

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

THERMAL SYSTEM INSULATION INSPECTOR

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 Thermal System Insulation Inspector positions. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification are technical inspection positions providing skilled compliance inspection and enforcement work located within the Division of Safety and Buildings within the Department of Commerce. These positions devote the majority of their time and are primarily responsible for the inspection of public buildings and places of employment to determine whether installation or maintenance of thermal system insulation in those buildings complies with the standards established by the Department. Positions included in this classification must meet the Qualifications prescribed under Section III.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which are not located in the Department of Commerce, Division of Safety and Buildings.
2. Positions which meet the statutory definition(s) of supervisor and/or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
3. Positions which are, for a majority of the time, engaged in the inspection of building systems or components other than thermal system insulation.

4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITIONS

THEMAL SYSTEM INSULATION INSPECTOR

Positions in this classification perform inspections of thermal system insulation to ensure that minimum standards are maintained to protect the health, safety, and welfare of the public and employees in public buildings and places of employment. Duties involve the inspection of constructed buildings to determine compliance of newly installed or altered thermal system insulation with the safety codes established by the Department of Commerce. Positions also perform the documentation of code violations based on interviews, data collection, sampling and collection of physical evidence, photos, and other documentation; issue Departmental orders; routinely monitor Thermal Energy credential holders and other licensing investigations; provide expert testimony; review petitions for variance; provide consultation to designers, inspectors, owners, contractors, and other interested parties including, but not limited to, thermal insulation issues, code application, and design criteria; resolve conflicts between owners, inspectors, contracts, and other interested parties; develop and provide technical training in the area of Thermal System Insulation; perform public presentations on the topic of Thermal System Insulation; and review preliminary design plans in consultation with designers..

III. QUALIFICATIONS

Wisconsin Act 16 (Senate Bill 94) requires that individuals performing duties in this classification have a minimum of 10 years experience as a Thermal Insulation Mechanic and have successfully completed an apprenticeship program in installing and maintaining thermal system insulation that is approved by the Department and which meets the requirements of the Department of Workforce Development (chapter 106).

IV. ADMINISTRATIVE INFORMATION

This classification was created effective September 12, 2010 and announced in Bulletin OSER-0272-CLR/SC to describe positions in the Department of Commerce, Division of Safety and Buildings, which perform inspections of thermal system insulation as required by Wisconsin Act 16.