

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

WEIGHTS & MEASURES PETROLEUM SYSTEM SPECIALIST
CLASSIFICATION SERIES

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 technical inspection, regulation, and education of businesses and the general public as it pertains to petroleum products (e.g., flammable and combustible liquid products, etc.), tank systems, and weight & measures requirements, laws, and agency protocols. 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 series are located in defined geographic regions of the state or the central office. The positions perform duties related to the technical inspection, regulation, and education of businesses and the general public as it pertains to petroleum products (e.g., flammable and combustible liquid products), tank systems, and weight & measures requirements, laws, and agency protocols. Positions perform investigations of the violation of State and/or Federal laws (e.g., Environmental Protection Agency laws, etc.), which may lead to compliance or enforcement actions. The laws and regulations applied pertain to the transportation, storage, sale, handling, and maintenance of product or dispensing 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. Scientific and regulatory duties or functions with primary focus as wastewater, water supply, water regulation and zoning, or water resources management.
4. Metrology laboratory work.
5. Inspections or investigations relating primarily to criminal violations.
6. Positions responsible for coordinating the regulation of flammable, combustible and hazardous product storage systems with Local Program Operators (LPOs), or coordinating the fire prevention programs with local fire departments are more appropriately classed as Petroleum System Coordinators.
7. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees enter positions within this classification series by competition. Progression from the Entry to Senior level is by reclassification upon demonstration of the ability to perform the full range of job duties and by successfully passing all national examinations given in national training modules for Weights & Measures, as well as a Department exam. Positions at this level must also complete the Storage Tank Inspector Class, pass the Storage Tank Inspector Credential Exam, and obtain their Storage Tank Inspector credentials.

II. DEFINITIONS

WEIGHTS & MEASURES PETROLEUM SYSTEM SPECIALIST-ENTRY

Positions allocated to this level work under initial limited supervision. As the individual gains training and experience, supervision will progress from limited to general. Work performed at this level relates to the technical inspection, regulation, and education of businesses and the general public as it pertains to petroleum products (e.g., flammable and combustible liquid products), tank systems, and weight & measures requirements, laws, and agency protocols. Positions perform investigations of the violation of State and/or Federal laws (e.g., Environmental Protection Agency fire safety and environmental regulations, etc.), which may lead to compliance or enforcement actions. The laws and regulations applied pertain to the transportation, storage, sale, handling, and maintenance of product or dispensing systems. Work includes the on-site inspection and documentation of retail outlets and commercial handlers, which include: service stations, bulk plants, terminals, airports, marinas, retail stores; and non-retail, industrial users that may store or handle petroleum products or covered chemicals, fleet operations, and businesses with weights or measures.

Positions sample and test a variety of products (e.g., motor fuels and petroleum products, etc.) and dispensing systems (e.g., underground and aboveground storage tanks, meters, commercial scales, etc.) to determine quality standards, accuracy, and compliance with the applicable codes. This activity may include the performance of field and laboratory tests as assigned for petroleum products. When compliance cannot be gained through education or consultation, enforcement actions are implemented

(e.g., order writing, rejecting devices, ordering product off sale, etc.). Positions also investigate consumer complaints on product quality and the mislabeling of products.

In addition to investigating accidents, fires, explosions and other hazardous situations involving products of petroleum, positions are responsible for educating and training owners/operators in leak detection methodologies and laws, in fire related hazards and safety issues related to the storage and handling of flammable, combustible and hazardous products, and on requirements for Stage 1 and Stage 2 Vapor Recovery systems and regulations under the Federal Clean Air Act.

WEIGHTS & MEASURES PETROLEUM SYSTEM SPECIALIST-SENIOR

This is the objective level for work described at the entry level; work is performed independently under general supervision. Positions at this level serve as the technical and program specialist for the assigned area of the state providing assistance to Bureau management staff, metrologists, and field inspectors in all areas of the Bureau's programs. Positions independently perform highly technical on-site inspections and review of petroleum product storage and dispensing systems at retail petroleum outlets. Positions authorize the release for sale, use or movement of petroleum products which are blended and brought into compliance with the state or EPA standards and are responsible for determining true ownership and status of operation for underground and aboveground petroleum product storage tank sites.

Positions are responsible for the provision of technical information through training, education and consultation to owners, operators and interested parties on safety and environmental compliance requirements. Positions further serve as the primary program contact for agency codes related to fire safety, human and property protection, and environmental protection in an assigned geographic region of the state for marketer and public retail operators.

NOTES:

- Positions at this level must pass all national examinations given in national training modules for Weights & Measures, as well as a Department exam.
- Positions at this level must also complete the Storage Tank Inspector Class, pass the Storage Tank Inspector Credential Exam, and obtain their Storage Tank Inspector credentials.
- Storage Tank Inspector credentials must be maintained and renewed every 2 years, which requires completing 12 department-approved continuing education credits during each 2 year credential period.

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 series was created effective August 11, 2013 and announced in Bulletin OSER-0336-MRS/SC as a result of the transfer of the Department of Safety and Professional Services (DSPS) program area to the Department of Agriculture, Trade & Consumer Protection (DATCP). The job duties of DATCP Weights & Measures staff were merged with the Petroleum System Specialist staff to create efficiencies in work across the state due to the close relationship of the program functions.

AJS/NMR
73901