

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. STUDASTE

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 – Lakes Michigan and Superior
6. Name and Position Code Description of Direct Supervisor WORM, MICHAEL J; ENVIRONMENTAL MANAGER-3	12. Unit Grand Rapids District Office (GRDO)
7. Name and Position Code Description of Second Level Supervisor MEYER, CHERI M; ENVIRONMENTAL MANAGER-4	13. Work Location (City and Address)/Hours of Work 350 Ottawa Ave NW, Grand Rapids MI 49503 / Hour will vary and cannot exceed 29hrs per week

14. General Summary of Function/Purpose of Position

This position will provide general assistance to the Water Resource Division (WRD) District Supervisor or Senior Licensed Engineer with general duties as assigned as they implement the requirements of Part 41, Sewerage Systems, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). Specific job duties will include assisting with the technical reviews of sanitary sewer projects under Part 41, for the Grand Rapids District Office. This position may provide assistance to other WRD programs in the Grand Rapids District.

The Student Assistant should have a strong interest in environmental protection.

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: 80

Assist with the Grand Rapids District Office with Part 41 Program duties under the supervision of the District Supervisor or Senior Licensed Engineer.

Individual tasks related to the duty:

- Review file information, scan and upload physical files, and ensure information is current in the MiEnviro Portal.
- Draft general correspondence under the direction and approval of the District Supervisor or Senior Licensed Engineer.
- Process Part 41 Program tasks in the MiEnviro Portal, as assigned by the District Supervisor or Senior Licensed Engineer.

Duty 2

General Summary:

Percentage: 10

Visit facilities with Senior Licensed Engineer to determine compliance with Part 41.

Individual tasks related to the duty:

- Visit wastewater facilities under construction if/as needed, and consult with design engineers or construction managers to relative to:
- Construction difficulties.
- Construction techniques and sequencing.
- Adequacy of proposed construction materials and methods.
- Application of standards, codes, and guidelines.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Provide support and backup to other district staff and assist in workload adjustment and equalization.
- Special projects, studies, or other duties as assigned by the District Supervisor.
- Maintain WRD databases, engineering files, microfilms, and other records of construction project approvals and modifications.
- Attend available training and conferences as appropriate.

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

Employee will be under direct supervision. As employee gains knowledge about various programs aspects, they may handle basic issues with less supervision.

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

All decisions will be reviewed by GRDO 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 including inspection of municipal facilities and construction sites. Must be capable of a full range of physical activity on all types of terrain and under variable weather conditions. Normal driving is required. While performing 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, fumes, and airborne contaminants from chemical storage or other sources. WRD safety procedures must be followed in all activities. Field work constitutes 10% of the job; office work constitutes 90% of the job.

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.

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?

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 Grand Rapids District Office is to conduct compliance oversight for the Water Resources Division's Water Quality Program, Water Resources Program, and Groundwater Discharge Permits Program. This includes regulating industrial and municipal point sources of treated wastewater to waters of the state and to ensure protection of the public health and preservation of the water quality within the district. This position ensures that the industrial and municipal point source discharges to surface water are complying with the state and federal laws. This is accomplished by conducting inspections of facilities, performing technical reviews of required submittals, treatment technologies, and public education through communicating with permittees, 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:

Current enrollment in high school, vocational or technical school, or post-secondary educational institution.

Prefer: Current enrollment in a post-secondary degree program for Environmental Engineering, Civil Engineering, Biosystems Engineering, Chemical Engineering, Mechanical Engineering, or other engineering discipline is preferred. 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:

An understanding of the wastewater programs identified in this position description. Must have the ability to communicate accurately and tactfully with individuals and groups verbally and in writing to other agency staff, plant operators, and citizenry. Computer skills are necessary. Knowledge of environmental engineering principles applied to wastewater collection and treatment systems is preferred. Excellent interpersonal, organizational and communication skills, including the ability to listen actively, express complex ideas clearly and succinctly. Willingness to work collaboratively with EGLE staff in a strongly teamwork-oriented setting.

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