

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

WEATHERIZATION TECHNICIAN

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future positions which have responsibilities within a statewide weatherization program. Positions allocated to this series are included in the Technical Bargaining Unit.

B. Inclusions

This series encompasses those technical positions providing technical weatherization program work located within the Department of Industry, Labor and Human Relations, Division of Safety and Buildings. These positions devote the majority of their time and are primarily responsible for the application and enforcement of the weatherization program. Positions included in this series must meet the Qualifications prescribed under Section III.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions that are not located in the Department of Industry, Labor, and Human Relations, Division of Safety and Buildings.
2. Positions that do not spend the majority of time in the weatherization program.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees typically enter Weatherization Technician 1 positions by competitive examination. Progression to the Weatherization Technician 2 level will typically occur through reclassification. For a position to move into the Weatherization Technician 2 classification, the position must have successfully performed the full range of duties under general supervision for at least six months.

II. DEFINITIONS

WEATHERIZATION TECHNICIAN 1

Work described at the Weatherization Technician 2 level is performed under close to limited supervision at the Weatherization Technician 1 level.

WEATHERIZATION TECHNICIAN 2

The work is performed under general supervision. Prepare program correspondence by reviewing existing rules, laws and procedures. Maintain a record of policy/interpretations and utilize to compose bulletins. Correspond about energy efficiency. Provide procedural and technical program information at public presentations. Contact other agencies for program coordination. Determine and monitor program conformance by determining the conformance of Stipulation and Waiver agreements and performing follow-up inspections. Coordinate and communicate procedures to be performed by the Register of Deeds, municipalities, and agents. Perform complaint investigations to monitor the work of certified inspectors and to determine the compliance of rental buildings with the code. Investigate filing inaccuracies of Certificates, Stipulations, and Waivers. Perform inspections. Initiate complaint letters. Process Transfer Authorization requests by reviewing and processing applications for Transfer Authorizations. Respond to questions on the handling and processing of Stipulations and Waivers. Perform inspections to issue Certificates of Compliance. Answer inquiries from inspectors. Provide administrative support to the program by determining new methods of conservation measures to be investigated. Update inspector examinations. Assist in form, work sheet, and procedures development. Maintain program activity records. Conduct inspection certification exams. Provide training for inspector certification and annual re-certifications. Perform exemption reviews by evaluating data supplied for energy savings calculations on exemption forms. Determine eligibility for exemptions. Correspond with the applicant. Maintain accurate and complete records. Perform other related tasks.

III. QUALIFICATIONS

Licensure as a Rental Unit Energy Efficiency Inspector is required. Other qualifications required for these positions will be the education, training, work or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired. These knowledge and skills include: certification as a Commercial Inspector and certification as a Uniform Dwelling Code Inspector in the 5 disciplines of Construction, Heating and Ventilating, Electrical, Energy and Plumbing; construction principles, related materials, component systems and methods of fabrication; knowledge of the Wisconsin Administrative Building and Heating, Ventilating and Air Conditioning Code; skill in understanding blueprints, construction sketches and drawing; knowledge of Wisconsin State Statute 101.122 and Ch ILHR 67 and 68; and skill in communications and organization.

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