

DEPARTMENT OF NATURAL RESOURCES

POSITION DESCRIPTION

Working Title: Private Water Licensing Coordinator

Classification: Water Supply Specialist – Senior

Location: Bureau of Drinking Water and Groundwater, GEF 2, Madison, WI

Position Summary:

This position is responsible for protecting groundwater quality and public health by the continued development and implementation of the Well Driller, Heat Exchange Driller and Pump Installer licensing and continuing education requirements of the Private Water Supply subprogram. The principal function of this position is to coordinate and implement NR 146, Wis. Adm. Code, and related codes and statutes. Activities include: ensuring consistent implementation of well driller, heat exchange driller and pump installer licensing requirements; ensuring consistent implementation of continuing education requirements; and providing information, training and guidance to industry members and program staff.

Geographic Scope & Travel Requirements: This position is part of the Private Water Supply Section of the Bureau of Drinking Water and Groundwater. This position involves providing training and guidance for licensing and continuing education throughout the state. Occasional travel including overnight stays is required.

Scope of Authority: This position reports to the Private Water Supply Section Chief in the Bureau of Drinking Water and Groundwater. This position is non-supervisory. This position will work with general supervision to represent the section, bureau, division or department as needed with cross-program, interagency and industry groups. This position does not have final approval authority for plans, specifications, or legal decisions related to the private water supply subprogram.

TIME GOALS AND ACTIVITIES:

55% A. Licensing Program Implementation and Coordination

- 10% A1. Develop and maintain standard operating procedures and guidance for implementing licensing program requirements, including license issuance, renewal, suspension and revocation.
- 10% A2. Develop, update and maintain examination questions, study guides and application materials for each license type.
- 10% A3. Administer license requirements by processing applications for driller licenses following standard operating procedures and in compliance with applicable regulations.
- A4. Maintain knowledge of other states' licensing and construction regulations as needed to determine eligibility of out-of-state applicants for a Wisconsin license.
- A5. Coordinate examinations, study guides, administrative procedures and data tracking with the operator certification program in the Bureau of External Services.
- A6. Serve as a liaison to drillers, drill rig operators, pump installers, trade associations and Drinking Water and Groundwater staff regarding licensing requirements. Provide information and outreach including web page content, presentations, publications and other forms of communication.
- A7. Provide guidance and assistance to department staff in investigation and enforcement of unlicensed work or violations of license requirements.
- A8. Evaluate program performance, compile data, and prepare routine and annual reports.
- A9. Evaluate and comment on applicable proposed state regulations. Develop and implement new or revised rules or guidance as appropriate.
- A10. Develop, update and maintain examination questions for County Well Delegation program inspectors, and standard operating procedures for County Well Delegation program.

40% B. Continuing Education Program Implementation and Coordination

- 8% B1. Develop and maintain standard operating procedures and guidance for implementing continuing education program requirements, including approving training courses for continuing education credit, and notifying license holders of training progress or insufficient credits.
- 8% B2. Develop, update and maintain training course criteria and application materials.
- 8% B3. Administer continuing education requirements by processing applications for training course approval following standard operating procedures and in compliance with applicable regulations.
- B4. Coordinate training course approvals, administrative procedures and data tracking with the operator certification program in the Bureau of External Services.
- B5. Serve as a liaison to training providers, drillers, drill rig operators, pump installers, trade associations and Drinking Water and Groundwater staff regarding continuing education requirements. Provide information and outreach including web page content, presentations, publications and other forms of communication.
- B6. Monitor approved training courses to ensure training is effective and appropriate to each specific license type.
- B7. Evaluate program performance, compile data, and prepare routine and annual reports.
- B8. Evaluate and comment on applicable proposed state regulations. Develop and implement new or revised rules or guidance as appropriate.

5% C. Other Duties as Assigned

- C1. Support continuous process improvements for program implementation, including regular updates to standard document templates and operating procedures, upgrades to program databases, and updates to program application materials and web page content.
- C2. Carry out special assignments in support of the bureau and agency.
- C3. Perform other duties as assigned by the Section Chief or Bureau Director.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of the principles of chemistry, groundwater chemistry, geology, hydrogeology, bacteriology, public health sanitation and microbiology.
2. Skill in the use of personal computers including word processing, spreadsheets and databases.
3. Knowledge of well construction and pump installation principles and practices.
4. Ability to interpret and apply statutes and administrative codes related to drinking water and groundwater program.
5. Skill in communicating regulatory requirements to diverse audiences.
6. Skill in the use of DNR manuals, data management systems (Oracle-based) and Arc View software.
7. Knowledge of process improvement principles and practices.
8. Knowledge of Administrative rule revision procedures.
9. Knowledge of training and examination principles and practices.

PHYSICAL REQUIREMENTS & ENVIRONMENTAL FACTORS:

Strength Requirements

Sedentary work (exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently) about 90% over a year's time. Light work (exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently) about 10% over a year's time.

Physically, this position will spend a majority of time talking, hearing, seeing, handling, fingering, sitting and walking. The position will also occasionally spend time standing, carrying, lifting, reaching, climbing, bending at the waist, kneeling, and crouching.

Environmental Factors: Activities of this position occur primarily inside. There may be situations involving sufficient noise to cause the employee to shout in order to be heard. There may be exposure to hazards such as proximity to moving mechanical parts and/or conditions that affect the respiratory system or skin, such as fumes or odors that could result in bodily injury.

Equipment Used: Office equipment, GPS/navigation equipment and motorized vehicles.

Telework Evaluation: This position is not suitable for telework.