

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
STORAGE TANK COORDINATOR**

I. INTRODUCTION

A. Purpose of this Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions performing duties related to the inspection and regulation of petroleum product storage systems and other flammable and combustible liquid systems and facilities housing flammable or combustible liquids. These positions are located in the Department of Commerce. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of all positions that currently exist, or those that result from changing program emphasis in the future. Rather it is designed 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

The positions allocated to this classification are located in defined geographic regions of the state or the central office. The positions perform inspections, investigations, enforcements and training related to the implementation of the state statutes and codes on Flammable and Combustible Liquids (Comm 10), Petroleum Products (Comm 48) and the Federal Environmental Protection Agency (EPA 40 CFR 280 and 281) rules on underground petroleum product storage systems.

C. Exclusions

Excluded from this series are positions responsible for spending a majority (i.e., 50% or more) of their work time in the performance of the following duties and functions:

1. Positions which meet the statutory definitions of professional employee, supervisor, and/or management, as defined in s. 111.81(15), (19), and (13), Wis. Stats.
2. Inspection and regulation duties related to other substances and their storage such as food products or herbicides and pesticides;

3. Positions which are responsible for the inspection and regulation of public buildings and places of employment for issues of fire prevention and public safety are more appropriately classified as Fire Prevent Coordinator;
4. Scientific and regulatory duties or functions where primary focus is wastewater, water supply, water regulation and zoning, or water resources management;
5. Inspections or investigations relating primarily to criminal violations;
6. Positions responsible for the inspection, investigation and enforcement of compliance with laws and regulations pertaining to the storage, sale, product transfer, handling and use of flammable, combustible and hazardous products which are more appropriately classified as a Petroleum System Specialist.
7. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is by competitive examination.

II. DEFINITION

Positions function in the area of flammable, combustible and hazardous liquid storage tank system regulations serving as the primary program contact for the Comm 10 fire safety, human and property protection, and environmental protection in an assigned geographic region of the state for Local Program Operators (LPOs), contractors and non marketers. These positions are a general system installation or upgrade contact statewide for the regulation of flammable, combustible and hazardous liquid storage and handling systems. Storage Tank Coordinators are responsible for the development and provision of technical training and public education for tank owners and operators, contractors, industry professionals, bureau staff and regulatory inspectors. Positions perform Comm 10 regulated system inspections and investigations, in addition to conducting annual audits of local program operators (LPO) to ensure compliance with the Professional Service Contract or state LPO bid contract. Positions perform professional service contract compliance audits of the LPO agents resulting in the potential to withhold monetary payments by Commerce. Positions also perform installation plan review for storage tank systems. Positions at this level provide input to the code development process by drafting proposals and providing input to the Division. This is advanced work that is performed independently under the general guidance of the Storage Tank Regulation Chief.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective June 25, 2006 and announced in Bulletin OSER-0108-MRS/SC. This classification was created as a result of the abolishment of the Flammable and Combustible Liquids System Coordinator.