



## **ELECTRICIAN**

### **I. DEFINITION**

#### **ELECTRICIAN**

This is journey level electrician work. Employees install, maintain, and repair electrical wiring, equipment, and fixtures; ensuring work is in accordance with relevant codes. Employees may install street lights; maintain, troubleshoot and repair traffic signals, signal progression systems, street lighting, hi-mast lighting, and signal pre-emption systems; intercom systems, or electrical control systems. Employees in this classification perform electrician work at the journey level of skill and under general supervision. Other related duties may also be assigned as necessary. In addition, positions in this classification may also direct and instruct electrician apprentices, helpers and other assistants.

Positions are assigned any combination of the following duties:

- Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools and aerial equipment.
- Install electrical circuitry including panel boards, circuit breakers, conduit, wire, switches, fuses, receptacles, lighting fixtures, motor starters, etc.
- Make electrical connections to heating, ventilating, air conditioning, laboratory, and other fixed and movable equipment.
- Install special electrical systems such as fire alarm, class bell, audio, audio-visual, digital control, clock, emergency alarm, and telephone systems.
- Conduct preventative maintenance on assigned electrical systems such as elevators, fire alarm, emergency power, and high voltage distribution.
- Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
- Connect wires to circuit breakers, transformers, or other components.
- Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
- Advise management on whether continued operation of equipment could be hazardous.
- Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices to ensure compatibility and safety of system.
- Maintain current electrician's license or identification card to meet governmental regulations.
- Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes.
- Direct and train helpers to install, maintain, or repair electrical wiring, equipment, and fixtures.
- Prepare sketches or interpret blueprints to determine the location of wiring and equipment and to ensure conformance to building and safety codes.



- Inspect, maintain and repair electrical equipment such as wiring, motors, fans, exhausters, switchboards, switchgears, pumps, and all types of electrical power equipment including relay systems and other protective apparatus used in the production of electricity.
- Lay out, assemble, install and test electrical fixtures, apparatus, control equipment and wiring used in the alarm systems, communication, light and power systems of buildings or other construction projects.
- Plan proposed installation from blueprints, sketches or specifications, adapt and install conduit.
- Inspect and repair elevators.
- Install and repair overhead wires, high-voltage cables, transformers, and associated electrical line accessories.
- Install and maintain underground conduit, wires, cables, transformers, high voltage splices, associated switchgear and protective equipment.
- Install and maintain concrete, aluminum, steel and wood poles, and other equipment used in connection with lighting, traffic control and communication systems.
- Install and maintain traffic signals, controllers, detectors, various types of motors and auxiliary equipment.
- Inspect and test signal controllers including troubleshooting signal operation problems.
- Maintain and monitor signal pre-emption systems.
- Locate underground electrical facilities in the field.
- Keep records and make reports.
- Maintain electrical materials inventory.
- Direct and train apprentices, helpers and other assistants to install, maintain or repair electrical wiring, equipment, and fixtures. Direct and inspect work completed by electrical contractors.
- Direct and inspect work completed by electrical contractors.
- Respond to electrical emergencies during non standard business hours.

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

Electrician: Graduation from high school or attainment of age 18 and completion of an apprenticeship approved by the Department of Commerce as an Electrician. Formal recognition of status by the appropriate international or local trade organization of journeyman status may also be accepted.

NOTE: In accordance with s. 101.87 (1), Wis. Stats., only persons who successfully complete an apprenticeship program lasting for at least 4 years and approved by the U.S. Department of Labor and by the Department of Commerce or pass an inside journeyman wireman examination and who have installed electrical wiring for at least 48 months and have maintained and repaired electrical wiring for at least one month shall be certified as journeymen electricians; and only persons who have some experience installing and repairing electrical wiring may be certified as beginning electricians.



Equivalent training and experience for this craft: Evidence of at least 8,000 hours, or 5 years for Department of Commerce certification, including residential, commercial and industrial wiring, maintenance, repair and at least 400 hours of related classroom instruction. A Department of Transportation electrical journey employee must complete 10,000 hours of training and must complete an indentured curriculum at an approved technical college. Such evidence may include letters or statements from past customers/clients and/or employers.

Current electrician's license or identification card to meet governmental regulations.

NOTE: Some positions may require obtaining and maintaining a commercial driver's license.

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## **ELECTRONIC TECHNICIAN – AGENCY SERIES**

### **I. DEFINITIONS**

#### **ELECTRONIC TECHNICIAN**

This is **entry** level work, under close progressing to limited supervision, for positions performing the full range of complex general electronic technician work as described at the Electronic Technician Senior level.

This is the **objective** level for positions responsible for the 1) installation and maintenance of complex wireless communication and emergency warning equipment or data and voice wiring systems. Job duties for the communication and emergency warning equipment include installing electrical wiring, cables, modules, fuses, sirens, mobile data computer docking stations, radio consoles, switch panels, two-way antennas, two-way radios, radio frequency modems, and roof lights; testing and repairing public safety equipment; and maintaining records associated with the installation program; 2) positions responsible for the data and voice wiring systems perform job duties which include installing and maintaining data and voice wiring systems, classroom computer and multi-media stations, room audio/video control systems, fiber optic video systems, telephone systems, distance education multi-media and communication equipment, wiring for card systems, and maintaining and repairing wiring systems and electronic support equipment; and, 3) positions that do not perform the full scope of work found at the Electronic Technician Agency Senior level, but may perform portions of the work, such as primary responsibility for the repair of equipment. Work is performed under general supervision.

