

Position Code 1. EVIRENGEB40R

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 Department of Environment, Great Lakes, and Energy
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Environmental Engineer 9-P11	10. Division Water Resources Division
5. Working Title (What the agency calls the position) Environmental Engineer	11. Section Field Operations Section – Lakes Erie and Huron
6. Name and Position Code Description of Direct Supervisor Laura Verona, Engineer Manager Licensed 14	12. Unit Warren District Office-Public Wastewater Unit
7. Name and Position Code Description of Second Level Supervisor Cheri Meyer, State Administrative Manager 15	13. Work Location (City and Address)/Hours of Work 27700 Donald Court, Warren, MI 48092/ 40 hours per week, Monday through Friday

14. General Summary of Function/Purpose of Position

The engineer assists the district supervisor in assuring that proposed treatment facilities for municipal wastewater discharges are designed on a technically correct basis and that municipal dischargers are in compliance with National Pollutant Discharge Elimination System (NPDES) permit requirements and conditions. The engineer also reviews and recommends for approval by the district licensed engineer or district supervisor sanitary sewage construction projects to assure the protection of public health and welfare and prevention of unlawful pollution of the surface waters of the state primarily through administration of the wastewater construction permit program under Part 41, Sewerage Systems, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

The position requires independent judgment to assure that laws and regulations pertaining to water pollution control in the State of Michigan and the programs of the Water Resources Division (WRD) are effectively and uniformly applied to municipal wastewater dischargers within the district. The position also conducts engineering reviews, provides compliance oversight for assigned municipal wastewater dischargers per their NPDES permit requirements, and responds to pollution emergencies in the district.

**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 35**

Conduct Part 41 engineering reviews.

Individual tasks related to the duty.

- Review design drawings and specifications for proposed municipal sewerage systems (sewers, pump stations, and treatment processes) for engineering design adequacy in accordance with Part 41, engineering standards of practice, or other department programs.
- Explain design deficiencies to consultants and gain correction of the problem.
- Recommend acceptable projects for construction permit issuance.
- Review reports, documents, and other information as necessary to substantiate the design of proposed municipal sewerage systems including basis of design reports, flow monitoring data, infiltration/inflow analysis, sewer system evaluation surveys, collection system operation and maintenance reports, and manufacturer’s literature.
- Perform special studies and detailed engineering evaluations of facilities, unit processes, and operation procedures as necessary to insure fulfillment of division responsibilities.
- Conduct engineering surveys, perform detailed engineering reviews of facility performance, prepare reports on pollution problems, and evaluate specific components of wastewater collection, transportation, and treatment systems.
- Perform engineering support and review for assigned municipalities issued Capacity, Management, Operation, and Maintenance (CMOM) permits.

Duty 2

General Summary of Duty 2 **% of Time 30**

NPDES compliance and surveillance of municipal collection and treatment systems.

Individual tasks related to the duty.

- Evaluate compliance of municipal facilities with applicable regulations, orders, and NPDES permits.
- Conduct sampling inspections of permitted treatment facilities and review Discharge Monitoring Reports to evaluate the effectiveness of treatment facility operation and maintenance practices and laboratory quality assurance and quality control programs. Generate inspection reports and transmit them to the facility following inspections. Track schedules and report inspection activity using WRD database software.
- Review, evaluate, and process NPDES permit submittals as necessary per WRD procedures. Assist WRD’s Permits Section staff in processing individual permit applications and provide input, information, or comments as requested. Obtain information and perform site inspections as needed to accomplish these tasks. These tasks require the use of WRD database software.
- Provide engineering review of documents submitted through NPDES permit requirements including basis of design reports, collection system operation and maintenance reports, interim combined sewer overflow reports, combined sewer monitoring data, combined sewer overflow progress reports, pollution incident prevention plans, and other special submittals. Provide technical comments as necessary.
- Perform on-site inspections of treatment facilities and review monthly operation reports, and NPDES permit requirements and conditions, facility personnel, and laboratory adequacy. Each on-site inspection results in assessment of engineering design adequacy, condition, performance, effectiveness of each treatment process, and overall compliance status with the NPDES permit.
- Document on-site inspection results via a report in which the areas evaluated of the facility are rated. In the event that a facility is found to be lacking, the engineer will consult with the district supervisor on compliance action needed to correct any deficiencies.

Duty 3

General Summary of Duty 3

% of Time 15

Assist the Revolving Loan Program.

Individual tasks related to the duty.

- Review engineering reports for state revolving loan and/or grant funded wastewater collection, transport, and/or treatment projects. These reports include facilities' plans, engineering plans and specifications, operation and maintenance manuals, change orders, infiltration/inflow analyses, and sewer system evaluation surveys.
- Provide technical comments as necessary on the various submittals. Explain design deficiencies to consultants and obtain correction.
- Recommend for signature Part 41 construction permits for state revolving loan funded wastewater projects, as appropriate.
- Monitor construction activities as necessary.
- These tasks are to be performed in accordance with state revolving loan/and or grant funded program schedules.

Duty 4

General Summary of Duty 4

% of Time 10

Assist in the initiation of enforcement and/or development of legal proceedings and emergency response and complaint investigations.

