

Name:  
Classification: Plumbing Plan Reviewer  
Bureau of Technical Services

Position  
Updated 08-2014

## POSITION DESCRIPTION

Under the general supervision of the Section Chief, this position protects the public health, safety, environment and the water resources of Wisconsin relative to plumbing systems in connection with constructed environments. The person holding this position is an expert in plumbing system methods, components and in understanding and applying engineering principles/practices to plumbing systems. The position is a deputy of the Department, is a licensed master plumber in accordance with s. 145.02, Stats. The position performs plumbing plan reviews, audits, plumbing & pool inspections, and consultations. The position is responsible to write and enforce Department orders along with the development and presentation of training, examinations and codes.

Through research and development, this position specializes in areas of drain and vent, drinking water treatment, interceptors and indirect wastes, water reuse, storm, wastewater treatment, water supply, fire protection, cross connection control and the protection of the water supply system. This specialty provides the highest level of working knowledge for the plumbing and public swimming pool construction industries and the State of Wisconsin plumbing and public swimming pool programs.

## Time %      Goals and Worker Activities

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50%    A. Examination of plans for compliance with Chs. 381-386 and SPS 390, Wis. Adm. Code and national standards as adopted by reference. Provide expert consultation for petitions for variance.

- A1.    Examine alternate and experimental systems as specified in SPS 382.20 and SPS 390, Wis. Adm. Code.
- A2.    Examine and interpret plans, specifications and calculations.
- A3.    Determine compliance to the appropriate administrative codes.
- A4.    Apply engineering principles and practices in the review of installations in new and existing facilities.
- A5.    Determine if plans and petitions are to be approved, conditionally approved, withheld or not approved.
- A6.    Notify architects, engineers, designers, contractors and/or owners of the plan review determination in writing and/or by telephone explaining the action taken.
- A7.    Make written and telephone follow-up inquiries for response regarding the status of unresolved code requirements or problems.
- A8.    Respond to telephone and written questions regarding plan submittal, fees and plan review actions for projects assigned.
- A9.    Respond to telephone and written questions from architects, engineers, designers and owners requesting interpretations on complex code application issues.
- A10.    Enter required information into plan review and scheduling systems.
- A11.    Maintain a log of plan review and petition for variance review activities.

25%    B. Conduct field consultations and inspections.

- B1.    Conduct inspections and provide consultation at specific sites for compliance with chs. SPS 305, 381-386 and 390, Wis. Adm. Code. These sites include power plants, hospitals, other medical facilities, stadiums, factories, schools, food processing plants, restaurants and water attraction complexes.

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- B2. Pursuant to orders issued by the Bureau procedures, seek prosecution through corporation counsel, district attorney, or Attorney General's office when orders have not been complied with.
  - B3. Maintain a log of order issues, field consultations and inspection activities.
  - B4. Conduct audits of agent municipalities and authorized inspection agencies for the purpose of determining the level of compliance with administrative codes, policies and procedures.
  - B5. Arbitrate Wis. Adm. Code disputes between inspectors, manufacturers, construction trades, engineers, architects, owners, and owner representatives.
  - B6. Perform as an expert witness when called upon in a court of law.

20% C. Provide technical plumbing/public swimming pool system consultation regarding engineering issues embodied in chs. SPS 302, 303, 305, 381-386 and 390 Wis. Adm. Code and national standards as adopted by reference.

- C1. Receive and respond to telephone inquiries and correspondence.
- C2. Serve as a speaker and resource person and Division representative at public forums. Respond to highly technical plumbing system issues.
- C3. Propose to the Section Chief technical interpretations regarding applicable rules.
- C4. Prepare concise reports on plumbing/public swimming pool system code issues.
- C5. Participate as a department representative of plumbing/public swimming pool advisory code council.
- C6. Perform in-depth research of code proposals related to plumbing systems and public swimming pools and determine impacts and means of implementation.
- C7. Perform in-depth research and technical reviews of alternate and experimental systems. Report to the section chief the results of this research.

2% D. Prepare and provide highly specialized courses of technical training in highly complex plumbing/public swimming pool system issues regarding the administration, interpretation and enforcement of chs. SPS 302, 303, 305, 381-386 and 390, Wis. Adm. Code, and chs.145 and 101 Wis. Stats.

- D1. Implement an annual plan for conducting training. The training plan will identify training topics, priorities and staff coordination. Schedule training activities in accordance with the annual plan.
- D2. Develop specialized and highly technical training manuals, CD's and on line courses.
- D3. Develop instructional materials, handbooks, guides and forms for training.
- D4. Create, revise and correct credentialing examinations as required in ch. 145.07, Wis. Stats. and ch. SPS 305, Wis. Adm. Code.
- D5. Maintain a log of training provided and the activities outlined above.

2% E. On a routine basis, provide monitoring of licensed plumbers and apprentices, and provide investigative services for the Bureau of Field Services.

- E1. Check for proper licensing of installers at time of plumbing inspections.
- E2. Conduct license investigations and surveys when requested by the central office.
- E3. Investigate license violations to Section 145.06, Wis. Stats. and aid in the prosecution of violators in circuit court under Section 145.12, Wis. Stats.
- E4. Issue warning letters and administrative forfeitures to individuals who violate the statutory licensing laws.

E5. Prepare and present testimony in license suspension or revocation proceedings under Section 145.10, Wis. Stats.

1% F. Other duties as assigned by the Section Chief.

Job Knowledge, Skills and Abilities

- Knowledge of engineering principles and practices in the plumbing disciplines;
- Ability to read and interpret plans and specifications;
- Thorough knowledge of applicable codes and statutes;
- Negotiation and facilitation skills;
- Provide a high level of customer service
- Decision making skills;
- Problem solving skills;
- Effective written and oral communication skills;
- Organizational and time management skills;
- Utilize complex technology such as computer modeling and appropriate software;
- Ability to work as a team;
- Experience with Microsoft products (e.g. Word, Excel, PowerPoint) preferred.

Special Requirements

- Hold or obtain within first six months of employment and maintain a Master Plumber License;
- Hold and maintain a Commercial Plumbing Inspector License.
- Travel is required.
- Valid Driver's License is required