#### **ELECTRONIC TECHNICIAN - SENIOR**

Positions in this classification work on complex electronic systems. The electronic equipment can include building maintenance systems, data collection systems, computerized energy monitoring systems, variable frequency drive HVAC systems, refrigeration systems, electronic boiler controls, greenhouse environmental control systems, elevators, testing equipment, electronic smoke detectors and fire alarms, microprocessor controlled equipment, and air monitor units equipment. A limited amount of time may also be spent on master clock systems, audio visual equipment, photocopies and dupli-copiers, microscopes, paging systems, coin operator units, or lab equipment.. Positions are responsible for installing, maintaining, troubleshooting, writing programs, calibrating, fabricating, and repairing electronic equipment to the component level; interfacing software and instrumentation equipment with electronic equipment; maintaining



records and schematics of electronic component parts; and ordering parts. Positions at this level may act as a lead worker for entry level positions.

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

## **III. RELATED POSITIONS**

Electronic Technician – Research  
Electronic Technician – Media  
Electronic Technician – Security  
Electronic Technician – Specialized  
Network Technician

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# **ELECTRONIC TECHNICIAN – MEDIA SERIES**

## **I. DEFINITIONS**

### **ELECTRONIC TECHNICIAN – MEDIA**

Under close supervision, positions are responsible for operating, monitoring, and basic maintenance of media, multi-media and interactive delivery systems. Positions at this level perform the most routine duties with clearly defined and specific objectives, guidelines, and instructions, exercising limited decision-making discretion. Assignments are narrow in scope.

### **ELECTRONIC TECHNICIAN – MEDIA INTERMEDIATE**

Under limited progressing to general supervision, positions are responsible for a wide range of technical telecommunications activities. (1) Positions at the network head-end work in multi functional diverse technical areas such as media preparation, traffic, databasing, manipulating, scheduling, setting-up, operating, recording, encoding and ingesting, switching and releasing video, audio, and data information and/or programs. Duties include equipment installation, monitoring, and correcting incoming and outgoing signals, videotape machines, audio and video servers; recording and/or conducting technical checks of media programs; operating and optimizing satellite downlink systems; operating, monitoring, and controlling transmitter and associated equipment; setting up, operating, monitoring, and controlling transmitter and associated equipment; setting up, monitoring, and adjusting interconnecting feeds; and initiating troubleshooting procedures. (2) Production positions work in multi functional diverse technical areas such as working with in-house and out-of-house clients to determine, set up, and mix audio for complex broadcast and teleconference productions at studio and remote locations. These positions setup and operate media recording/playback devices; assign, connect, and set up specialized production support devices such as still-stores, frame synchronizers, microwave interconnects, color correctors, scan converters, wireless intercoms, delay systems, and Intercom Fold Back (IFB); align, match, and monitor multiple color cameras for complex studio and remote productions; set up video switchers and related equipment for proper operation during productions; electronically edit field or in-house video production segments with special effects; set up applications and instruct personnel on production computer systems; and perform corrective and preventive maintenance on electronic systems and devices to the component level.



(3) Positions specializing in teleconferencing operate, maintain, and repair telecommunications, distance education, teleconference, webconference, audio conference, video conference, and data conference systems and equipment; operate computer based multimedia production equipment; produce, reformat, repurpose, duplicate, and distribute analog and digital audio, video, graphics multimedia educational materials for distribution by videotape, CD, DVD, webcasting, streaming, teleconference, and other distribution systems; set up class room multimedia teaching and display technologies, configure and arrange computer based room and systems control panel, patch, and configure central media distribution routers; and trouble shoot remote classroom multimedia systems and network interconnections. Employees may lead and/or train lower level technicians

### **ELECTRONIC TECHNICIAN – MEDIA SENIOR**

Under general supervision, positions perform the most complex operations and/or maintenance activities reflecting substantial variety and complexity. In addition to the duties assigned at the Intermediate level, duties include the planning, designing, construction, installation, troubleshooting and repair of complex telecommunications systems such as routers, switchers, various transmitters, satellite uplinks/downlinks, fiber optics, LANS/WANS, streaming, digital video, and teleconference codes, multipoint teleconference servers, and gateways, distance learning distribution center control systems, and interactive statewide telecommunications networks for program delivery, multimedia interfaces, computer interfaces, and audio and video presentation podiums and instructor's control panel interface and related classroom media controls; performing and/or coordinating system maintenance down to the component level; and serving as a technology consultant to clients. Positions at this level may also coordinate media storage, traffic functions, operations, develop operations and maintenance procedures, and coordinate the technology and software used to acquire, schedule, prepare utilize and store various media, data, and meta-data. Objectives are long-term and defined in broad general programmatic terms and employees have regular and continuing participation in the development of long-range program goals and objectives. Employees may lead and/or train lower level technicians.

#### **Position Types:**

Transmission and Related Systems: Perform maintenance and emergency repair to a wide scope of broadcast and telecommunications transmission and related systems to ensure proper signal emissions and radiation do not infringe on frequencies or broadcast area of other stations. Maintain optimum operational performance of transmitting systems, equipment in the signal flow paths, and all related equipment. Duties include measuring and adjusting the modulation, frequency, power levels, and signal strength; interpreting readings and indicators on control consoles and video monitors; recalibrating overloads; troubleshooting and repairing, down to component level, transmitters, transmission lines, site auxiliary systems, antennas, down converters, power supplies, and signal lines; overseeing tower crew; maintaining satellite systems equipment by maintaining various audio, video, and data systems to complete satellite uplink / downlink operations; maintaining and repairing broadcast and weather service transmission systems and the statewide broadcast interconnect system.

Operations Center and Related Systems: Perform and coordinate the operation and maintenance activities of broadcast, weather, microwave, and satellite uplink transmitters to ensure highest standards of broadcasting operations. Duties include monitoring and correcting incoming and outgoing signals; operating videotape machines to support delivery systems; recording and/or conducting technical checks of videotaped programs; operating and optimizing satellite downlink systems; operating, monitoring, and controlling transmitter and associated equipment; setting up,



monitoring, and adjusting interconnecting feeds for transferring signals; initiating and coordinating troubleshooting procedures; providing in-house videoconferencing; maintaining site security; monitoring local weather conditions to maintain operation of transmitter and satellite facilities; initiating and coordinating troubleshooting procedures to ensure integrity of vendor network interconnection facilities; monitoring modulation levels and controlling all transmission and remote control equipment; monitoring, logging and reporting all tower light information and emergency alert system tests; and monitoring, coordinating configuring, troubleshooting, repairing and setting up the statewide broadcast interconnect system.

