

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 AGRICULTURE AND RURAL DVLPMNT |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission) |
| 4. Civil Service Position Code Description PLANT INDUSTRY SPECIALIST 2 | 10. Division Pesticide and Plant Pest Management Division |
| 5. Working Title (What the agency calls the position) Fertilizer and Bulk Agrichemical Storage Specialist | 11. Section Animal Feed Safety and Agricultural Products Section |
| 6. Name and Position Code Description of Direct Supervisor LYONS, TIMOTHY R; PLANT INDUSTRY MANAGER-4 | 12. Unit |
| 7. Name and Position Code Description of Second Level Supervisor CARLSON, STEVEN L; STATE ADMINISTRATIVE MANAGER-1 | 13. Work Location (City and Address)/Hours of Work / 8:00 AM-5:00 PM |

14. General Summary of Function/Purpose of Position

This specialist oversees and manages all product and business licenses and registrations for fertilizer, beneficial use by-products, liming and bulk agrichemical storage activities; oversees reporting of fertilizer tonnage fees and conducts field audits on-site when necessary; initiates enforcement actions as they relate to fertilizer, beneficial use by-products, liming, and bulk agrichemical storage activities and quality assurance; develops policies, standard operating procedures work instructions, inspection and sampling plans; co-provides agrichemical engineering support with assistance from an Environmental Stewardship Division engineer, assists with safety issues, serves as a resource advisor for staff and other state agencies; represents the department at meetings with industry, other government agencies, and Michigan State University; coordinates other related activities.

This position is required to follow established standard operating procedures and meet quality, quantity and timeliness standards for assigned work.

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

Fertilizer and Liming Materials Programs

Individual tasks related to the duty:

- Responsible for product labeling, product registration, facility licenses and the drafting of new regulations or amendments to the fertilizer law or liming materials law. Reviews beneficial use by-product proposals with other departmental staff, including agronomists and MDARD's toxicologist. Responds to all fertilizer and liming related correspondence and requests. Reviews product labeling and license applications and provides appropriate regulatory responses for firms and their products..
- Develops and coordinates fertilizer sampling programs. Establishes sample schedules for field staff, monitors results and inform the staff and the industry of results. Coordinates with the Laboratory Division or contract lab personnel regarding available diagnostic resources. Integrates the fertilizer and bulk storage program into the division's overall workload plan.
- Coordinates semi-annual tonnage reporting with the tonnage department technician and auditing staff.
- Coordinates desk audits by the department technician and conducts field audits on-site when necessary.
- Provides information to all staff regarding the safety, security and handling of fertilizer and liming materials. Maintains a presence on the department's safety committee.
- Collaborates with Michigan State University and other sources to identify and research current fertilizer related concerns and keep staff and industry officials informed. Provides information to the news media when necessary regarding the safety of fertilizers and fertilizer ingredients with the assistance from divisional and departmental communication staff.
- Acts in advisory role to producer organizations, such as the Michigan Agri-Business Association, Michigan Farm Bureau, etc. Represents the Department as a member of the American Association of Plant Food Control Officials to insure label and product uniformity, security and safety. Represents the department and actively participate at state and national meetings.
- Develops and conducts education and outreach activities relative to fertilizer and liming compliance with law and regulations internally in MDARD and outside the department with our regulated businesses.
- Addresses the current needs of the public and the agrichemical industry, particularly in the areas of security and water quality concerns. Assists with the Fertilizer Research Advisory Board. Serves as an information resource for division and department staff, industry, other state agencies, and university personnel and collaborates with them to meet current and changing reporting and data collection needs.

Duty 2

General Summary:

Percentage: 25

Bulk Agrichemical Bulk Storage Program

Individual tasks related to the duty:

- Drafts and participates in the enactment of regulations dealing with bulk agrichemical storage and handling.
- Coordinates with an Environmental Stewardship Division engineer to review and determine the effectiveness of, and make recommendations pertaining to, fluid dynamics, materials compatibility, and soil suitability for bulk agrichemical storage (fertilizer and pesticide) facilities; and review site plans and perform technical research work and make comprehensive recommendations on engineering problems.
- Reviews and approves facility registrations, provides training, organizes, and coordinates inspection of such facilities and equipment. Helps establish facility inspection schedules with regional supervisors and inspection staff. Provides technical support for field staff.
- Develops and conducts education and outreach activities relative to bulk storage compliance with law regulations.
- Conducts on-site visits alongside PPM field inspectors at firms having a recent history of failing initial inspections. These site visits are specifically related to failed inspections with structural integrity of primary containment, secondary containment, operational mix/load pads or to verify containment, site, and other information submitted by the facility registrant. Other on-site inspections in the field may be conducted in coordination with a regional supervisor.
- Conducts on-site training of inspection staff to ensure quality of inspections in accordance with Performance Excellence and division procedure documents.

Duty 3

General Summary:

Percentage: 20

Fertilizer and Bulk Storage Enforcement Activities

Individual tasks related to the duty:

- Coordinates fertilizer, liming materials, beneficial use by-products and bulk storage investigations and complaints in cooperation with department inspection staff, the Michigan Department of Environment, Great Lakes and Energy, the U.S. Environmental Protection Agency, and other related agencies.
- Implements fertilizer and liming materials for an enforcement response. Reviews inspection and sample findings to recommend appropriate action and informing staff and the industry of results. Prepares violative cases for enforcement action. Organizes enforcement efforts with the regional staff to achieve effective enforcement action.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

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

License and registration approvals. Product label reviews and approvals. With assistance as needed from an Environmental Stewardship Division engineer, determining if bulk storage facility plans submitted for approval are adequate for assuring that minimum containment and safety considerations are met.

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

When preparing proposed amendments to laws or rules. When considering administrative fines, hearings, suspensions or revocations of licenses or registrations.

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.

Physical: periodic lifting and carrying of equipment and bagged products; regular climbing, stooping, kneeling, and bending around equipment; regular extended sitting and viewing of detailed documents and computer monitors. Environmental: periodic wet and cold climate; periodic loud equipment noises; occasional exposures to chemicals and fumes; occasional exposures to air-borne dusts; occasional direct contact with contaminated soil and water while utilizing personal protective equipment.

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?

Oversees and manages all product and facility registrations and business licenses for fertilizer, liming, and bulk storage. Develops and implements sample and survey schedules for quality monitoring. Reviews and acts upon bulk agrichemical storage facility applications and site plans and coordinates inspection of such facilities. Collects and assimilates tonnage fees for fertilizer and publishes state summaries. Participates on technical committees, cooperates and confers with Michigan State University staff and agrichemical industry representatives, particularly in the areas of agrichemical storage and handling concerns. This position is also a resource advisor for the field enforcement and a source for other state agencies in these product areas.

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

PPPM is requesting the reactivation of the PIS 13, Fertilizer & Bulk Storage Program Specialist from to focus on the core programs once again along with overseeing any new and emerging issues. The function and responsibility of the position has remained the same.

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

This work area handles fertilizer, liming and bulk storage enforcement activities. These enforcement activities include fertilizer licensing, fertilizer registration, fertilizer tonnage fees submissions, fertilizer sampling violations, label enforcement for fertilizer, and bulk agrichemical storage registration and containment.

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 agronomy, agriculture technology, agriscience, biology, horticulture, botany, crop science, entomology soil science, horticulture, forestry, landscape architecture, plant biology, plant pathology, plant science, or plant physiology.

EXPERIENCE:

