

Effective Date: May 15, 1994
Modified Effective: June 15, 2003
Modified Effective: July 17, 2011
Modified Effective: January 10, 2016

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

PRIVATE SEWAGE PLAN REVIEWER

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code for making classification decisions relative to present and future positions in the Division of Industry Services at the Department of Safety and Professional Services responsible for reviewing private sewage system designs, plans, specifications and calculations. This classification specification is not intended to identify every duty that may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

These technical positions are primarily responsible for providing skilled private sewage system plan review work, evaluating preliminary hydrologic reports, reviewing petitions for variance, and consulting with various groups and individuals. These positions are located in the Division of Industry Services within the Department of Safety and Professional Services.

C. Exclusions

1. Positions not located at the Department of Safety and Professional Services, Division of Industry Services.
2. Positions that for the majority of the time (50% or more) are engaged in the repair, installation and maintenance of plumbing fixtures, pipes, and related equipment and are more appropriately classified as Plumbers.

3. Positions that meet the statutory definition(s) of supervisor and/or management as defined in s. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competition.

II. DEFINITION

PRIVATE SEWAGE PLAN REVIEWER

These technical positions are responsible for examining private sewage system designs, plans, and specifications for compliance with the uniform plumbing code and other accepted engineering principles. Responsibilities include: reviewing plans and evaluating soil reports and site data reported by soil testers; examining and evaluating hydrologic reports, engineering analysis, and design specifications for private sewage systems; composing responses to architectural firms, designers, consulting engineering firms, site evaluators and other state agencies regarding the adequacy of the soil and site information provided; verifying the data reported by county and district staff to determine the suitability of a proposed system design; analyzing calculations on wastewater loads from the structure served, and verifying the size and geometry of the proposed system design to ensure the wastewater treatment unit and soil absorption area are designed to the provisions of the code and protect the groundwater; approving or rejecting plans after examination; performing on-site sewage system investigations with the district private sewage consultants; performing field trouble shooting of complex problems occurring during installation or operation of private sewage systems; recommending alternatives available for system projects and reviewing petitions for variances as they relate to code requirements; reviewing supportive arguments for the variance request and the provisions that will be made to provide proper treatment and disposal of sewage; consulting with bureau staff, district private sewage consultants, county employees, and other state agencies to determine if the variance request and proposed modifications are acceptable; proposing or suggesting a modification to plans that would allow them to be approved if the variance request is denied; approving or denying requests for non-precedent setting variances and making recommendations to the unit leader on precedent setting petitions; and consulting with the general public, owners of projects, general contractors, licensed plumbers, plumbing system designers, engineers, architects, plumbing inspectors, other governmental agencies, attorneys, and legislators and their staff concerning private sewage systems. Positions work under general supervision.

III. QUALIFICATIONS

Qualifications required for these positions will be the education, training, work or other life experience that would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired. These knowledge and skills include: Certification as a Plumbing Type 2 Inspector; knowledge of Wisconsin Administrative Code, Chapters SPS 302, 303, 305, 316 and 381 – 387, ; knowledge of plumbing law, Chapter 145, Wis. Stats.; hydraulics and pneumatics relating to plumbing drainage and water supply systems; plumbing terminology and symbols; skill in understanding blueprints, specifications, calculations and detail; knowledge of related materials, fixtures, appliances, devices, equipment and appurtenances in connection with water supply, water distribution and drainage systems; knowledge of wastewater treatment

and disposal methods; knowledge of model plumbing codes; along with knowledge and skill in communication and organization.

IV. ADMINISTRATIVE INFORMATION

The Private Sewage Plan Reviewer 1 and 2 classification series was recreated in the Technical bargaining unit effective May 15, 1994 and announced in Bulletin CC/SC-14 as a result of the DILHR, Division of Safety and Buildings Survey.

This classification was modified effective June 15, 2003 and announced in Bulletin MRS-SC-162, to describe positions which have been collapsed as part of a classification modification project for the technical classifications, collapsed to a single level classification.

This classification was modified effective July 17, 2011 and announced in Bulletin OSER-0281-MRS/SC to reflect the movement of positions from the Department of Commerce to the Department of Safety and Professional Services (formerly Department of Regulation and Licensing) as a result of the 2011 Wis. Act 7.

This classification was modified effective January 10, 2016 and announced in Bulletin DPM-0415-CC/SC to update division name and qualification language.

BAF/DB
PLW
DM/RM
72700