Education Operation Centers: Specialize in operation of TV broadcast, distance education transmissions, or teleconference setups. Duties include preparing and operating technical production equipment and software in the audio, video, and editing areas; installing and supporting computer based production equipment; installing, repairing, and maintaining studio, remote, and field equipment; and designing, laying out, and constructing electronic devices to integrate new equipment into existing plant systems. Duties also include maintaining and repairing the Instructional Communications Systems telecommunications and teleconferencing electronic and electromechanical systems and equipment; producing and duplicating educational audio materials; consulting with clients on audio services, techniques, costs, and capabilities; delivering, setting up, operating, and maintaining instructional equipment to include computers and applications, audio and video taping equipment, data and video projection systems, classroom equipment control systems, lighting systems, audio systems, and telecommunications equipment; supporting computer labs, distance education events, research and selection of equipment and control of inventory; maintaining, repairing, aligning, and calibration of the distance learning and electronic systems; providing service, repair, and maintenance support for the telecommunications networks systems, teleconferencing, multi-media teaching and display technologies and electronic and electromechanical equipment; managing parts and supplies acquisitions; servicing and repairing systems and equipment; building, modifying, and installing systems and equipment; and reporting and maintaining records such as maintenance logs, service manual files, and equipment status reports. Duties can also include setting up, operating, and maintaining computer workstations, cameras, control systems, digital audio, video and audio graphic teleconference bridges, ISDN, ATM, and IP based networked equipment, and classroom technology.

Campus Technical Media Support: Positions support the media transmissions produced on campus or transmitted to or from other sources. Duties can include scheduling, setting up, operating, recording, and dispatching video and audio programs; duplicating video and audio tapes; transferring programs and program segments to various formats; installing, repairing, performing preventive maintenance, and troubleshooting; satellite recording, signal timing and phasing, audio and video signal adjusting, setting up cameras, microphones, monitors, and other television broadcast and non-broadcast equipment in studio and remote locations; training student employees; delivering programming via the appropriate format; setting up, operating, training, and maintaining compressed video and related systems; servicing equipment; and maintaining records. Duties can also include preparing and operating technical production equipment and software in the audio, video, and editing areas; managing the technical aspects of the interconnect systems; performing technical quality control evaluations; installing and supporting computer based production equipment; installing, repairing, and maintaining studio and field equipment; maintaining and upgrading computer equipment, server and multimedia equipment; designing and installing computer interfaces, multimedia interfaces, computer, audio, and video presentation podiums and electronic mechanical assemblies; planning, installing, maintaining, repairing and managing complex broadcast television and distance learning technologies for



production, distribution, and distance learning; evaluating, designing, purchasing, installing, and operating television and video systems; coordinating video and television technologies and systems; coordinating technical staff in repairing and maintaining equipment; installing, repairing, maintaining, and operating broadcast and nonbroadcast television and video technology; and performing responsibilities for pre-production set-up, production operation, and technical oversight of production and transmission equipment.

Audio Technician: Positions are responsible for radio transmissions. Duties can include performing corrective and preventive maintenance at the component level; recommending repairs, modifications, designs or new equipment; designing, constructing, installing, and modifying audio and broadcast electronic equipment and mechanical devices; performing harmonic measurements; performing preventive and corrective maintenance; installing and performing tests on equipment; and operating the radio operations center by operating all electronic equipment, recording and monitoring audio feeds, operating satellite uplink and downlink; and preparing cassette duplication and transfer of audio files.

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

## **III. RELATED POSITIONS**

Electronic Technician – Research  
Electronic Technician – Agency  
Electronic Technician – Security  
Electronic Technician – Specialized  
Communication Technician  
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# **ELECTRONIC TECHNICIAN - RESEARCH SERIES**

## **I. DEFINITIONS**

### **ELECTRONIC TECHNICIAN - RESEARCH**

Under close progressing to limited supervision, positions are responsible for fabricating and maintaining complex electronic equipment used for research projects, classroom demonstrations, and/or instructional laboratories for a University of Wisconsin school, campus, or department.

### **ELECTRONIC TECHNICIAN - RESEARCH SENIOR**

Under general supervision, positions are responsible for fabricating, designing, and maintaining complex electronic equipment used for research projects, classroom demonstrations, and/or instructional laboratories for a University of Wisconsin school, campus, or department. Job duties include consulting with faculty, researchers, engineers, and/or graduate students regarding proposed instrumentation systems; recommending designs and/or selection of instructional equipment based upon specifications; evaluating plans and schematics and suggesting changes or improvements; determining whether to fabricate or purchase equipment; constructing and/or integrating sensors and control circuits into instrumentation systems; inspecting and testing final



assembly; troubleshooting; and maintaining electronic instrumentation. Positions may also develop, fabricate and maintain mechanical and hydraulic-mechanical equipment used for research and instructional purposes. Positions oversee shop activities, and assist student helpers, LTEs, academic staff and faculty and may act as a lead worker for entry level positions. Positions must apply advanced maintenance and repair techniques and electronics circuit theory and practice for analog and digital equipment, test equipment and procedures, shop management, and advanced computer skills used in interfacing, troubleshooting, and calibrating equipment, preparing reports, and maintaining data bases. Examples of some equipment used include: complex electronic digital and/or analog circuits and systems for electrical engineering applications to industry-wide factory standards, converter cards, biomedical equipment, network analyzers, spectrum analyzers, oscilloscopes, gas chromatographs, digital multimeters, amplifiers, high voltage or high current power supplies for piezo-electric transducers, visible and infrared lasers, chemical analysis systems and instruments, fast circuitry with wide bandwidths, optical and/or complex vacuum and mechanical systems, high speed and ultracentrifuges, high pressure liquid chromatography systems, ion gauge controllers, magnetic field control systems, linear switching and uninterruptable power supplies, electrophoresis cells, pulse/signal generators, operant test chambers, nuclear magnetic resonance machines, atomic absorbance spectrophotometers, and/or equipment of comparable technical complexity.

