

POSITION DESCRIPTION

Weights & Measures Petroleum System Supervisor – Field Operations Section

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

Page 1 of 4

Position Summary

This management position is responsible for planning and directing the field portion of the statewide weights and measures program, including supervising the activities and caseload of weights and measures and petroleum field inspectors; the position will be responsible for evaluating staff in the field as well as conducting field training activities.

The Weights & Measures Petroleum System Supervisor will coordinate with the department training staff for training needs regarding hazardous material storage tanks for department inspection staff.

The position is also responsible for maintaining the policies and procedures manual utilized by municipal programs and providing related training seminars to staff. The position will ensure uniformity in state program and staff training.

With legal staff review, and in consultation with the appropriate compliance officer, the position has the ability to negotiate settlements with the regulated industry and will follow-up to ensure payments are made as outlined in the settlement agreement. The position serves as a technical expert and liaison for the weights and measures program. The position will monitor current and pending legislation, draft rule changes, and convene public hearings regarding program or policy changes.

The position works under general supervision of the Weights & Measures Field Operations Section Manager.

Goals and Worker Activities

30% Goal A: Management of the statewide weights and measures, fuel quality, and storage tank field program.

- A1. Discuss program objectives and priorities with the section manager, including the development of policies, procedures and methods to accomplish the identified goals.
- A2. Research current weights and measures, storage tank, and fuel quality, issues, other states' programs, and federal guidelines on weights and measures, fuel quality and storage tanks to ensure program integrity, complete analysis of program trends, and compliance with state or federal regulations.
- A3. Develop, update, and maintain a statewide policy and procedures manual for use by municipal programs. Serve as a liaison and technical expert in responding to questions from municipal representatives or to coordinate training sessions.
- A4. Manage staff review of the standards of weight and measurement to ensure State, city, and industry inspection equipment are calibrated in accordance with state guidelines and that appropriate fees are collected for inspection services.
- A5. Assign and monitor field staff caseloads, reviewing recommendations for enforcement action to ensure consistency. Provide staff with technical, procedural and performance feedback as appropriate.

POSITION DESCRIPTION

Weights & Measures Petroleum System Supervisor – Field Operations Section

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

Page 2 of 4

- A6. Track issues pertaining to fuel quality, storage tanks, and weights and measures. Identify and discuss trends with the section manager.
- A7. Coordinate any field training needs with department/bureau training staff.
- A8. Plan, coordinate, and direct enforcement actions, negotiating settlements where appropriate and with legal review as needed. Draft required court documents to submit a case for prosecution.
- A9. Monitor and follow-up on payments to be made as a result of a settlement.
- A10. Review existing programs and procedures to ensure efficiency and effectiveness. Recommend and discuss program changes with the section manager, implementing changes as directed.
- A11. Complete program reports and review results with division managers.

20% Goal B: Provision of training, technical consultation, and liaison services to staff, industry, and municipalities.

- B1. Assess program and staff training needs, overseeing the development and coordination of training plans, programs, or materials required. Present training programs to a variety of staff and customers.
- B2. Develop and/or disseminate educational information (e.g., brochures, booklets, and guidelines on requirements, regulations, etc.) to agency staff and external customers.
- B3. Prepare compliance assistance and outreach materials for industry and the general public, and make program-related presentations to the public, the industry and other interested groups.
- B4. Serve as the program expert and a key technical contact for industry, other states, local levels of government, etc. on program-related issues. Respond to written and telephone inquiries.
- B5. Represent the department on various councils and committees.
- B6. Serve as a liaison with federal, state, and local agencies to exchange program information as well as to maximize monitoring efforts and minimize department costs.

25% Goal C: Supervision of staff.

- C1. Make recommendations to hire, transfer, and suspend, or to layoff, recall, promote, discharge, assign, reward or discipline employees and/or to adjust their grievances. Ensure affirmative action guidelines are followed.

POSITION DESCRIPTION

Weights & Measures Petroleum System Supervisor – Field Operations Section

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

Page 3 of 4

- C2. In coordination with bureau staff, establish uniform operating procedures and employee objectives that are consistent with Division and Department goals. Conduct individual and program performance evaluations, counsel and guide staff.
- C3. Review and approve leave schedules, training requests and timesheets; assess and discuss staff training needs.
- C4. Assign staff work and case assignments, evaluating the completed assignments. Conduct periodic workload analyses as well as field evaluations or training activities as necessary.
- C5. Identify and implement training objectives and programs to facilitate staff performance of assigned tasks. This includes training new staff and identifying a mentor in the field.
- C6. Monitor the implementation of Affirmative Action plans within assigned areas of responsibility.
- C7. Assure support for AA/CRC plans, including equal access and opportunity for staff to attend training, reasonable accommodations for employees in compliance with the American Disabilities Act, etc.

15% Goal D: Administer and respond to complex technical inquiries on policies, laws, and, regulations pertaining to the storage tank, fuel quality and weights and measure programs.

- D1. Analyze business practices where there is no clear regulation or standard to recommend new or modify current legislation in areas where abuses exist.
- D2. Disseminate information to consumers and to regulated businesses on the laws and rules which affect industry.
- D3. Testify at legislative hearings on new and revised laws as required.
- D4. Interpret regulatory information as well as the provisions of ATCP chapters or statute, responding to the most complex technical questions or program inquiries from industry, staff, other states, etc.
- D5. Provide technical assistance to agency staff or legal counsel for purposes of clarifying issues related to jurisdiction (e.g., state vs. federal domains, program requirements, etc.)
- D6. Convene public hearings as necessary to discuss and obtain feedback on weights and measures laws, program changes, etc.

POSITION DESCRIPTION

Weights & Measures Petroleum System Supervisor – Field Operations Section

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

Page 4 of 4

10% Goal E: Provision of support to the Section Manager.

- E1. Provide back-up in the areas of committee attendance, hearings and program compliance issues in the absence of the section manager.
- E2. Assist with budget recommendations, review of program expenditures, or evaluation of budget initiatives affecting program goals.
- E3. Review fee structures and city contracts negotiated by the section manager to maintain knowledge of the process and ensure accurate implementation by staff.
- E4. Perform other projects as assigned.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

- Knowledge of laws and regulations pertaining to storage tanks, fuel quality, weights and measures and mobile air (local, state, and federal).
- Knowledge of program planning, management, and evaluation principles and techniques.
- Knowledge of effective supervisory techniques.
- Extensive knowledge of investigation, inspection and compliance strategies, procedures and policies under both the state and federal law.
- Considerable knowledge of training methods and techniques.
- Effective liaison and communication skills, both written and verbal.
- Effective conflict resolution skills and the ability to negotiate agreements.
- Knowledge of computer software applications (e.g., Microsoft Office).

SPECIAL REQUIREMENTS

- 1) 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.
- 2) In-state and occasional out-of-state travel is required for approximately 60% of this position's duties.
- 3) Must obtain Storage Tank Inspector Certification within 12 months of hire (including 12 continuing education credits each 2-year credentialing period).

*Updated 09/06/2022 10/17/2022 SP
Created 6/25/2013 JC*