

**DIVISION OF INDUSTRY SERVICES
BUREAU OF FIELD SERVICES**

**CLASSIFICATION: ENGINEERING CONSULTANT PLUMBING PRODUCT REVIEW
WORKING TITLE: POWTS REVIEW SPECIALIST**

POSITION SUMMARY

Under general supervision by a Field Services Section Chief, Division of Industry Services, this position is responsible for reviewing requests for approval of wastewater treatment and holding devices used to meet the requirements of SPS 383.32 and chemical or biochemical treatments for Private On-site Wastewater Treatment Systems (POWTS). Products are reviewed for conformity to chapters 145 stats, and the Wisconsin Uniform Plumbing Code, chapters SPS 381 to 386. This position also reviews and examines POWTS designs and specifications for code compliance and provides technical consultation with owners, contractors, architects, engineers, government agencies and the public on the regulations concerning POWTS. Some travel may be required.

GOALS AND WORKER ACTIVITIES

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A. Review all types of wastewater treatment and holding devices, chemical and biochemical treatments for POWTS for conformance with the requirements of the Wisconsin Uniform Plumbing Code and Statutes.

- A1. Analyze and evaluate technical engineering drawings, specifications, performance tests and research reports for the product types listed above.
- A2. Determine whether the product can withstand the pressures to which it will be subjected.
- A3. Determine the suitability of construction materials for contact with environmental conditions it will be subjected to such as wastewater, soil and air.
- A4. Determine whether the devices/products have been properly tested by reviewing the test results, methods, procedure and quality control measures taken.
- A5. Determine whether the tests indicate that the devices/products meet or exceed the appropriate code or statute requirements relating to construction.
- A6. Determine the devices ability to remove or render inactive contaminants from wastewater.
- A7. Respond to the submitting party in writing within the established time limits for review, request more information when necessary to clear up discrepancies or shortcomings in the original submittal and inform the submitter regarding the status of the review.
- A8. Communicate with the submitting party via telephone, e-mail and in person to explain and answer questions about plan review procedures and submittal requirements and how they relate to the overall goals of the product review program.
- A9. Determine whether the product should be approved for use in Wisconsin or denied.
- A10. Draft and sign letters of approval which specify appropriate limitations regarding installation configurations, uses and capabilities of the approved products.
- A11. Draft and sign letters of denial which include the technical justification for denial.

- A12. Draft original test protocols/procedures.
- A13. Determine if the product should be reviewed as an alternate or experiment and write letters of explanation to submitting parties which detail options for alleviation of potential limitations of approval or for pursuing an alternate or experimental product approval.
- A14. Re-evaluate products already approved after becoming aware of apparent false statements or misrepresentations of facts on which the approval was based or as a result of the product failure or if future information indicates a potential health hazard or potential threat to the waters of the state which may occur due to installation or use of such approved product.
- A15. Determine whether a product should be rescinded/revoked. Draft and sign letters of approval rescission which include the technical justification for revocation.
- A16. Create and maintain databases of approved products.
- A17. Perform all data entry for product submittals.

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B. Examination of Private On-Site Wastewater Treatment System (POWTS) designs, plans and specifications, and engineering calculations submitted by engineers, architects, plumbing designers or master plumbers for compliance with State Statutes Codes

- B1. Examine and interpret plans, specifications and calculations.
- B2. Review and evaluate soil reports and site data reported by soil testers. Verify accuracy of data reported by county and district staff and the suitability of the proposed system design to protect the groundwater.
- B3. Evaluate plans regarding the location of system components and the elevation of the absorption area for compliance with code requirements. Analyze calculations on wastewater loads, and verify the size and geometry of the proposed system design to ensure its compliance with code.
- B4. Determine if plans are to be approved, conditionally approved, withheld, or not approved. Enter data into the computer and generate approval and abeyance letters associated with submitted plans.

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C. Provide technical consultation with division staff, agents, architects, engineers, plumbing designers, other state agencies, federal agencies, standard setting organizations, manufacturers, testing laboratories, retailers, licensed plumbers, plumbing designers, inspectors, legislators, engineers, architects, local officials and the general public and master plumbers regarding POWTS Product designs. Analyze and prepare petitions for variance. Audit agent sanitary programs.

- C1. Respond to complex technical questions that arise during the course of the review process. Suggest possible alternatives and offer assistance.
- C2. Consult with customers on complex problems with existing POWTS installations.
- C3. Research model codes and scientific materials in the preparation of variance responses.
- C4. Review plans and specifications related to variances.

- C5. Utilize POWTS and Plumbing Product knowledge in analyzing whether the variance provides equivalent degrees of safety established by the code.
- C6. Consult with appropriate technical people regarding variances.
- C7. Make recommendations and draft written decisions on variances.
- C8. Inform owners of agency decisions on variances and answer questions regarding the process.
- C9. Audit agent municipality plan review programs according to established policies.
- C10. Consult with agent plan reviewers concerning questions, policies, and areas of concern.
- C11. Share findings, comments and recommendations with agent program staff and direct necessary changes to improve program delivery.

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D. Other duties as assigned including:

- D1. Provide quality services to both our external and internal customers.
- D2. Participate in DIS project teams as appropriate.
- D3. Be open to new ideas, concepts, and directions that may challenge existing paradigms.

Knowledge, skills and abilities

- ❖ Knowledge of recognized engineering disciplines such as structural, architectural, civil, environmental, or mechanical.
- ❖ Knowledge of specific engineering and technicalities in laws, rules, polices and best practices related to wastewater treatment
- ❖ Excellent interpersonal skills
- ❖ Strong customer service focus
- ❖ Ability to work a flexible work schedule to accommodate customers.
- ❖ Professional approach to problem-solving and ability to resolve issues in a collegial and positive manner
- ❖ Ability to understand technical specifications and apply technical expertise to real life situations
- ❖ Ability to take initiative, plan ahead and manage time and work schedule
- ❖ Ability to receive feedback and be open to change
- ❖ Effective public speaking skills and ability to develop and transfer technical knowledge
- ❖ Software and computer proficiency
- ❖ Knowledge of statutes and administrative codes, particularly related to Private Onsite Wastewater Treatment Systems, and credentialing regulations, (Statutory references include: 145, 101, and 254; and Administrative Rules: SPS 302, 303, 305, 382-383-384).
- ❖ Must possess a valid Wisconsin Drivers license
- ❖ Ability to obtain Wisconsin Soil Tester and POWTS Inspector Credentials
- ❖ Ability to climb in and out of soil test pits
- ❖ Ability to correctly conduct and document site and soil evaluations