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

## **III. RELATED POSITIONS**

Electronic Technician – Specialized

Electronic Technician – Agency

Electronic Technician - Security

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# **ELECTRONIC TECHNICIAN – SPECIALIZED SERIES**

## **I. DEFINITIONS**

### **ELECTRONIC TECHNICIAN - SPECIALIZED**

The positions at this level work under close supervision performing job duties described at the Electronic Technician – Specialized Advanced level. Positions at this level perform the most routine duties with clearly defined and specific objectives, guidelines, and instructions, exercising limited decision-making discretion. Assignments are narrow in scope.

### **ELECTRONIC TECHNICIAN – SPECIALIZED INTERMEDIATE**

The positions at this level work under limited supervision performing job duties described at the Electronic Technician – Specialized Advanced level. Positions at this level perform complex duties on their own initiative while complying with the policies, practices and procedures prescribed. Assignments range from narrow in scope to full scope.

### **ELECTRONIC TECHNICIAN - SPECIALIZED ADVANCED**





Under general supervision, positions are responsible for maintaining and upgrading a highly complex specialized electronic system at the University of Wisconsin Madison assisting researchers and for performing related duties. Positions may act as a lead worker for entry and intermediate level positions. Positions at this level are: A) responsibility at the Aladdin Synchrotron Center, ensuring the synchrotron and all subsystems are operating properly and safely; providing support to development efforts in working with scientific and engineering staff in the design, fabrication, and testing of advanced electronic control systems and equipment; and providing support to the users of the system. The subsystems include magnet, ultra high vacuum, high-powered radio frequency, cooling, high voltage, and advanced computer control and monitoring systems; or B) responsibility at the Center for NanoTechnology for work with the semiconductor lithography system, ensuring the safe and efficient operation of equipment and instruments, training users for scientific research, and offering technical assistance in the use, development and installation of new equipment and scientific experimental stations; or C) responsibility at the Space Astronomy Laboratory (SAL) for work with the space flight system, including designing, fabricating, and testing the complex electronic system and subsystems for space flight and ground based activities and managing the SAL electronics lab and associated activities; or D) responsibility at the Department of Astronomy for work with telescopes, including designing and constructing the data acquisition and telescope instrumentation system; or E) responsibility at the Space Science and Engineering Center for work with space flight, including developing, designing, and modifying the space and ground based research meteorological equipment and scientific instrumentation.

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

## **III. RELATED TITLES**

Electronic Technician – Research  
Electronic Technician – Agency  
Electronic Technician - Security

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# **ELECTRONICS SUPERVISOR**

## **I. DEFINITION**

### **ELECTRONICS SUPERVISOR**

Positions in this classification are technical supervisors responsible for the day-to-day operation and/or maintenance of electronic equipment and/or systems. Subordinate employees perform technical duties and are classified as Electronic Technicians, Instrument Makers, and other related technical positions. The supervisory positions spend the majority of time (more than 50%) responsible for any combination of the following activities: designing, fabricating, and repairing complex electronic equipment for teaching and research and/or installing, maintaining, calibrating, testing and repairing complex electronic equipment and/or systems. The supervisory positions are also responsible for consulting with users on design, equipment availability and cost, preparing or overseeing the preparation of schematics and layout drawings, maintaining an inventory of electronic equipment, and ordering electronic and related equipment. The supervisory positions are responsible for hiring, training, discipline, suspension, layoff, and evaluation of subordinate staff, developing or maintaining a budget; and maintaining records.



## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

## **III. RELATED TITLES**

Media Supervisor

Media Supervisor Advanced

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# **ELEVATOR CONSTRUCTOR**

## **I. DEFINITION**

### **ELEVATOR CONSTRUCTOR**

This is journey level elevator constructor work. Employees assemble, install, repair or maintain electric or hydraulic freight or passenger elevators, escalators, or dumbwaiters. Employees in this classification perform elevator constructor work at the journey level of skill, normally on a full-time basis and under general supervision. Other related duties may also be assigned as necessary. In addition, positions in this classification may also direct and instruct apprentices, helpers and other assistants.

Positions are assigned any combination of the following duties:

- Adjust safety controls, counterweights, door mechanisms, and components such as valves, ratchets, seals and brake linings.
- Assemble electrically powered stairs, steel frameworks, and tracks, and install associated motors and electrical wiring.
- Assemble elevator cars, installing each car's platform, walls, and doors.
- Assemble, install, repair, and maintain elevators, escalators, moving sidewalks, and dumbwaiters, using hand and power tools, and testing devices such as test lamps, ammeters, and voltmeters.
- Attach guide shoes and rollers to minimize the lateral motion of cars as they travel through shafts.
- Bolt or weld steel rails to the walls of shafts to guide elevators, working from scaffolding or platforms.
- Check that safety regulations and building codes are met, and complete service reports verifying conformance to standards.
- Connect car frames to counterweights, using steel cables.
- Connect electrical wiring to control panels and electrical motors.
- Cut prefabricated sections of framework, rails and other components to specified dimensions.
- Set up and maintain inspection, cleaning and lubrication schedules.
- Repair or replace elevator motors, generators and controller parts, including worms, gears, thrusts, bearings, brake magnet coils, brake shoes, brushes, windings, commutators, rotating elements, coils, contacts, resistor magnet frames and other parts.
- Review guide shoe gibs and guide rollers.



