

Position Code

1.

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b>
VACANT	Environment, Great Lakes, and Energy
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b>	<b>10. Division</b>
Environmental Engineer Lic-A (12)	Drinking Water and Environmental Health
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
Licensed Surface Water Engineer	Engineering
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
Michael Bolf, State Administrative Manager 15	
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
Brandon Onan, State Division Administrator 17	Various, 80 hours per pay period
<b>14. General Summary of Function/Purpose of Position</b>	
This position functions as the senior engineer for the engineering review and issuance of construction permits for all surface water treatment plants as assigned. This position will also be responsible for reviewing technical documents and analyzing technical data related to surface water systems.	

**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 70

Senior engineer for the engineering review and issuance of Act 399 construction permits for all surface water treatment plants as assigned.

**Individual tasks related to the duty.**

- Provide technical expertise to unit staff regarding permit application review requirements and issuance.
- Conduct 2nd level engineering analysis and examination of permit applications, construction plans, project specifications, and bases for design for each project proposed by surface water treatment plants, including distribution system permits.
- Issue, deny or modify construction permits for projects that are protective of public health and meet department standards.
- Consult on permit applications statewide for construction and installations in the areas of membrane filtration, conventional treatment and disinfection.
- Represent the department at meetings with community officials and consultants to discuss design considerations for critical and complex projects.
- Conduct ongoing surveillance of water systems, including visiting surface water treatment plants, reviewing monthly operation reports, reviewing monitoring results, and conduct analysis of surface water parameters.

Duty 2

**General Summary of Duty 2**                      % of Time 20

Review technical documents and analyze technical data related to surface water systems.

**Individual tasks related to the duty.**

- Review engineering reports, treatment studies, operating procedures, and other information relating to the treatment plant.
- Respond to emergencies and complaints related to water quality or service reliability.
- Respond to general questions, emails, or other correspondence related to the operation of the treatment plant.
- Disseminate information related to surface water treatment plants to water utility staff, consulting engineers, local officials, the general public, and government officials (local, state, & federal).

Duty 3

**General Summary of Duty 3**                      % of Time 10

Other duties as assigned.

**Individual tasks related to the duty.**

- Perform Sanitary Surveys
- Recommend escalated enforcement for supplies that repeatedly violate monitoring and reporting requirements.
- Prepare reports of monitoring and reporting data for inclusion in the Area-Wide Optimization Program (AWOP).
- Conduct operator training and certification.
- Special projects as assigned.

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

This position makes decisions on the issuance/denial/modification of construction permits; confirms adequacy of the proposed design. Decisions include:

- Design considerations for construction of new treatment facilities or improvements to existing facilities.
- Construction permit determinations.
- Determining compliance with the MI Safe Drinking Water Act.

Parties impacted by these decisions include water treatment plant owners and operators, DWEHD district and program staff, the general public, consulting engineers, and government officials (local, state, & federal). In addition, the budgets of local units of government, the scope of consulting engineering services, and the confidence of the public are impacted by these decisions.

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

Supervisory input is needed on permit issuance decisions when no precedence or guidance is available, as well as complex technical subjects. Supervisory review is necessary when making decisions regarding a supply's regulatory compliance status or when decision have significant public health implications.

**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.**

Routine activities include telephone communications, operation of computer terminals, and other related duties encountered in a typical office environment. Travel by automobile to district offices or water utilities, including overnight stays for the purpose of on-site evaluations or consultations will arise. The amount of time and intensity of each activity will vary with the daily workload.

**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):**

- |   |  |
|---|--|
| <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?**

This position functions as the senior engineer for the engineering review and issuance of construction permits for assigned surface water treatment plants. This position will also be responsible for reviewing technical documents and analyzing technical data related to surface water systems.

**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 work area is to carry out a comprehensive program of supervision and control over community public water supplies, including classification of water supplies, surveillance, inspection and monitoring, review of plans and specifications for new projects, and the expansion, alteration, or addition to new existing systems. This position functions as the senior engineer for the engineering review and issuance of construction permits for assigned surface water treatment plants. This position will also be responsible for reviewing technical documents and analyzing technical data related to surface water systems.

**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 engineering.

**EXPERIENCE:**

Three years of professional environmental engineering experience in drinking water, the protection and improvement of land and water resources, occupational health or air quality equivalent to an Environmental Engineer, including one year equivalent to an Environmental Engineer P11.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to communicate accurately and tactfully with individuals and groups, both verbally and in writing. The surface water engineer must meet and work with people at both a technical and layman level. The engineer must have basic knowledge of the Safe Drinking Water Act including an understanding of design/operation concepts of membrane filtration, conventional water treatment, or disinfection practices. Knowledge of computer software commonly used to analyze operational data is also required.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Michigan Professional Engineers License is required.  
A valid driver's license is required.

***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.**