

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: STUDASTE

Civil Service Class and Level: Student Assistant-E

Working Title (What the agency calls the position): Student Assistant

Name and Position Code Description of Direct Supervisor: KIRK, AUDRIE J; ENVIRONMENTAL MANAGER-3

Department/Agency: ENVIRON, GREAT LAKES & ENERGY

Bureau (Institution, Board, or Commission):

Division: Water Resources Division

Section: Field Operation Section

Unit: Grand Rapids District Office – Water Resources Unit

Work Location (City and Address)/Hours of Work: 350 Ottawa Ave, NW, Grand Rapids, MI 49503 / Hour will vary and cannot exceed 29hrs per week

General Summary of Function/Purpose of Position: This position will be responsible for assisting Water Resources Division (WRD) staff with general duties as assigned. Specific job duties will include assisting staff with complaint documentation, gathering site information and data, field investigations, answering questions from the public by phone, letter, or e-mail regarding regulations, the permitting process, and general questions on land and water resources, and drafting of correspondence relative to the land and water programs and statutes administered by the WRD.

This position will also assist with data management and correction needs within WRD's information system MiEnviro. Specific job duties will include utilizing the various features of MiEnviro to enter, review, and properly format data elements within the database. This will entail accessing the GIS component of MiEnviro, reviewing site information, coordinating site locations with WRD staff, and making necessary changes to site locations. The position will also assist with converting hard copy data to electronic files, updating GIS data, and preparing draft documents.

The Student Assistant should have a strong interest in environmental protection, and an aptitude for field work and IT work. The Student Assistant will work closely with staff of the WRD.

Assigned duties and tasks for each duty.

Duty 1: Assist WRD staff with logging complaints, writing correspondences and reports, responding to phone inquiries, and conducting field inspections. Develop a working knowledge of WRD's programs.

- Assist WRD staff with collecting and documenting complaints.
- Assist WRD staff with the scheduling of site visits as part of application reviews and complaint follow-up.
- Assist WRD staff in the gathering and compiling of site information.
- Assist WRD staff with fieldwork.
- Help with the maintenance of field equipment.
- Assist WRD staff in scheduling and conducting training events for internal and external customers.
- Assist WRD staff with the writing of routine correspondences and reports.

Duty 2: Assist the WRD with data management needs in MiEnviro and other databases.

- Enter complaints received into MiEnviro.
- Assist with the scanning and uploading documents to MiEnviro.
- Determine and adjust site location information in MiEnviro with the appropriate WRD staff.
- Provide other assistance to internal and external users as necessary and appropriate.
- Review and update database information and GIS layers as directed.

Duty 3: Other duties as assigned.

- Participate in training to enhance professional and administrative skills.
- Attend meetings with district staff as assigned.
- Assist with mailing, filing, scanning, and general office duties as assigned.

Types of decisions made independently and whom or what those decisions affect: Employee performs under direct supervision.

Types of decisions that require the supervisor's review: All decisions will be reviewed by WRD staff.

Physical effort used to perform this job and environmental conditions of this position: Work involves both office and field working environments. Must be capable of a full range of physical activity on all types of terrain and under variable weather conditions. Normal driving is required.

Physical Activities: Standing, sitting, walking, climbing, wading, stooping, digging, kneeling, jumping, and carrying are all done routinely during field investigations. Many field investigations are on undeveloped property. Field work will require walking, wading, and climbing across rough terrain, with thick vegetation and/or other adverse natural conditions.

Conditions/Hazards: Wet, cold, heat, noise, dust, poisonous vegetation, insects and wildlife, wading in water, and working in traffic areas are all encountered when working in the field. Field work constitutes about 35% of the job.

During some types of field work or field responses, the person in this position may walk upon land occupied by either current or historic agricultural, commercial, or industrial activities or through such site types or facilities. During these inspections/responses, the person in this position could occasionally be exposed to wastewater, storm water, fumes, and soil or airborne contaminants from or on the site, or from chemical storage or processes on the site, or other sources. Division safety procedures must be followed in all activities.

This position may require sitting in front of a computer for an extended period of time.

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: Assist district staff with duties related to complaint response, field investigations, and application review. Assist the WRD in managing data in MiEnviro.

The function of the position's work area and how it fits into that function: The Field Operations Sections are responsible for implementation of WRD programs through issuance of permits; compliance and enforcement actions; complaint response; and public information/education with regard to activities occurring at the land-water interface and with regards to the surface water quality programs. This position will help staff implement WRDs programs through assistance with field investigations, complaint response, application review, and data management.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Current enrollment in high school, vocational or technical school, or post-secondary educational institution.

Prefer: Aquatic Sciences, Biology, Environmental Engineering, or Chemistry-oriented curriculum, or Computer Science, Information Technology, and Geology, Geosciences, Earth Science, Oceanography, Environmental Sciences, Forestry, Coastal Science, Natural Resource Management, Geomorphology, GIS oriented curriculum or similar. Completion of 55 semester hours (or 83 term hours) in college toward the degree.

EXPERIENCE:

Student Assistant A

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of biological sciences to evaluate the impact of projects on natural resources. The ability to use a GPS and experience with GIS is highly desired.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan driver's license preferred.