- Adjust, repair, or replace signals, hall buttons safety edges, safety rays, door operators, interlocks, and hangers.
- Keep records and make reports.
- Direct and instruct apprentices, helpers and other assistants.
- Perform other duties as assigned.

## **II. QUALIFICATIONS**

**Elevator Constructor:** Graduation from high school or attainment of age 18 and completion of an apprenticeship approved by the Department of Commerce as an elevator constructor. Formal recognition of status by the appropriate international or local trade organization or some type of similar formal validation of journeyman status may also be accepted. Persons having informal training and experience equivalent to the formal apprenticeship and journeyman status may also be accepted upon submission of documented proof of such training and experience.

**Equivalent training and experience:** Completion of a 4-year program conducted by the National Elevator Industry Education Program consisting of 144-hour/year apprenticeship with 6,800 hour on-the-job training.

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# **ENGINEERING TECHNICIAN - TRANSPORTATION SERIES**

## **I. DEFINITIONS**

### **ENGINEERING TECHNICIAN TRANSPORTATION**

This is an entry level and objective level classification within a technical engineering function. At the entry level positions work under close to limited supervision and perform routine technical engineering related work. Objective level positions work under general supervision.

Examples of duties performed at the Engineering Technician Transportation level are listed below. Other examples of duties are provided under the higher levels of Engineering Technicians. For these positions, the Engineering Technician Transportation level is considered to be entry.

Planning Technician: This is entry-level work performed under close supervision. These positions assist in compiling and submitting local road mileage certification and inventory data, road needs studies, pavement surface distress data, corporate limit descriptions, and plat map updates;; and complete data input and mapping updates. Projects and assignments are less complex in nature than found at the higher levels.

Project Development Technician: This is entry-level work performed under close to limited supervision. These positions perform construction-related and/or design-related activities: assist the construction project engineer or construction project manager in construction staking, inspection and quantity measurement; and assist the design project engineer or the design squad leader in the development of quantities and details for the project plan. Projects and assignments are less complex in nature than found at the higher levels.



## **ENGINEERING TECHNICIAN TRANSPORTATION JOURNEY**

The positions in this class perform duties within a technical engineering function and are: entry level, working under close supervision; developmental level, working under limited to general supervision; or objective level, working under general supervision. This level requires more technical knowledge for successful performance of the tasks assigned to the position and the employee performs the tasks with greater independence than the previous level.

Examples of duties performed at the Engineering Technician Transportation - Journey level are listed below. Other examples of duties are provided under the higher levels of Engineering Technicians. For these positions, the Engineering Technician Transportation - Journey level is considered to be developmental level. **Note:** Positions that include leadwork or crew chief responsibilities must be staffed through competition. Reclassification of these positions is not appropriate.

Planning Technician: This is developmental level work performed under limited supervision. These positions conduct independent field reviews and follow-up certification of local road systems and assist in compiling and submitting local road mileage certification and inventory data, road needs studies, pavement surface distress data, corporate limit descriptions, and plat map updates. Other duties include schedule and conduct inventory work; and complete data input and mapping updates. Projects and assignments are more complex in nature than found at the lower level.

Project Development Technician: This is developmental level work performed under limited supervision as an assistant to the project leader or supervisor. These positions perform a variety of construction or design related duties: inspection; survey-related work; sample and test materials; assist in the preparation of plans for contract lettings; estimate quantities for contract letting; maintain region design files and assist in assembling plans, specifications and estimates (PS&E) documents; assist in preparing design reports; inspect culvert pipe and sewer installations; inspect pile driving and record data; inspect grading operations; inspect the placement of sub-base and base courses; perform sieve analysis for aggregate gradations; perform air and slump tests of concrete; inspect concrete or asphalt paving operations; check proper alignment and grade; check proper placement of reinforcement and joints; maintain paving diary; and determine final measurements and computations.

Traffic/Data/Inventory Technician: This is developmental level work performed under limited supervision. These positions perform a combination of the following duties: coordinate and gather the field traffic data; coordinate the activity of traffic data gathering of lower level technicians; maintain the automatic traffic recorders and telemetry stations; prepare accident summaries, including computing accident rates for reports and/or conducts routine traffic studies, such as vehicle speed studies, crash diagrams, traffic counts, vehicle delay studies and vehicle count summaries, speed zone studies,; provide input for cost analyses of alternative traffic control improvements and/or safety improvement projects; deploy changeable message signs (VMS) in the field for use in conjunction with construction and maintenance projects; perform gap analysis, vehicle classification, in motion weighting, supplemental photography and other evolving traffic data collection processes; and maintain liaison with county and local unit police agencies to provide enforcement branch input to traffic engineering decisions. Projects are increasing in size and complexity from the entry level.



## **ENGINEERING TECHNICIAN TRANSPORTATION SENIOR**

This is an entry, objective or senior level classification within a technical engineering function. Positions allocated to this level differ from those allocated to lower levels by assignment of different duties, independence of work, and complexity of work. Work is performed under close to limited supervision for entry-level positions and general supervision for objective and senior level positions.

Factors to be considered for determining size and complexity include, but are not limited to: dollar value of project; duration; number of bid items; number of jurisdictions involved; environmental impacts; urban traffic flows; and historical/archeological or political sensitivity. Examples of duties performed at the Engineering Technician Transportation - Senior level are listed below.

Central Laboratory Assistant: This is entry level work performed under close to limited supervision. These positions direct a portion of the statewide assurance and acceptance testing of materials intended for use on WisDOT construction projects. These positions perform duties identified at the advanced level on smaller less complex projects. Several of the positions in this classification require certification through the Highway Technician Certification Program at UW - Platteville. This is also an objective level for positions that function as a prime tester for a limited variety of materials in the central laboratory performing duties similar to those described in the materials assistant allocation under general supervision.

