

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

This position description serves as the official classification document of record for this position. Please complete this form 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
	Environment, Great Lakes, and Energy
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
Environmental Quality Specialist 13	Drinking Water and Environmental Health
5. Working Title (What the agency calls the position)	11. Section
Onsite Wastewater Program Specialist	Environmental Health
6. Name and Position Code Description of Direct Supervisor	12. Unit
Tanya Rule, Environmental Manager 14	Onsite Wastewater Management
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Dana DeBruyn, State Administrative Manager	TBD 80 hours/pay period
14. General Summary of Function/Purpose of Position	
This position serves as the statewide specialist for the Onsite Wastewater Program (OWP) and is responsible for the administration of Act 288 of 1967 (Land Division Act); Act 59 of 1978 (Condominium Act) and the 2001 Department of Environment, Great Lakes, and Energy's (EGLE) Administrative Rules for Subdivisions and Land Divisions that apply to subdivisions, condominium developments, and certain land divisions. This position also serves as the statewide specialist and technical expert for the Michigan Local Public Health Accreditation Program (MLPHAP) and is responsible for providing technical assistance to local health departments under the MLPHAP as well as the statewide specialist for the OWP on any national accreditation matters related to onsite wastewater. This position also performs periodic evaluations of local health department (LHD) Onsite Wastewater Treatment Management Programs under the MLPHAP and is responsible for completion of the annual Statewide Failed Sewage System Evaluation Summary Report. This position assists in the administration of the 1994 Michigan Criteria for Subsurface Sewage Disposal. Furthermore, the position is responsible for coordinating the development of procedural guidance for the above program areas for use by EGLE staff, Michigan's 44 LHDs and other stakeholders. The position also assists the Unit Supervisor and Section Manager with special assignments, as requested.	

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 of Duty 1

% of Time 50

The program specialist has statewide responsibility for providing necessary program guidance and oversight to ensure consistent, proper review and approval of site suitability for onsite water supply and wastewater treatment systems for land divisions, subdivisions, and condominium developments pursuant to the Land Division Act (LDA), Condominium Act (CA) and the EGLE administrative rules. The program specialist reviews proposed subdivisions, condominium developments and land divisions for compliance with the LDA, CA and EGLE administrative rules for suitability for onsite sewage treatment and/or onsite water supplies.

Individual tasks related to the duty.

- Provide expert program guidance, direction and maintain thorough and up to date knowledge in the program area of land development in accordance with the LDA, CA and EGLE administrative rules.
- Evaluation and consultation regarding information that supports the suitability for individual water well supplies for proposed land divisions, subdivisions, and condominiums developments.
- Develop and maintain an OWP resource library and manual of technical materials and program guidance as part of the statewide administration of this program area.
- Serve as the primary contact and expert in the administration of the LDA, CA and EGLE administrative rules.
- Provide consultation and training in onsite evaluation practices, plan review, and data submittal to local health departments, engineers, surveyors, and other consultants in accordance with the EGLE administrative rules.
- Review plans and supporting documentation submitted by licensed engineers and consultants to assure compliance with all applicable rules, criteria, and guidelines.
- Review complex hydrogeological studies, test well water supply data, and/or water well records as well as any pertinent water quantity/quality data used to support the suitability of onsite water supplies.
- Review soil profile information and any pertinent data used to support the suitability of onsite wastewater treatment systems. The review includes an assessment of system design parameters for compliance with applicable rules, criteria, guidelines, and accepted industry standards.
- Develop and maintain an OWP resource library and manual of technical materials and program guidance as part of the statewide administration of this program area.
- Exercise independent professional judgment in situations directly or indirectly covered by law, rule, or guideline. Require appropriate corrections when conditions exist or could be created that would pose a threat to the environment or the public health.

Duty 2

General Summary of Duty 2

% of Time 20

The program specialist is the expert on the MLPHAP. The program specialist provides administrative oversight and guidance of the MLPHAP, coordinates and conducts comprehensive evaluations of local health department's onsite sewage treatment management programs as part of the MLPHAP.

Individual tasks related to the duty.

