

POSITION DESCRIPTION

Manager, Weights & Measures Field Operations

Division of Trade & Consumer Protection – Bureau of Weights & Measures

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Position Summary

As manager of the Weights and Measures Field Operations Section, this position is responsible for the administration of highly diverse and complex statewide inspection programs related to the regulation of weights and measures, petroleum/hazardous storage tanks, and fuel quality. This position participates in the Bureau of Weights and Measures' management team and manages field supervisory staff. This position reviews applicable state/federal laws and Department policies and provides input and recommendations to the weights and measures leadership team. Also ensures field implementation of approved policies and procedures. The position provides consultation to governmental agencies, the regulated industries and the general public. Significant statewide travel is expected in this position to ensure administration of the weights and measures, petroleum/hazardous storage tanks, and fuel quality. The position operates under the general supervision of the Weights and Measures Bureau Director.

Goals and Worker Activities

45% Goal A: Administration of programs to support the Department's regulatory and inspections goals in the areas of: weights and measures, petroleum/hazardous storage tanks, safety, and fuel quality.

- A1. Establish program objectives and performance standards for field inspection.
- A2. Develop long and short-range program goals and objectives in counsel with bureau and division management.
- A3. Evaluate program success/progress in reaching goals and objectives through field work and observation.
- A4. Recommend changes to the programs or objectives to the Bureau Director.
- A5. Assure compliance with the provisions of Chapters 93, 98, 100, and 168 Wisconsin Statutes and related administrative rules.
- A6. Monitor the staff's enforcement activities to ensure that compliance actions are timely and appropriate.
- A7. Provide technical and procedural advice to staff, including on specific compliance or enforcement actions (e.g., investigations, case development and preparation, compliance assessment, etc.).
- A8. Design and implement programs to develop and track data, compiling periodic reports (e.g., yearly state/city report, Wisconsin's vehicle scale testing, Short-End Report). Review reports compiled by staff.
- A9. Provide oversight for inspection activities within the state, coordinating with the EPA or other state/federal agencies.
- A10. Determine equipment, permanent property, and staffing needs and recommend allocation of personnel and monetary resources to meet program needs and objectives.

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- A11. Ensure statewide policy and procedure manual for weights and measures and petroleum storage tanks are regularly updated and accurate.
- A12. Coordinate scheduling of heavy-duty inspection (Liquid Petroleum Gas (LPG) meter, Vehicle Tank Meter (VTM), and Vehicle Scale (VS)) with field supervisory team.

25% Goal B: Management and supervision of staff, including the handling of internal personnel issues to promote teamwork and unit professionalism.

- B1. Develop employee objectives, conduct performance evaluations, counsel and guide staff.
- B2. Review and approve leave schedules, training requests and timesheets; assess and discuss staff training or career development needs, ensuring equal access and opportunity.
- B3. Review and/or recommend disciplinary action (including answering first step grievances), reclassification, layoff, resignations and dismissals for compliance with applicable standards and rules.
- B4. Schedule work assignments to ensure effective delivery of program services; assign special projects or case investigations/inspections to field staff.
- B5. Review and approve staff reports and other correspondence (e.g., investigative cases, subpoenas, warning notices, etc.).
- B6. Plan and conduct meetings to provide information to staff, to support staff, and to gather feedback from staff (e.g. field supervisors, field inspectors, and internal operations staff).
- B7. Develop and implement training objectives and programs for staff to facilitate performance of assigned tasks and assist with career development planning.
- B8. Coordinate or participate in the recruitment, selection and hiring of new staff (e.g., develop exam benchmarks, interview prospective employees).
- B9. Review all disciplinary actions, resignations, and dismissals for compliance with appropriate standards and rules.
- B10. Review and recommend expenditure requests submitted by staff.
- B11. Statewide travel for internal personnel meetings with field supervisors and their assigned staff.

10% Goal C: Administration of the weights and measures municipal contract city program.

- C1. Supervise the weights and measures municipal contract city program.
- C2. Review field inspection contract city reports and documentation for accuracy.
- C3. Answer questions from municipalities regarding the weights and measures municipal contract city program.
- D5. Establish fee structures for contract city programs and negotiate contracts with affected cities with support from field supervisory staff.

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- C5. Ensure contract city time is accounted for and contracted inspections are completed at all contract city municipalities each year.
- C6. Supervise contracting, reporting and invoicing for all cities that contract with the department for weights and measures program services.

10% Goal D: Participation in the Bureau of Weights and Measures Management Team.

- D1. Actively participate in the decision-making and implementation processes regarding the Bureau's policy initiatives.
- D2. Systematically study issues and problems encountered in the implementation of programs to assist in defining, setting and revising program policy.
- D3. Lead or participate in bureau management team projects designed to develop or implement bureau policies and procedures.
- D.4 Regularly meet with Internal Operations manager to ensure Bureau initiatives are being met.

10% Goal E: Provision of intergovernmental and stakeholder liaison.

- E1. Serve as the division or department representative on task forces, organizations, associations and other committees at the state, regional and national level.
- E2. Represent the Department on committees and at legislative hearings on issues related to weights and measures, environmental, and fuel quality programs.
- E3. Represent the state as official delegate to vote on issues affecting rules and regulations of national handbooks at the National Council on Weights and Measures and Central Weights and Measures, which provides uniformity in state programs nationwide.
- E4. Maintain close working relationships and liaison with the applicable federal, state and municipal agencies.
- E5. Maintain liaison with the industries, businesses, consumers, and services companies being regulated.
- E6. Support other agency staff on overlapping issues relating to weights and measures, petroleum/hazardous storage tanks, and fuel quality.

Knowledge, Skills & Abilities Required:

- 1. Extensive knowledge of the multiple federal and state laws, regulations and policies pertaining to regulation of weights and measures, petroleum/hazardous storage tanks, and fuel quality.
- 2. Knowledge of administrative and personnel rules and policies.
- 3. Knowledge of budget development and management.
- 4. Knowledge of program planning and management.
- 5. Knowledge of supervisory techniques and practices.

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6. Effective oral and written communication skills, including effective liaison and networking skills.
7. Extensive knowledge of investigation, inspection and compliance strategies, procedures, and policies under both state and federal law.
8. Knowledge of state government and the legislative process.
9. Knowledge of DATCP agency programs.
10. Considerable knowledge of program management and evaluation principles and techniques.
11. Strong analytic skills and knowledge of the methods used to analyze and evaluate scientific data for the purposes of regulatory and policy decision making.
12. Knowledge of training methods and techniques.

SPECIAL REQUIREMENTS

- 1) In-state travel is required, estimated at 25% of the total job duties.
- 2) Possibility of overnight travel.
- 3) Possession of, or ability to obtain a valid driver's license is required. If incumbent is ineligible or unwilling to operate a State Fleet vehicle if available, the ability to provide one's own transportation for work assignments is required, including a road-worthy motor vehicle for work use and personal automobile insurance.
- 4) Out-of-state travel may be required, estimated at less than 5% of the total job duties.
- 5) Within 12 months of starting the position obtain and maintain Tank System Inspector Certification.

Updated 02/24/2026 JS

Created 1/8/2014 JC