

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 ENVIRON, GREAT LAKES & ENERGY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Student Assistant-E	10. Division Water Resources Division
5. Working Title (What the agency calls the position) Student Assistant	11. Section Field Operations Section
6. Name and Position Code Description of Direct Supervisor RILEY, JACOB B; ENVIRONMENTAL MANAGER-3	12. Unit Cadillac District Office-Water Resources Unit
7. Name and Position Code Description of Second Level Supervisor ALEXANDER, KYLE D; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 120 West Chapin Street, Cadillac, MI, 49601 / Hours will vary and cannot exceed 29 hrs per week
14. General Summary of Function/Purpose of Position	
<p>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, and drafting of correspondence relative to the land and water use programs and statutes administered by the WRD.</p> <p>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 MiWaters, 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.</p> <p>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.</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

Assist WRD staff with logging complaints, writing correspondences and reports, and conducting field inspections. Develop a working knowledge of WRD's programs.

Individual tasks related to the duty:

- 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
- 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

General Summary:

Percentage: 45

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

Individual tasks related to the duty:

- 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

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- 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.

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

Employee performs under direct supervision.

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

All decisions will be reviewed by WRD staff.

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.

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.

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):

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

Assist district staff with duties related to complaint response, field investigations, and application review. Assist the WRD in managing data in MiEnviro.

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 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.

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

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.

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