

## **Department of Safety and Professional Services Petroleum Systems District Supervisor**

### **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**

#### **65% A. 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.**

- A1. Plan and direct staff assignments including fuel sampling/testing, fuel product rejections and blends using complex technical calculations and storage tank field inspections.
- A2. Direct, analyze, and unify the Bureau's operating procedures, staff reporting processes, working policies, staff reassignments, and staffing levels within the district.
- A3. Contribute to the development of vision, goals, strategies, critical indicators, customer research plans, and process re-engineering projects.
- A4. Provide leadership to foster effective working relations among all District staff to achieve strategic goals, improve customer service, control costs, and allocate resources.
- A5. 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.
- A6. Maintain high degree of knowledge in doing diagnostics, above operator-level repairs, and routine maintenance of complex field and laboratory testing equipment.
- A7. Review existing District storage tank and fuel sampling programs and recommend alteration or elimination of processes.
- A8. Act as a liaison between affected state, local, and federal agencies, including preparation and submission of required administrative reports to agencies.

A9. Implement policies and processes for field inspection of tank systems, enforcement and fuel product sampling/testing.

A10. Provide education and consultation regarding tank system construction and testing to tank system operators which include department staff and general public.

**30% B. Provide management of petroleum programs for agency and supervise District staff.**

B1. Hire, counsel, promote, and discipline staff. Supervise and oversee work assignments of subordinates.

B2. Allocate staff resources and determine staffing needs

B3. Implement State and Department rule, policies, and procedures regarding personnel practices.

B4. Establish performance standards, goals, and accomplishments for subordinates and perform employee evaluation reviews annually.

B5. Follow progressive discipline procedures and process grievances when necessary.

B6. Recommend and implement technical, administrative, supervisory, and personnel development training for subordinates.

B7. 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.

B8. Ensure that safety hazards and unsafe practices are identified, corrected, and brought to the attention of the safety officer.

B9. Oversee office management functions such as facility coordination, equipment coordination, mail and purchasing management functions.

B10. Serve as a member of management representing the District as part of the Bureau's management team.

**5 % C. Perform miscellaneous tasks and complete miscellaneous projects as directed by supervisor(s).**

**JOB KNOWLEDGE, SKILLS AND ABILITIES**

1. Supervisory skills including determining staffing needs, hiring, counseling, disciplining, evaluating performance and assessing training needs. Assigning and reviewing work.

2. Understanding of fuel product standards, system engineering principles and theories.
3. Policy analysis and development knowledge
4. Legislative and state budget process, including fiscal management
5. Administrative law, evidence, and the statutes and rules related to the department
6. Negotiation and facilitation skills
7. Provide a high level of customer service and public relations
8. Strong and effective decision making skills.
9. Problem solving skills
10. Effective verbal, written and presentation communication skills
11. Organization and time management skills
12. Proficient computer skills
13. Ability to work as a team
14. Possess a valid Wisconsin driver's license upon appointment.
15. Good judgment and awareness skills; ability to recognize and react safely to adverse situations.
16. Knowledge of tank system design, installation and construction.
17. Knowledge of code or national standards such as Wisconsin Administrative Code United States Environmental Protection Agency (EPA) regulations; National Fire Protection Association (NFPA) standards or codes; Petroleum Equipment Institute (PEI) recommended practices or standards; American Petroleum Institute (API) standards and ASTM standards.
18. Ability to operate and/or maintain computerized and manual laboratory/field analytical testing equipment and use proper lab practices and procedures.
19. Skill in interpreting test results from analytical testing equipment.
20. Knowledge of flammable and combustible petroleum product characteristics.
21. Knowledge of petroleum product supply chain/system from the refinery to the end user.
22. Knowledge of proper and safe handling, transportation, and storage of petroleum products and alternative automotive fuels.
23. Mechanical knowledge of spark ignition and compression ignition motors and the effects of petroleum fuels used with them.
24. Field investigative techniques regarding consumer complaints.
25. Dealing with petroleum products which fail to meet ASTM specifications.
26. Must have the ability to walk, stand, stoop, kneel, crawl and lift up to 50 pounds.