

**State of Michigan
Civil Service Commission**

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

Position Code

1. RESRALTAA73R

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 TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) BUREAU OF FIELD SERVICES
4. Civil Service Position Code Description RESOURCE ANALYST-A	10. Division Transportation Systems Maintenance and Operations (TSMO)
5. Working Title (What the agency calls the position) ROADSIDE TURF/EROSION/WASTEWATER PROGRAM COORDINATOR	11. Section MAINTENANCE/OPERATIONS SERVICES
6. Name and Position Code Description of Direct Supervisor BODELL, JASON R; ENGINEER MANAGER LICENSED-4	12. Unit ROADSIDE OPERATIONS
7. Name and Position Code Description of Second Level Supervisor COOK, STEVEN; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 6333 OLD LANSING ROAD, LANSING, MI 48917 / 7:30 A.M. - 4:00 P.M. HOURS M-F (HOURS MAY VARY)

14. General Summary of Function/Purpose of Position

This is the Michigan Department of Transportation (MDOT) recognized resource/agency expert responsible for providing guidance and oversight to the Regions with regards to roadside turf establishment, erosion control, storm water procedures and wastewater and drinking water management plans at tourist facility. This position serves as the Department recognized resource for compiling, analyzing and review of best practices used in the development of specifications for erosion control and storm water management, waste & drinking water systems, and for roadside enhancements. This position is responsible for initiating and coordinating program enhancements, as well as recommending changes to current policies and procedures to MDOT leadership. Examines and stays current on laws and regulations on waste & drinking water systems at tourist facilities. Examines and stays current on laws and regulations in regards to erosion control and storm water management on MDOT right of way. Statewide responsibility to coordinate sampling, testing and review results and provide recommendations to Regions staff on wastewater system operation and maintenance.

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: 50**

Serve as the recognized resource, coordinating to oversee the application of the Departments Sewage System Management Plan and Public Water System operations at all tourist facilities.

Individual tasks related to the duty:

- Coordinate with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) and MDOT Environmental Section regarding appropriate interpretation and application of existing and proposed laws, policies, permits and procedures related to sewage system management and public water systems at tourist facilities
- Monitor complex sewage systems statewide to ensure that proper operation procedures are followed.
- Coordinate waste system discharge sampling, testing and evaluate test results and provide recommendations to Region staff to ensure appropriate actions are taken to satisfy permit regulations.
- Monitor public water test results at tourist facilities and make recommendation to the Regions on new laws, policies and permit requirements.
- Compile and maintain data related to public water wells, water supply treatment and sewage systems for tourist facilities.
- Monitor, evaluate and develop specification, guidelines and procedures for implementation of best practices.
- Prepare and submit required reports to satisfy EGLE permit requirements.

Duty 2**General Summary:****Percentage: 25**

Serve as the recognized resource, coordinating and developing a storm water and soil erosion plan for Central and Region Maintenance staff.

Individual tasks related to the duty:

- Participate and represent the TSMO Division on the Maintenance Environmental Team and MS-4 Storm water committee.
- Coordinate statewide application of laws, policies, procedures, and permit requirements as related to stormwater and erosion control.
- Represent the TSMO Division as an active member of the New Products Review Team for stormwater and erosion products.
- Monitor, review, evaluate and make recommendations on best practices and innovative storm water and erosion products.
- Work directly with EGLE, other Great Lakes Region DOT's and industry to develop specifications and work methods that are efficient and effective.
- Examine and stay current on all laws and regulations in regards to erosion control and stormwater management on MDOT right of way.

Duty 3**General Summary:****Percentage: 15**

Administer the Turf Management Program at all MDOT tourist facilities. Provide advice and consultation to Region Coordinators on a regular basis to ensure program compliance and to resolve outstanding issues.

Individual tasks related to the duty:

- Compile, analyze and review best practices used in the development of specifications for turf management.
- Monitor, evaluate and develop statewide turf management plan for all MDOT owned rest areas and roadside parks.
- Develop purchasing specifications for plants, tree shrubs and flowers on state owned roadsides.
- Analyze data, compile information and develop site specific contracts to ensure proper methods are used in preparation of flower beds at tourist facilities.
- Develop and approve specifications for turf management on all state-owned roadsides.
- Develop and conduct training for Region staff.
- Review, recommend changes and approve warranty contracts for turf establishment.
- Provide Quality Assurance on seed mix compliance for MDOT projects.
- Evaluate and develop new specifications for grass seed used on MDOT projects.
- Propose, develop and prepare technical specifications for soil and composting materials.
- Coordinate and facilitate programs with turf and landscape industries and universities.

Duty 4**General Summary:****Percentage: 10**

Assist in the management of special programs such as the Master Gardner Program, Tree Planting Program, Wildflower Program, Pollinator Program, and Invasive Species Program and other special programs as assigned.

Individual tasks related to the duty:

- Assist in planning, training, purchasing of materials and administration of the Master Gardner Program, Tree Planting Program and Wildflower Program.
- Provide technical expertise in development of guidelines and make recommendations for process improvements.
- Assist in the development of materials and make presentations to public and private groups, Regions, other agencies, industry and communities on various special programs.
- Coordinate other special projects as the need arises.
- Participate in cross training opportunities.
- Other duties as assigned by the Management staff.

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

Uses independent judgement to make decisions and carry out highly complex assignments. These decisions affect the daily operation of the regions, contract counties, and the traveling public.

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

- Decisions that affect department or state policy.
- Decisions where MDOT policy is unclear or cannot be followed.

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.

Statewide travel and driving a vehicle for extended periods of time. Field investigations involve walking on rough terrain and working in close proximity to high speed traffic. Sitting at a desk and computer for extended period of time. May require an employee to be exposed to hazardous work environments that may include exposure to unpleasant and noxious fumes and odors. Occasional lifting, pulling, and pushing of materials and equipment, weighing up to 50 lbs.

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):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> 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?

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

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

The function of this work area is to provide maintenance expertise to the regions and to administer various statewide programs. This position functions as a recognized resource in the areas of stormwater, soil erosion, turf management and wastewater management programs.

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 a physical, biological, or natural resource science, resource management, resource planning, engineering, or a related field.

EXPERIENCE:

Resource Analyst 12

Three years of professional experience in the protection, development and maintenance of land, water, or natural resources, including one year equivalent to the experienced (P11) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of turf management, soil erosion, storm water and wastewater management, and rest area practices.

Ability to communicate effectively (oral and written), maintain records, and prepare reports.

Knowledge of the principles of ecology.

Ability to organize and write technical reports.

Ability to compile, analyze and evaluate data.

Must comply with Guidance Document 10118 – Personal Protective Equipment (PPE) – Policy.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan Driver's License.

- Possession OR the ability to obtain within 1 year of assignment:

A pesticide applicators certification in categories 3A, 3B, 5, 6

Water Treatment License

Waste Treatment Plant Operator's License for operating A1-F, A-1-G, C-1-B, C-2-C and C1-C type systems

Soil Erosion Certification for Phase II

Storm water Operator Certification

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.

N/A

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

ANDREW LIENAU

7/28/2022

Appointing Authority

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