

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

WEIGHTS & MEASURES PETROLEUM SYSTEM SUPERVISOR

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 supervisory positions, for an assigned geographic region of the State, that supervise the inspection, regulation, testing, and educational program activities related to petroleum products (e.g., flammable and combustible liquid products stored at retail sites, etc.), tank systems, and weights & measures. This classification specification is not intended to identify every duty which may be assigned these 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 classification 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses supervisory positions, for an assigned geographic region of the State, that supervise the inspection, regulation, testing, and educational program activities related to petroleum products (e.g., flammable and combustible liquid products stored at retail sites, etc.), tank systems, and weights & measures. Positions allocated to this classification must meet the definition of supervisor, as defined in Section 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor, as defined in Section 111.81(19), Wis. Stats.
2. Positions which do not supervise a regional inspection and testing program related to petroleum products, tank systems, and weights & measures.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is by competition.

II. DEFINITION

WEIGHTS & MEASURES PETROLEUM SYSTEM SUPERVISOR

This is supervisory work, for an assigned geographic region of the State, responsible for supervision of the inspection, regulation, testing, and educational program activities related to petroleum products (e.g., flammable and combustible liquid products stored at retail sites), tank systems, and weights & measures. Positions oversee regional operations, supervise Weights & Measures Petroleum System Specialists, regulate the storage and handling of petroleum products at retail sites, and carry out enforcement actions. Work is performed under general supervision.

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(s) which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective August 11, 2013, and announced in Bulletin OSER-0336-MRS/SC, as a result of a program transfer from the Department of Safety and Professional Services (DSPS) to the Department of Agriculture, Trade & Consumer Protection (DATCP). This classification replaces the Petroleum System District Supervisor, which was created March 12, 2000, and abolished effective August 11, 2013. The job duties of the DATCP Weights & Measures program were merged with the Petroleum System program to create efficiencies in work across the state.