

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
5. Working Title (What the agency calls the position) Storm Water and Environmental Education Student Assistant	11. Section Field Operations Section – Lakes Erie and Huron
6. Name and Position Code Description of Direct Supervisor STEFFLER, MELINDA L; ENVIRONMENTAL MANAGER-3	12. Unit Warren District Office-Industrial and Storm Water Unit
7. Name and Position Code Description of Second Level Supervisor MEYER, CHERI M; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 27700 Donald Court, Warren, MI 48092 / Work hrs will vary and cannot exceed 129 hrs/month

14. General Summary of Function/Purpose of Position

This position will provide general assistance to Industrial Storm Water (ISW) Program staff in the Warren District Office as they implement the requirements under Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). Specific job duties will include reviewing file information, scanning and uploading documents, updating information in MiEnviro, and providing compliance assistance to Industrial Storm Water permittees via telephone or email contact. This position will also assist ISW Program staff in conducting on-site evaluations, identifying unpermitted facilities, drafting general correspondence, and providing guidance materials to the general public and regulated industries.

This position will additionally be responsible for providing support functions for EGLE's Environmental Education program. The Environmental Education program is responsible for developing, administering, and evaluating EGLE's environmental education program impacting educators, students, and all citizens in the state of Michigan, as described under Part 25, Environmental Education, of NREPA. Student Assistant tasks will focus on implementation of EGLE's Environmental Education Lending Station and associated programming in Southeast Michigan.

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: 60

Assist Warren District Office staff with ISW Program oversight.

Individual tasks related to the duty:

- Review file information, scan and upload physical files, ensure information is current in MiEnviro.
- Collect information needed to support ISW Program efforts to close out expired permits and maintain accurate information in MiEnviro.
- Process ISW Program tasks in MiEnviro, as assigned by the District Supervisor.
- Provide ISW Program compliance assistance to individuals and/or businesses, including telephone and email communication, under direction and supervision by ISW Program staff and/or the District Supervisor.
- Draft general correspondence under the direction and approval of ISW Program staff.
- Identify unpermitted facilities for follow-up.
- Assist with the review and approval with program submittals to the Department.
- Conduct offsite and onsite evaluations of regulated facilities under the supervision of District staff.
- Assist Warren District Office staff in complaint investigations and tracking.

Duty 2

General Summary:

Percentage: 30

Assist EGLE's Environmental Education Program with implementation of the Environmental Education Lending Station and its associated programming in Southeast Michigan.

Individual tasks related to the duty:

- Facilitate check out and check in of Lending Station models housed in the Warren District Office.
- Clean, organize, and restock Lending Station materials as needed.
- Assist with data collection around Lending Station use.
- Support Environmental Education staff in the development of educational activities, model guides, and other outreach material associated with the Lending Station.
- Assist and/or lead environmental education activities at K-12 schools and public outreach events using Lending Station materials.
- Perform a variety of office and administrative activities.
- Attend relevant meetings.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Participate in cross training to enhance professional and administrative skills.
- Complete special assignments or projects and other tasks as assigned.
- Other job duties, as assigned by the District Supervisor.

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. As employee gains knowledge about various program aspects, they may handle basic issues with minimal supervision.

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

All decisions will be reviewed by the District Supervisor or the Environmental Education Manager.

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 25% 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):

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

As a student, the employee works under the immediate supervision of an administrative support, trades, technical, professional, or management personnel in the classified state service. Work is performed under well-defined guidelines and assignments are reviewed while in progress. The level of responsibility is commensurate with the student's academic attainment. The employee is required to use judgement in the performance of the work.

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 function of the Warren District Office Industrial and Storm Water Unit includes regulating industrial storm water discharges to assure protection of public health, and preservation and enhancement of waters of the state within the district. This position assures that the industrial discharges are complying with state and federal laws through technical reviews of required submittals and inspections, and public education through communicating with industries, local governments, citizens, and the news media.

The position will assist Warren District Office staff implement the Industrial Storm Water Program through assistance with document and database management, information gathering, compliance assistance, and field evaluations.

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.

EXPERIENCE:

Student Assistant A

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent computer skills are required. The student should have a working knowledge of word processing, spreadsheet, and computer programs, specifically Microsoft Office programs. The student is expected to be able to follow oral and written instructions, learn the work of the department and division, and communicate effectively. Ability to maintain favorable public relations. Interest in water resources and storm water management is beneficial.

CERTIFICATES, LICENSES, REGISTRATIONS:

The student must provide evidence of enrollment or acceptance to an educational institution.

A valid driver's license is 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.

N/A

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