Materials Technician and Laboratory Technician: This allocation can be either entry or objective level work.

Objective level work is performed under general supervision. These positions inspect asphalt and concrete operations as well as other materials at various individual and commercial sites including plants, fabrication shops, or manufacturers on materials used in bridge and highway construction projects; perform girder inspections; inspect painting of structural steel for bridges; inspect the manufacturing and fabrication of concrete and metal pipe for culvert and sewer construction; inspect paint manufacturers and sample paint used for structural steel; inspect concrete paving and bridge construction operations; provide field testing; and maintain records for all materials incorporated into a construction project. Positions may assist Regional Materials Engineer with project materials review, project records and documents, and serve as a material record coordinator. Positions are differentiated from the lower levels in complexity of assignments and independence of work; **OR**

This is the developmental level working under limited supervision for positions that administer laboratory activities in various materials sampling, testing, and inspection procedures. Positions also document and report test results, maintain inventory of lab testing equipment, and learn to calibrate and maintain equipment.

Planning Technician: This allocation can be either entry or objective level work.

Objective level work is performed under general supervision for positions that perform field inventory work when such work accounts for greater than 50% of ones duties. Fieldwork is performed under general supervision. Positions may perform some combination of duties identified under the planning assistant allocation in the ETT advanced levels for access control, land use,.



Entry level work is performed under close progressing to limited supervision for positions that perform duties described under the advanced allocations for planning assistant.

Project Development Technician: This is objective level work performed under general supervision for positions that perform work of a technical nature in assisting a project leader or supervisor for medium size construction or design projects. The positions perform various construction inspection tasks; maintain appropriate diaries and records; maintain required project records and documentation; testing of materials; and represents the state in dealing with the public affected by the project. Duties in construction include directing foremen and superintendents of contractors, interpreting specifications and plans, directing inspectors, coordinating layout work, organizing staking crews, obtaining final measurements and may assist in computation of pay quantities. Duties in design included preparing or assisting in preparation of the project plan development and preparing and assisting in preparation of design investigation.

Project Development Specialist: This is entry level for positions working under close progressing to limited supervision identified as project leaders in training. These positions are located in Project Development, Construction and/or Design Sections performing construction-related activities and/or design-related activities. These positions assist the construction project by completing technical tasks in design and construction. Specific construction duties include: assisting foreman and superintendents of contractors and subcontractors on the larger construction projects to interpret specifications and plans to see that intent is followed in all phases of work-grading, culverts, granular sub base, base course and paving, erosion control; directing and training other technicians or temporary employees; directing staking crews; assisting project managers in keeping records, reports, diaries, final pay quantity records and inspection reports; interpreting plans. Specific design duties may include: assisting in preparation and completion of design plans and specifications and other contract documents for proposed projects; assisting in lay out of details for proposed intersections, roadway geometrics, and other design features; computing estimated construction quantities; computing and plotting information from field surveys for use in plan development of a design project; and assisting CADDs personnel with the layout and drafting of details, plan sheets, and plats.

Traffic/Data/Inventory Technician: This is objective level work performed under general supervision. Data gathering coordination may involve staff of other local units of government. These positions work on the most complex assignments and major traffic situations including data gathering coordination and initial source methods training within complex urban. Positions may also perform complex traffic counts independently without a higher level traffic technician. Employees may oversee the work of lower level technicians. At this level personnel may review and prepare CADDs summary maps for counts within assigned area.

#### **ENGINEERING TECHNICIAN TRANSPORTATION ADVANCED**

This is developmental, objective or advanced level work within a technical engineering function. Work is performed under limited supervision for developmental level positions and general supervision for objective and advanced level positions and is very complex technical engineering related work. Work at this level differs from previous levels in complexity in work assigned, scope and size of projects, and independence of work.

Factors to be considered for determining size and complexity include, but are not limited to: dollar value of project; duration; number of bid items; number of jurisdictions involved; environmental; urban traffic flows; and historical/archeological or political sensitivity. Examples



of duties performed at the Engineering Technician Transportation - Advanced level are listed below.

Project Development Technician: This is objective level work performed under general supervision for positions that perform work of a technical nature in assisting a project leader or supervisor for large or complex construction or design projects. The positions perform various construction inspection tasks; maintain appropriate diaries and records; maintain required project records and documentation; testing of materials; and represents the state in dealing with the public affected by the project. Duties in construction include directing foremen and superintendents of contractors, interpreting specifications and plans, directing inspectors, coordinate layout work, organize staking crews, obtain final measurements and may assist in computation of pay quantities. Duties in design included preparing or assisting in preparation of the project plan development and preparing and assisting in preparation of design investigation. Positions may also perform project leader duties for small or less complex projects such as resurfaces.

Project Development Specialist: These is developmental level work performed under limited to general supervision and is located in the Construction and/or Design Sections or the Construction/Design pool performing advanced level construction-related activities and/or design-related activities. Positions identified as project leaders function as design leader on small projects and construction leader on small to medium projects. These projects may include local road projects, intersections, small bridge replacements, safety projects, and reconditioning road projects with minimum to no right of way purchases. The projects are usually less urban; may have environmental issues but have little controversy; and may involve some grace line alteration of an existing road. Positions may also review and coordinate consultant prepared plans or outside agency plans of comparable size. Positions also assist with design and construction on larger projects including major complex projects. **Note:** This position can reclassify into SEA when professional level work meeting the classification description for Engineering Specialist Senior is met.

## **ENGINEERING TECHNICIAN TRANSPORTATION ADVANCED 2**

This is a developmental, objective, or advanced level work within a technical engineering function. Work is performed under general supervision and is the most complex technical engineering work. Work at this level differs from previous levels in complexity of work assigned, scope and size of projects, and independence of work.

