone communications, operation of computer terminals, and other related duties encountered in a typical office environment. Travel by automobile to district offices or water utilities for the purpose of on-site evaluations or consultations will arise and occasionally require overnight stays. The amount of time and intensity of each activity will vary with the daily workload.

**19. List the names and classification titles of classified employees whom you immediately supervise or oversee 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. My responsibility 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.      |

21. *I certify that the above answers are my own and are accurate and complete.*

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**NOTE: Make a copy of this form for your records.**

**TO BE COMPLETED BY DIRECT SUPERVISOR**

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?  
Agree

23. What are the essential duties of this position?

The primary duty of this position is to ensure the Division maintains a level of expertise relative to all areas of surface water treatment, consulting with staff engineers and water utility officials to avoid water quality problems before a risk to public health occurs. The regulations and science in the areas of membrane filtration, conventional treatment, and disinfection is complex; maintaining proficiency in these areas is essential.

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

New surface water engineer positions have been added since the position was created to assist the surface water specialists. Therefore, the specialists will now be responsible for mentoring and training the new surface water engineers. This will be critical for succession planning in order to maintain the necessary level of proficiency related to complex treatment areas.

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

The function of the Field Operations Section is to carry out the responsibilities of a comprehensive program of supervision and control over all community public water supplies mandated by the Michigan Safe Drinking Water Act (Act 399, P.A. 1976 as amended). This position was established to ensure safe and adequate drinking water for the health and welfare of the public, and to carry out such additional responsibilities as may be assigned by the Unit Supervisor, Section Manager, or Office Administration.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Bachelor of Science Degree in Civil Engineering, Environmental Engineering, Chemical Engineering, or equivalent.

**EXPERIENCE:**

One year of experience at the Licensed Environmental Engineer 12 level. One year of experience in one or more of the three specialty areas: membrane filtration, conventional treatment, and disinfection. Five years of experience related to the design, operation, or regulation of water treatment plants subject to the Surface Water Treatment Rules.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to communicate accurately and tactfully with individuals and groups, both verbally and in writing. The surface water treatment specialist must meet and work with people at both a technical and layman level. The specialist must have thorough knowledge of membrane filtration, conventional water treatment, or disinfection practices, as well as familiarity with applicable portions of the Safe Drinking Water Act. Attendance at special seminars on water treatment technologies is required as permitted by the Department. Thorough knowledge of computer software commonly used to analyze operational data is also required.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Michigan Professional Engineers License is required.

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.*

**27. 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**

**28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.**

**29. I certify that the entries on these pages are accurate and complete.**

\_\_\_\_\_  
Appointing Authority's Signature

\_\_\_\_\_  
Date