

Classification: District Supervisor-Retail Petroleum Systems
Bureau of Environmental Services

Position Summary

Under the general supervision of the Bureau Director, this position directs and provides oversight of the daily operations of a petroleum systems district within the Environmental Services Bureau for the inspection, investigation, enforcement and training program activities related to flammable and combustible liquid products sampling/testing of fuels as well as inspection of storage tanks systems. This position will perform a variety of complex functions and responsibilities including the implementation of procedures, systems, manuals, rules codes and laws. This position will perform other managerial functions within the bureau that include; leading special projects, representing agency-wide project teams, contributing to the development and implementation of the strategic plan and budget and cost saving administration.

Goal and Worker Activities

50% A. Manage, supervise and direct the District's complex and technical services that include fuel product sampling and testing at terminals, bulk plants and retail fueling facilities and storage tank field inspection services of constructed environments regulated by the Division and assigned to the District.

- A1. Serve as a key member of management team representing the District as part of the Bureau's management team.
- A2. Plan and direct the District staff services, including fuel sampling/testing, fuel product rejections and blends using complex technical calculations and storage tank field inspections.
- A3. Direct, analyze, and unify the Bureau's operating procedures, staff reporting processes, working policies, staff reassignments, and staffing levels within the district.
- A4. Implement written fuel product sampling/testing, field inspection activity and consultation, policies, procedures, and priorities.
- A5. Contribute to the development of vision, goals, strategies, critical indicators, customer research plans, and process re-engineering projects.
- A6. Provide leadership to foster effective working relations among all District staff to achieve strategic goals, improve customer service, control costs, and allocate resources.
- A7. Supervise technical and other designated staff providing guidance and direction, assign and schedule work, identify performance goals for work products, conduct periodic progress meetings, provide feedback to subordinates on work progress and work products, and keep managers and others informed of major activities.
- A8. Oversee office management functions such as facility coordination, equipment coordination, mail and purchasing management functions.
- A9. Develop, coordinate and provide training and professional development to staff in accordance with state and federal laws and codes.

Classification: District Supervisor-Retail Petroleum Systems
Bureau of Environmental Services

- A10. Maintain high degree of knowledge in doing diagnostics, above operator-level repairs, and routine maintenance of complex field and laboratory testing equipment.
- 20% B. Manage and implement statutory mandates and administrative policies for the District's programs related to retail product fuel sampling/testing and storage tank field inspections, and consultation.
 - B1. Create and implement policies, processes, priorities, and plans for mandated programs.
 - B2. Review existing District programs and recommend alteration or elimination of processes that cannot be demonstrated to be effective, are not within the scope of the Bureau's mission, outside of statutory mandate, or no longer a priority.
 - B3. Act as a liaison between affected state, local, and federal agencies, including preparation and submission of required administrative reports to agencies.
 - B4. Implement policies, objectives, processes and priorities, for field inspection, education, consultation, enforcement and fuel product sampling/testing processes.
- 20% C. Manage and supervise District staff.
 - C1. Manage professional, technical, and administrative staff within the District. Hire, counsel, discipline, promote, and terminate.
 - C2. Implement State and Department rule, policies, and procedures regarding personnel practices.
 - C3. Supervise and oversee work assignments of subordinates.
 - C4. Establish performance standards, goals, and accomplishments for subordinates.
 - C5. Perform employee evaluation reviews annually.
 - C6. Process grievances.
 - C7. Recommend and implement technical, administrative, supervisory, and personnel development training for subordinates.
 - C8. Ensure that employees are provided information on how to safely conduct their jobs, to identify job hazards, and to minimize exposure that might result in injury or illness.
 - C9. Ensure that safety hazards and unsafe practices are identified, corrected, and brought to the attention of the safety officer.
- 10 % D. Perform miscellaneous tasks and complete miscellaneous projects as directed by supervisor(s).

JOB KNOWLEDGE, SKILLS AND ABILITIES

Classification: District Supervisor-Retail Petroleum Systems
Bureau of Environmental Services

- Strong management, supervisory and leadership skills.
- Understanding of fuel product standards, system engineering principles and theories
- Policy analysis and development knowledge
- Legislative and state budget process, including fiscal management
- Administrative law, evidence, and the statutes and rules related to the department
- Negotiation and facilitation skills
- Provide a high level of customer service and public relations
- Strong and effective decision making skills
- Problem solving skills
- Effective verbal, written and presentation communication skills
- Organization and time management skills
- Proficient computer skills
- Ability to work as a team
- Possess a valid Wisconsin driver's license.
- Good judgment and awareness skills; ability to recognize and react safely to adverse situations.
- Ability to learn, operate and maintain highly technical petroleum product program.