Factors to be considered for determining size and complexity include, but are not limited to: dollar value of project; duration; number of bid items; number of jurisdictions involved; environmental; urban traffic flows; and historical/archeological or political sensitivity. Examples of duties of positions at the Engineering Technician Transportation - Advanced 2 level are listed below.

Electrical Design Technician: This is objective level work for positions that design highly complex traffic signal and intersection plans; operate, coordinate, monitor, and assign the work of the Region's Electrical Unit Micro-station PC; train others in the design procedures of traffic signal installation, programs, and operation of the Micro station PC; and prepare and/or review plans, specifications and estimates for traffic signal projects. Positions may also perform several of the following duties: issue traffic operating permits; coordinate construction status maps; conduct traffic related studies and prepare reports and recommendations; coordinate traffic



accident billing; review and coordinate detour needs; answer public inquiries for detours and construction; review diggers hotline requests; evaluate field operations; and other complex technical duties related to traffic operations, traffic signals, and traffic data analysis.

Region Lab/Plant Technician: This is objective level work for positions that are responsible for Regional laboratory and plant testing activities. These positions determine the acceptance or rejection of materials; certify and inspect concrete plant operations; direct the regions laboratory daily activities in materials sampling, testing, & inspection procedures; coordinate activities with the Central Office Materials Laboratory; train region and consultant staff in materials acceptance testing, data entry, and proper methods of sampling and testing of materials; report the results of all tests, inspections, and calibrations to project and process control personnel; maintain an inventory control of all field and lab testing equipment;

Regional Project Development PS&E and Bid Letting Coordinator: This is objective level work for positions that function as the project development plans, specifications, and estimates (PS&E's) submittal coordinator. Positions communicate dates and deadlines and maintain logs; serve as the expert on developing estimates; conduct initial review of submittals; possess detailed knowledge of bid letting process; and develop, update and maintain guidelines, instructions and forms for PS&E submittals. Positions must provide technical engineering knowledge to the process and initiate review of all engineering aspects of the PS&E process. Positions may also perform other high level technical engineering assignments such as, but not limited to, functioning as a Estimator/Transport System Administrator, developing Municipal Agreements, administering state funds for improvement projects, and any other duties identified in allocations at the ETT Advanced 2 level.

Plans and Estimate Technician: This is objective level work for positions that coordinate and assist with processing of PS&E documents; make initial reviews and separation of documents and problem identification; manage and maintain integrity of letting information data bases; , provide interpretation and records; possess comprehensive knowledge of bid item use to ensure proper plan development and coordination with plan review;. A detailed working knowledge of bid letting process is required.

Planning Assistant: This is objective level work for positions that are responsible for providing technical engineering expertise in highway systems management, multi-modal planning, and transportation programming in one or more of the following: access control, land use, the Six Year Highway Improvement Program, the State Trunk Highway Program, and/or the Local Roads Program. Examples of duties performed at this level are: implement highway system access control measures including controlled-access projects to ensure compliance with Section 84.25 and 84.09 of the state statutes and Trans 233 and 236; recommend revisions to existing controlled access plats; monitor access management on the State Trunk Highway System; advise local units of government on access issues; analyze public and private sector development proposals; assemble existing highway related data for use in corridor analysis and direct and/or prepare exhibits for hearings, public meetings, and reports; coordinate and direct the region travel data program; coordinate and perform transportation corridor studies and special travel studies; provide and/or maintain the current, accurate, and complete state trunk highway inventory databases; maintain the region highway performance monitoring system (HPMS) files; coordinate and complete the region biennial local road and/or forest road certification and inventory program(s) to include the maintenance of local road plat maps and database; making regular contact with local units of government, other agencies, business interests, the news media, and the





general public to respond to inquiries and to provide relevant program information; coordinate and/or serve as a resource in the organization of engineering automated mapping operations; provide technical support for statewide training/consultation on the various transportation data systems and mapping; analyze the region's program for negotiated contract quantities; oversee contract change orders/overruns and non-let projects for the six year state highway improvement subprograms, the regional local programs, and other transportation programs; compute entitlements and prepare obligation records, entitlement balance, and program requests for the development of the regional local programs; and may assist in the implementation and management of emergency flood relief programs.

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Some positions such as drillers and traffic signal technicians require incumbents to possess a Commercial Driver's license with tanker and air brake endorsements. These requirements, and any others, will be stated at the time of recruitment.

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# **ENVIRONMENTAL COORDINATOR**

## **I. DEFINITION**

### **ENVIRONMENTAL COORDINATOR**

This classification is used as an entry level progressing to an objective level for positions involved in the development and coordination of a variety of campus safety activities and accident prevention activities. Work is performed under close progressing to general supervision. Positions functioning at the entry level perform routine work of a coordinative nature in promoting campus environmental protection and safety activities, under limited supervision, and in conjunction with other campus safety staff. This level is structured to provide the training and experience necessary to progress to the higher level. Work is performed under close, progressing to limited supervision.

Positions functioning at the full performance objective level serve as either 1) the Environmental Coordinator for a college and its multiple departments on a UW campus; or 2) the campus-wide Environmental Coordinator.

### Environmental Coordinator for a College and its Multiple Departments on a UW Campus:

Positions function as the Chemical Hygiene Coordinator, Chemical Hygiene Officer and Hazardous Waste Coordinator for the college; maintain a sizeable chemical inventory; ensure the safe storage and handling of chemicals; identify unsafe items and procedures, and advise staff performing these procedures to make improvements or correct problems; maintain activity records related to hazardous materials management; function as the first point of contact and first responder for all chemical spills and accidents within the college, including determining proper procedure to handle the spill or accident and the necessity to evacuate the immediate area or building; decide which procedures to use to neutralize the spill and performing or supervising the final clean-up; ensure the safe disposal of all hazardous waste for the college; arrange for hazardous waste pick-ups, document the contents, segregate and neutralize the waste as necessary, and maintain log sheets; train and supervise student assistants in the proper methods of sterilization and disposal of all



biohazard materials; and other related duties as assigned. Work is performed under general supervision.

