

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
TERRAZZO AND TILE SETTER

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future skilled trade positions located within state government. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed 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

This classification is to be used exclusively for positions performing the full range of journey level terrazzo and tile setter work for a majority of the time.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the definition of confidential, professional or supervisor as defined in s. 111.81 (7) and (13) and (19) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that perform semi-skilled trades work for a majority of the time such as Facilities Repair Worker or Facilities Mechanic. Semi-skilled trades work means the repair or replacement of existing equipment or building components with equipment or components of the same kind and does not alter or affect the performance of any building system, structure, exterior walls, roof or exits.
3. All other positions that are more appropriately identified by other classification specifications.

- D. Entrance Into This Classification
Employees enter positions in this classification through competition.

II. DEFINITIONS

TERRAZZO AND TILE SETTER

This is journey level terrazzo and tile setter work. Positions in this classification apply a mixture of cement, sand, pigment, or marble chips to floors, stairways, and cabinet fixtures to fashion durable and decorative surfaces. Employees perform terrazzo and tile setting work at the journey level of skill under general supervision, normally on a full time basis; however, other related duties may also be assigned as necessary. Positions in this classification may also direct and instruct apprentices, helpers and other assistants.

Positions are assigned any combination of the following duties:

- Blend marble chip mixtures and place into panels, then push a roller over the surface to embed the chips.
- Cut metal division strips and press them into the terrazzo base wherever there is to be a joint or change of color, to form desired designs or patterns, and to help prevent cracks.
- Grind curved surfaces and areas inaccessible to surfacing machine, such as stairways and cabinet tops, with portable hand grinder.
- Grind surfaces with a power grinder and polish surfaces with polishing or surfacing machines.
- Measure designated amounts of ingredients for terrazzo or grout according to standard formulas and specifications, using graduated containers and scale, and load ingredients into portable mixer.
- Mix cement, sand, and water to produce concrete, grout, or slurry, using hoe, trowel, tamper, scraper, or concrete-mixing machine.
- Modify mixing, grouting, grinding, and cleaning procedures according to type of installation or material used.
- Mold expansion joints and edges, using edging tools, jointers, and straightedges.
- Position and secure moisture membrane and wire mesh prior to pouring base materials for terrazzo installation.
- Spread roofing paper on surface foundation, and spread concrete onto roofing paper with trowel to form terrazzo base.
- Apply metal lathing and scratch coating.
- Cut tile as required.
- Set tile and terrazzo on walls and floors.
- Set guide strips and straight edge.
- Beat terrazzo and tile into place and finish.
- Grout finished work.
- Wash floors with acid.
- Perform related work as required.
- Direct and instruct apprentices, helpers and other assistants in the trade.
- Keep records and make reports.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

Terrazzo and Tile Setter: Graduation from high school or attainment of age 18 and completion of an apprenticeship approved by the Department of Workforce Development as a terrazzo and tile setter. Formal recognition of status by the appropriate international or local trade organization or some type of similar formal validation of journey status may also be accepted. Persons having informal training and experience equivalent to the formal apprenticeship and journey status may also be accepted upon submission of documented proof of such training and experience.

IV. ADMINISTRATIVE INFORMATION

This classification was created in the 1970s. The specification was modified effective May 14, 2006 and announced in Bulletin OSER-0093-MRS/SC in order to convert the specification to the format used in 2006, provide more specific work examples, reinforce the requirements of the skilled trades and better distinguish the work of the skilled trades from that of the semi-skilled trades (such as Facilities Repair Worker, Facilities Mechanic, etc.).

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