

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> ENVIRON, GREAT LAKES & ENERGY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Engineer Manager Licensed-3	<b>10. Division</b> Drinking Water and Environmental Health Division (DWEHD)
<b>5. Working Title (What the agency calls the position)</b> Engineer Manager Licensed 14	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> THURSTON, BRIAN E; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> KRISZTIAN, GEORGE L; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> Warren District Office - / Monday-Friday / 40 hours per week
<b>14. General Summary of Function/Purpose of Position</b>	
<p>The District Engineering Supervisor is responsible for the regulatory oversight of the engineering aspects of community public water supplies as defined by the Michigan Safe Drinking Water Act (Act 399 PA 1976, as amended), emergency response activities, and other environmental health related programs in a specified district of the state. The District Engineering Supervisor directly supervises, licensed professional engineers, unlicensed engineers in training and environmental quality analysts in the Warren District Office who provide technical support and review for community water supplies. This position provides the necessary licensed engineering support to approve of construction designs and provide the necessary mentorship for engineers in training to work toward acquiring their engineering license.</p> <p>This position is required to make independent decisions concerning engineering concept and design, operation and maintenance of public water supplies related to public health.</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:** **Percentage: 45**

Supervision of engineering staff

**Individual tasks related to the duty:**

The District Engineering Supervisor is responsible for the direct first line supervision and training of staff that are assigned to the Warren District Office. Staff consists of licensed engineers, unlicensed engineers in training, and a secretary. The District Engineering Supervisor schedules work assignments, sets priorities, and directs subordinates work in construction plan review and the surveillance and sanitary surveys of community water supplies in the district. The District Engineering Supervisor coordinates schedules of the assignments, sets priorities within the district, evaluates, and verifies the district's staff performance.

**Duty 2**

**General Summary:** **Percentage: 35**

Construction Plan Approval, Issuance of Construction Permits

**Individual tasks related to the duty:**

The District Engineering Supervisor directly oversees, reviews, and approves engineering work products completed by unlicensed engineers in training. The District Engineering Supervisor is a licensed engineer who approves and signs off on all engineering permits in accordance with DWEHD policy that requires a licensed engineer to conduct final review and sign off on all engineering permits. The District Engineering Supervisor provides the necessary engineering oversight and training needed for unlicensed engineers to obtain the necessary engineering license required for programmatic work. The District Engineer Supervisor attends technical and public meetings dealing with plans and specifications for complicated water sources, treatment facilities, and distribution systems serving the public as required by statute. The District Engineering Supervisor attends inspections to review and inspect completed phases of work in connection with the final approval of a Water Supply construction project. Inspections are conducted to evaluate engineering design and operability as well as compare final construction to permitted design.

**Duty 3**

**General Summary:** **Percentage: 10**

Evaluation of Reports and Studies

**Individual tasks related to the duty:**

The District Engineering Supervisor oversees the inspection, evaluation, and monitoring of community water supplies by the district staff. Using a wide range of technical experience, makes independent judgments and adequately identifies deficiencies and their severity, recommends a course of action including the review of engineering reports concerning these regulated community water supplies. Assigns, directs, and reviews the work of engineering staff in the review of engineering reports for new drinking water treatment and distribution systems. Responsible for assigning and coordinating staff reviews and progress reports from engineering consultants on major water treatment projects, as well as participating in pre-construction and construction progress meetings with building contractors, engineering consultants, and owners.

**Duty 4**

**General Summary:** **Percentage: 10**

Water Quality Determination/Miscellaneous activities

**Individual tasks related to the duty:**

The District Engineering Supervisor directs the evaluation of water quality data to determine if drinking water standards are met. In situations where the standards are not met, the District Engineering Supervisor assesses the extent of the problem and recommend a course of action. Ensures that close contact with the local government and county health department when there are water quality problems is maintained by self and staff ensuring that staff serve as technical mediator, when necessary, when there are several agencies or facilities involved in a problem. The District Engineering Supervisor is responsible for overseeing the preparation of the primary enforcement documents or formal referral to the Enforcement Section when escalated enforcement is required.

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

Most decisions are made independently. The District Engineering Supervisor makes the determination of the potential threat to public health based on an evaluation of water system engineering design, construction, and operation, or the interpretation of water quality results, and the appropriate response to be implemented to correct or eliminate the problem. The District Engineering Supervisor coordinates with Engineering Unit Manager and other licensed engineering supervisors, engineers and analysts, assisting with the more difficult technical or politically sensitive decisions. All water supplies and DWEHD staff have the potential to be impacted by these decisions.

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

Where situations are encountered for the first time or are of sufficient complexity or sensitive nature, the supervisor's knowledge and experience are needed to formulate a proper response.

**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.**

The District Engineering Supervisor may visit water treatment plants where hazardous chemicals are stored or a construction site where machinery is used.

**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.**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
ADEN, JOSHUA R	ENVIRONMENTAL ENGINEER-E P11	WALLER, JERIESHA C	ENVIRONMENTAL ENGINEER-E P11
ISLAM, ABUZOHA S	ENVIRONMENTAL ENGINEER-E P11	YUSKO-KOTIMKO, TIFFANY A	ENVIRONMENTAL ENGINEER-E P11
ZIMES, KYLE J	ENVIRONMENTAL ENGINEER-E 9	DISSER, WILLIAM T	ENVIRONMENTAL ENGINEER-E P11
VACANT	ENVIRONMENTAL ENGINEER LIC-A	DILL, DANIELLE D	SECRETARY-E E8

**Additional Subordinates**

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

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

To carry out a comprehensive program of supervision and control over environmental health related programs and community public water supplies in the district, including the surveillance, inspection and evaluation of the waterworks systems and their operation. Oversight of the review and approval of engineering plans and specifications, and the issuance of construction permits for community water systems. Pursue full compliance with the requirements of Michigan Safe Drinking Water Act (Act 399, PA 1976) by the community public water supplies in the district, and to ensure that office policies and procedures are appropriately applied. To be successful in this position, the following competencies have been identified as essential: Managerial/Professional Knowledge and Skills, Communication Skills, Decision Making, Planning and Organizing Work, Developing a Successful Team, Adaptability, Customer Focus, and Work Standards.

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

New Position

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

The District Engineering Supervisor provides the direct oversight of the licensed and unlicensed engineers in training responsible for the regulatory oversight of the engineering aspects of community public water supplies as defined by the Michigan Safe Drinking Water Act (Act 399 PA 1976, as amended), emergency response activities, and other environmental health related programs in a specified district of the state.

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

**EDUCATION:**

Possession of a bachelor of science degree in engineering.

**EXPERIENCE:**

**Engineer Manager-Licensed 14**

Five years of professional experience equivalent to an Engineer, including three years equivalent to an Engineer P11; two years equivalent to an Engineer 12, Engineer Manager 12, or Engineer Manager-Licensed 12; or, one year equivalent to an Engineer Manager 13, Engineer Manager-Licensed 13, Engineering Specialist 13, or Engineering Specialist-Licensed 13.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The ability to communicate accurately and tactfully with individuals and with groups verbally and by letter is essential. The District Engineering Supervisor must be able to meet people and work with them at the technical level and at the lay level.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Certification/registration as Professional Engineer in Michigan

Valid Michigan Driver's License

*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.

None

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

\_\_\_\_\_  
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