- Coordinate the scheduling of local health department onsite sewage treatment management program evaluations.
- Coordinate the review of the Minimum Program Requirements (MPRs) with LHD representatives.
- Communicate approved MPR modifications to the administrators of the MLPHAP.
- Provide technical assistance to local health departments under the MLPHAP.
- Conduct office evaluations of local health department programs and procedures to assess compliance with minimum standards.
- Conduct field evaluations of local health department programs and procedures upon request.
- Develop forms, checklists, and guidance documents to help LHDs develop policies and procedures for the implementation of all aspects of the onsite sewage treatment program.
- Prepare written reports of evaluation findings with recommendations for improvement or detailed compliance activities necessary to comply with minimum program requirements.
- Review and determine the acceptability of Corrective Plan of Action documents that are submitted by LHDs to identify necessary corrective measures to achieve compliance with minimum program requirements.
- Conduct follow-up evaluations, as deemed necessary, prepare correspondence, coordinate and lead informational meetings to ensure LHD compliance with accreditation standards.
- Communicate effectively with LHDs through verbal discussions and written correspondence before, during, and after an evaluation.
- Complete the annual Statewide Failed Sewage System Evaluation Summary Report.
- Work with the Michigan Department of Health and Human Services on contract related matters impacting LHD funding for the OWP.
- Act as the statewide lead for the OWP on any national accreditation issues related to onsite wastewater.
- Mentor and train EGLE and LHD staff working in this program area.
- Develop and maintain an OWP resource library and manual of technical materials and program guidance as part of the statewide administration of this program area.

Duty 3**General Summary of Duty 3****% of Time 15**

Provide direct assistance and oversight to local health departments, engineers, surveyors, and other consultants pertaining to site suitability and site limitations related to land development utilizing onsite systems.

Individual tasks related to the duty.

- Provide technical assistance, consultation, and program training for EGLE staff, LHDs, consultants, developers, state and local officials, and the general public on land development and onsite sewage and water supply issues.
- Organize, and provide expert training to LHD department personnel in soil identification, properties, genesis, and capabilities for use with onsite sewage treatment.
- Evaluate site conditions for onsite sewage treatment systems, including soil conditions (permeability, water table assessment and treatment capabilities), site limitations, and unique site considerations.
- Serve as an expert witness regarding site suitability and related onsite sewage system issues in meetings, hearings, court proceeding and trials.
- Mentor and train EGLE and LHD staff working in this program area.
- Develop and maintain an OWP resource library and manual of technical materials and program guidance as part of the statewide administration of this program area.

Duty 4**General Summary of Duty 4****% of Time 10**

Provide assistance in administrative oversight of Michigan Criteria for Subsurface Sewage Disposal (MCSSD).

Individual tasks related to the duty.

- Demonstrate a thorough knowledge of onsite sewage system design, function and management for public and private systems with wastewater flows under 10,000 gallons/day.
- Assist in review of participating LHDs in their evaluation and approval process under the MCSSD.
- Consult with LHDs, design consultants, developers, and public officials on design criteria, review processes and permit procedures.
- Assist in the review of engineering plans for onsite wastewater treatment systems.
- Coordinate activities with other pertinent divisions and sections within the EGLE to assure efficient use of time and the consistency and reliability of service.
- Mentor and train EGLE and LHD staff working in this program area.
- Develop and maintain an OWP resource library and manual of technical materials and program guidance as part of the statewide administration of this program area.

Duty 5**General Summary of Duty 5****% of Time** 5

Conduct special assignments assigned by the OWMU Supervisor, EH Section Manager, or the DWEHD Director.

Individual tasks related to the duty.

- Attends MALEHA and MALPH meetings for the OWMU Supervisor and EH Section Manager, when requested.
- Participates on committees and workgroups representing the OWP, OWM Unit, EH Section or DWEHD, when requested.
- Responds to legislative inquiries when requested.
- Conducts long range planning activities as directed by the OWMU Supervisor and EH Section Manager.
- Assists the OWMU Supervisor and EH Section Manager at meetings with LHD administration involving onsite wastewater program non-compliance issues.