1. In the event a municipality does not comply with its NPDES discharge permit or does not take corrective measures to prevent unlawful pollution or to protect public health, or in other cases of unlawful discharges, the engineer shall perform some or all of the following tasks in accordance with applicable procedures as needed or required:
 - A. Prepare compliance and enforcement documents.
 - B. Document facts and data related to pollution cases.
 - C. Review referral cases for escalated enforcement action.
 - D. Assist in formulating enforcement and compliance strategies.
 - E. Assist in case development by making site visits, providing background data, or provide expert testimony including recommendations for specific solution if requested.
2. In the event of an emergency response and/or complaint investigation, the engineer shall perform some or all of the following tasks in accordance with applicable procedures as needed or required:
 - A. Respond to emergency situations threatening water resources of the state resulting from spills or malfunctions of treatment facilities and illegal discharges. These situations may be communicated to the employee directly or through the Pollution Emergency Alerting System (PEAS). These situations involve gathering information from citizens and governmental or industrial officials, as well as responding to their questions. Field investigation and coordination with other federal, state, or local agencies are often required. Response to these situations, including field work, may be required during nonwork hours.
 - B. Response activities may include sampling, assessment of both the source and extent of environmental damage, documentation of the event, collecting legal evidence, and initiation of containment and clean-up. Serve as the on-site coordinator and provide direction for cleanup and remedial actions as necessary. Obtain services of outside contractors for containment and cleanup when necessary.
 - C. Serve as a technical resource on actions necessary to minimize and remediate effects of spills to surface waters.
 - D. Investigate citizen complaints involving surface water problems.

Duty 5

General Summary of Duty 5

% of Time 10

Professional development and miscellaneous activities.

Individual tasks related to the duty.

- Attend conferences and training sessions aimed at upgrading effectiveness and technical expertise in the area of water quality control and wastewater engineering. Study technical papers and manuals to keep abreast of new developments in wastewater treatment.
- Attend District Engineer Committee (DEC) meetings and participate in DEC activities.
- Assist in procedure development as directed by the district supervisor.
- Assist in development of procedures necessary to implement district/division policy related to municipal wastewater treatment facilities and procedures that are used in the guidance of ongoing program activities and in coordinating district activities with other units within the department.
- Participate in and/or conduct public meetings or hearings and attend conferences with municipal officials and the public concerning WRD programs and wastewater transport and treatment.
- Perform other 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.

This position is required to make independent decisions regarding compliance inspections, related enforcement activities, emergency response activities that may be immediately dangerous to safety and health or detrimental to the environment, and evaluation of NPDES permit applications for new, increased, or reissued permits.

Water quality and public health and safety can be affected by these decisions. Governmental officials and staff, facility operators, other agencies, engineering consultants, and the public are among those affected by these decisions to varying degrees.

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

The district supervisor is consulted when a decision has the potential to be highly controversial, generate a significant amount of public interest, or set a division policy.

The district supervisor (or district licensed engineer acting on his/her behalf) reviews Part 41 permit applications for signature upon recommendation by the engineer.

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.

Work involves both office and field working environments including inspections of municipal facilities. Some sampling may be involved. Must be capable of a full range of physical activity on all types of terrain and under variable weather conditions. Normal driving is required. May be required to respond to emergency situations resulting from natural disasters, spills, and other causes.

Emergency response situations require traveling to the affected site and performing other response activities in a variety of weather conditions, some potentially inclement. During response, the person in this position may be periodically exposed to contaminated soil, water, and/or air. While performing compliance site inspections, the person in this position must walk through facilities, including storage areas. During these inspections, the person in this position is occasionally exposed to wastewater, storm water, and fumes and airborne contaminants from chemical storage or other sources. Division safety procedures must be followed in all activities. Field work constitutes 25% of the job; office work constitutes 75% of the job.

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?

Assure that municipal wastewater collection and treatment facilities are designed, constructed, and operated to protect public health, safety, welfare, and the environment, and the laws and regulations pertaining to municipal point source discharges are effectively and uniformly applied within assigned geographical area of the state to protect public health and prevent unlawful pollution to the surface waters of the state. Administer WRD engineering programs and NPDES permit compliance programs in the Warren District.

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 function of the Warren District Office-Public Wastewater Unit is to assure, in part, that the laws and regulations pertaining to surface water pollution control in the State of Michigan and the programs of the division are effectively and uniformly applied to industrial and municipal point source and nonpoint source discharges within the Warren District (Macomb, Oakland, St. Clair, and Wayne Counties) in order to protect public health and prevent unlawful pollution to surface waters of the state. This position assures that the municipal point source discharges are complying with the appropriate state and federal laws and regulations through: (1) engineering review of required submittals, treatment technologies, and innovative remediation systems; (2) compliance oversight activities at assigned municipal facilities; and (3) public education through communicating with local governments, citizens, industries, and the news media.

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:

Environmental Engineer 9

No specific type or amount is required.

Environmental Engineer 10

One year of professional environmental engineering experience in the protection and improvement of land and water resources, occupational health, or air quality equivalent to an Environmental Engineer 9.

Environmental Engineer P11

Two years of professional environmental engineering experience in the protection and improvement of land and water resources, occupational health, or air quality equivalent to an Environmental Engineer, including one year equivalent to Environmental Engineer 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

The understanding of environmental pollution sources, industrial and municipal wastewater collection and treatment design practices, state and federal pollution control laws and regulations, and inspections, sampling, emergency response, and enforcement procedures is highly desirable. The ability to communicate effectively both verbally and in writing is required. Computer skills are necessary.

CERTIFICATES, LICENSES, REGISTRATIONS:

Registration as a professional engineer in Michigan is desirable. A valid driver's license is 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.