



**Working title: Motor Fuel and Quality Specialist - Trainee**

**Class title: Program Specialist II**

**Posting: 1001-26**

**Opening Date: 10/30/2025**

**Closing Date: Until filled**

Location: Home- Based Midland/Odessa area

Class Code: 1571

FLSA: Admin-Exempt

Salary Group/Salary: B18 \$54,942.96- \$56,480.40

Division: Compliance/Consumer Protection

Number of positions: 1

### **Job Description**

The Motor Fuels Program Trainee is selected by and responsible to the Motor Fuels Program Supervisor and performs moderately complex consultative and technical work in the planning, development, and implementation of the Motor Fuels/Skimmer Response Program. The Trainee will receive on-the-job training under the general supervision of the Motor Fuels Program Supervisor for the Trainee to successfully complete the examinations for Basic Competency for Liquid Measuring Devices, Retail Motor Fuel Dispensing Systems, Hi Flow Technician and Low Flow Technicians. The trainee will also be trained to perform inspections of motor fuel devices; respond to reports of skimmers throughout Texas; conduct inspections and write reports; coordinate program activities with other work units in the agency and external organizations to accomplish section objectives; and other duties as assigned to maintain program/agency operations. Travel up to 75% will be required. Some work may be performed under extreme climactic and/or hazardous working conditions.

### **Essential Duties**

The following Essential Job Elements are conducted by the Motor Fuel and Quality Specialist - Trainee under the direct observation of the Motor Fuels Program Supervisor and/or other FMQ Specialists:

- Performs an array of technical, training research, planning, and administrative activities for the Motor Fuels/Skimmer Response Program.
- Under guidance, completes training related to the regulation of motor fuel devices including studying and analyzing material related to the regulation of motor fuels. Studies and reviews training materials to successfully complete: the National Council on Weights and Measures 'Retail Motor Fuel Dispensing Systems' exam; National Council on Weights and 'Basic Competency Exam – Measuring' exam; and the Low Flow and High Flow examination.
- Conducts inspections on motor fuel devices and merchants daily for compliance with codes, the Motor Fuel and Quality Law and Rules, and national standards; prepares and submits inspection data as required using prescribed forms.
- Documents violations and monitors the status of non-compliance. Conducts follow-up inspections to verify that entities perform corrective action of existing violations, ensuring public safety in accordance with the Texas Law and Rules and applicable national standards.
- May assist in developing requirements for electronic reporting, analyzing and data gathering and organization.
- Under guidance, performs audits and investigations of all items related to motor fuels and skimmer complaints to ensure compliance with statute and rule.
- Assists the Motor Fuels Program Supervisor and FMQ Specialists in conducting training, seminars, and providing education/training to the general public, department staff, inspectors, investigators, industry representatives, government officials, and other interested groups on integration of new methods, procedures, standards, and matters related to the program.
- Under guidance, may respond to technical complaints, questions, emails and calls regarding the motor fuels program.
- Assists in reviewing and evaluating information related to the Motor Fuels training program to identify gaps in resources and recommend improvements.
- Conducts the assigned workload and maintains communication with TDLR staff in an efficient and effective manner as required by established policies and procedures.
- Complies with division and/or agency training requirements.
- Keeps management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the agency.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement and support to other members of the staff and team, while upholding the agency's core values.

- Adheres to all TDLR Personnel Policies and performs related work as assigned.

### **Minimum Qualifications**

Experience performing inspections, investigations, or compliance required. Graduation from high school or equivalent is required. Preferred experience inspecting motor fuel devices and collecting motor fuel samples for laboratory analysis. Familiarity with the National Institute of Standards and Technology (NIST) handbook is preferred. Must possess a valid class C or above driver's license, proof of auto liability insurance, and an acceptable driving record from the Department of Public Safety.

**Must successfully pass the NCWM 'Basic Competency Exam – Measuring' and 'Retail Motor Fuel Dispensing Systems exams; and the TDLR Low Flow and High Flow Technician examinations within one (1) year of hire.**

### **Remarks**

**The successful candidate will have:** The following attributes are **preferred** but not necessarily required at the time of hiring:

Knowledge of the State of Texas Motor Fuel and Quality, regulations, rules, and codes relating to motor fuels and their delivery devices and infrastructure. Knowledge of public administration and management techniques; of statistical analysis; of research techniques; and, of program management processes and techniques. Skilled in the operation of personal computers, web-based communications, mobile devices and Microsoft Office software and web-based research. Skill in organization, planning and attention to detail. Skill in the use of technical equipment and skimmer detection devices; in the operation of handheld and mobile fuel calibration units; and, in analyzing and interpreting data. Ability to make on-site assessments and prepare concise reports; to understand and accurately interpret policies/procedures; and to conduct inspections and report accurate results. Ability to manage workload in an organized and effective manner; to multi-task within tight time constraints; and, to gather, correlate, and analyze facts. Ability to devise solutions to problems; to prepare reports; and, to establish goals and objectives. Ability to provide friendly, caring, and effective service to citizens and employees of the Department.

### **Military Occupational Specialty Codes:**

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

### **HOW TO APPLY**

State of Texas applications may be submitted electronically through the Texas Workforce Commission's workintexas.com online system by the closing date stated on the job posting. Applications may also be downloaded through TDLR's website <https://www.tdlr.texas.gov/careers/> and emailed to [jobs@tdlr.texas.gov](mailto:jobs@tdlr.texas.gov).

the job posting title and job posting number in the subject line. Applications submitted via email must be received by 11:59 p.m. on the posting's closing date. When a job posting is listed as "Open Until Filled", it is best to apply as quickly as possible, as the posting may close or be placed on hold at any time with or without prior notification. Applications will NOT be accepted via mail, fax, or hand delivery. Incomplete applications will not be considered. A resume in lieu of application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected. Applicants are solely responsible for timely delivery of applications by the deadline. All applicants must submit a thoroughly completed application, answering all applicable questions. Applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete.

### **SELECTIVE SERVICE REGISTRATION**

In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

### **E-VERIFY**

This employer participates in E-Verify and will provide the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

### **TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

*In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation. If you are scheduled for an interview and require reasonable accommodation in the interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request.*