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

This position makes independent decisions consistent with existing state laws, administrative rules or EGLE policies and established program guidance on key site suitability issues and development issues for land divisions, subdivision and condominium developments. These decisions have a direct effect on the safe treatment of human sewage that protects the public's health and the surface and groundwater resources of the state. Decisions made about the development of water wells used for residential and commercial drinking water play a significant role in assuring a safe, long-term source of drinking water

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

Decisions that involve contact with state legislators; unique situations where there are conflicting or inadequate departmental guidelines and on any matters which may affect policy, programs or may lead to litigation.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

General office environment; stooping, bending, use of computers, etc. Some hazard exists in driving throughout assigned area, exposure to heavy equipment such as backhoes and well drilling equipment, physical hazards in soil identification in below grade pits, traversing varying terrain, and potential exposure to chemicals in use. There is also occasional use of hand-driven augers to complete soil borings. Knowledge of hazards of entry into confined spaces is essential to minimize risk. Conducting field assessments of subdivisions or site condominiums requires multiple hours of physical labor in doing hand auger borings and/or supervising backhoe excavations, climbing into and out of backhoe pits, and walking across acres of property in varying climatic conditions.

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

☐ Complete and sign service ratings.	☐ Assign work.
☐ Provide formal written counseling.	☐ Approve work.
☐ Approve leave requests.	☐ Review work.
☐ Approve time and attendance.	☐ Provide guidance on work methods.
☐ Orally reprimand.	☐ 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?

This position has statewide responsibility for providing program guidance and oversight necessary to assure the consistent review and approval of site suitability for onsite water supply and onsite wastewater treatment systems for land divisions, subdivisions, and condominium developments pursuant to the Land Division Act, Condominium Act and related administrative rules. Duties also include providing technical assistance, consultation and program training for local health departments, consultants, developers, state and local officials and the general public on land development and onsite water supply and onsite wastewater treatment systems. This position is also serves as the statewide lead and technical expert for the MLPHAP for the OWP. Duties include providing technical assistance to local health departments under the MLPHAP and serve as the statewide lead for the OWP on any national accreditation issues related to onsite wastewater. This position also performs periodic evaluations of local health department (LHD) Onsite Wastewater Treatment Management Programs under the MLPHAP and is responsible for completion of the annual Statewide Failed Sewage System Evaluation Summary Report. This position also assists in the administration of the Michigan Criteria for Subsurface Sewage Disposal.

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

No change.

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

The OWP is responsible for oversight of LHD approvals of onsite water supplies and onsite wastewater treatment systems within land divisions, subdivisions, condominium developments and the review of commercial onsite wastewater system proposals as well as the review of LHD onsite wastewater programs as part of an accreditation process. The OWP provides educational, technical, and practical program assistance to assure approvals are in compliance with the Land Division Act, Condominium Act, and the Michigan Criteria for Subsurface Sewage Disposal as well as with the compliance measures of the Michigan Local Public Health Accreditation Program.

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 the biological sciences, engineering, environmental studies and sustainability, physical sciences, resource development, or resource management.

OR

Possession of a bachelor's degree in any major with at least 30 semester (45 term) credits on one or a combination of the following: biochemistry, biology, botany, chemistry, crop and soil science, ecology, engineering, environmental

health, environmental science, environmental studies and sustainability, forest management, geology, meteorology, microbiology, physical geography, physics, remote sensing, resource development, resource management, toxicology, or zoology.

EXPERIENCE:

Four years of professional engineering or scientific experience in an environmental protection or regulatory program equivalent to an Environmental Quality Analyst, including two years equivalent to an Environmental Quality Analyst P11 or one year equivalent to an Environmental Quality Analyst 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

Strong working knowledge the Land Division Act, Condominium Act, EGLE Administrative Rules, Michigan Criteria for Subsurface Sewage Disposal and the Michigan Local Public Health Accreditation Program. Possess a strong knowledge of local health department operations and the principles of environmental health, including onsite water supply and onsite wastewater treatment. Possess the ability to provide consistent guidance and direction across all areas of the program; strong verbal and written communications skills, strong public relations, and public speaking ability; familiarity with word processing programs and presentation software.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan Driver's License required.

Registered Sanitarian (RS) or Registered Environmental Health Specialist preferred.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

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