Campus-Wide Environmental Coordinator: Positions serve as the campus hazardous materials coordinator, which includes responsibility for compliance with federal and state regulations, recordkeeping, reporting, and the collection and disposal of all hazardous waste generated on campus; prepare project requests necessary to obtain compliance with hazardous and other materials management regulations and policies; maintain a sizeable chemical inventory; identify unsafe items and procedures, and advise staff performing these procedures to make improvements or correct problems; maintain activity records related to hazardous materials management; apply principles of law, administrative code, and UW policy to ensure campus safety and accident prevention; work with campus committees or groups to increase awareness, provide training, and reduce expenses and liability from hazardous materials, and other biological and physical safety health issues; coordinate campus waste collection efforts; establish a cost accounting/billing system in cooperation with university management to provide payment for disposal costs of hazardous wastes and other materials; prepare reports of program activity, including annual EPA generator reports and biannual DNR reports; coordinate a worker "right-to-know" program for hazardous materials use at a university; coordinate emergency response to chemical spills and accidents; recommend administrative policies to prevent and reduce injuries, losses and costs; develop and conduct traffic safety programs; direct emergency building evacuations and drills; and other related duties as assigned.

**II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

**III. RELATED TITLE**

Environmental Health Specialist

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## **ENVIRONMENTAL PROGRAM ASSOCIATE**

**I. DEFINITION**

**ENVIRONMENTAL PROGRAM ASSOCIATE**

Positions in this classification provide a wide variety of paraprofessional program support to supervisory or professional staff in regulatory environmental programs such as regulatory or non-regulatory Private Well Water Testing, OSHA Consultation, and OSHA Surveillance programs in the WSLH. Work is performed under general supervision. The positions are required to possess and maintain a detailed level of expertise in an environmental program with comprehensive understanding of the specific state and federal statutes and administrative codes that regulate state environmental programs or comprehensive knowledge of public and environmental health, knowledge of testing procedure, interpretation of laboratory results and necessary corrective actions for unsafe conditions. They exercise a considerable degree of independence and latitude for decision-making along program lines that are governed by complex rules and regulations. Consequences of decisions made are important in that they directly affect public health and welfare since the positions must respond to inquiries from and provide assistance to the general public and the regulated community regarding rules, regulations, policies and guidance for the



various programs, e.g., leaking underground storage tank (LUST), emergency response (ERP), spills, total coliform rule (TCR) or Occupational Safety and Health Administration (OSHA). The positions receive notification of contaminant releases and identify potential emergency situations, convey emergency information to the proper staff or agencies, initiate first response contacts with public or private water system owners or operators where unsafe conditions occur; and provide information to private well owners on corrective actions for an unsafe well.

Responsibilities in the various program areas are administering the region's hazardous substance release notifications consistent with statutory authorities; evaluating, interpreting and responding to drinking water and underground storage tank health-related data; administering and coordinating the Total Coliform Rule; analyzing, coordinating, and maintaining the program data system/database including quality control; reviewing test results to determine violations of contaminant levels, issuing notice of noncompliance (NON) or violation (NOV), monitoring for corrections and recommending action necessary to correct violations; participating on a statewide database team to provide input on system development and policy changes; coordinating the management of files for the program; assisting the supervisor and technical staff in overall program management; coordinating and maintaining records for fee invoicing responsibilities; providing program training, information and education; serving as the initial point of contact for outside requests and inquiries; coordinating the Drinking Water/Groundwater Program; running Public Water System Chemical/Radiological Compliance Sampling; coordinating contracted counties administration of program requirements; and providing health information and corrective actions to the general public for an unsafe well.

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

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# **FACILITIES MAINTENANCE SPECIALIST SERIES**

## **I. DEFINITIONS**

### **FACILITIES MAINTENANCE SPECIALIST**

This is general building/grounds mechanical maintenance and repair work of a routine and relatively non-complex nature. These positions perform a variety of tasks of a semiskilled nature, requiring the manual use of tools and some mechanical aptitude. Positions in this class spend the majority of their time on the following activities: 1) inspect, maintain and repair specialized equipment, e.g., food service, swimming pools, water softeners, mailing machines, eye wash stations, fire prevention equipment, door closers and fans, custodial equipment. In addition for less than a majority of the time, these positions may be responsible for facilities repair, e.g., general carpentry; concrete/asphalt; maintaining grounds and grounds equipment; plumbing; electrical; mechanical; locks; security systems; and HVAC and monitoring Energy Management System (EMS); or 2) coordinate general mechanical/facilities maintenance and repairs program within an assigned area; leads a crew of workers, and direct students, and/or temporary staff. [Note: A leadworker is an employee whose permanently assigned duties include training, assisting, guiding, instructing, assigning and reviewing the work of two or more permanent full-time equivalent classified employees in the employee's work unit as assigned.] Work is directed



by higher level maintenance personnel such as Facilities Maintenance Specialist – Advanced, Building/Grounds Supervisors, etc. Work is performed under general supervision.

Positions are assigned any combination of the following duties:

- Perform routine preventive maintenance and minor repairs to HVAC systems, including their associated controls (e.g., thermostats).
- Maintain and perform minor repairs to water heaters.
- Clean, lubricate and repair swimming pool filters and pumps.
- Maintain and repair kitchen appliances.
- Perform preventative maintenance on mechanical equipment such as motor generators, air compressors, steam pumps and vacuum pumps.
- Regenerate water softeners and replace filters.
- Clean, maintain, adjust and repair a variety of mechanical, automated and electronic mailroom equipment.
- Inspect and test emergency shower and eye wash stations in laboratories.
- Inspect, test and maintain fire extinguishers, fire prevention equipment (e.g., fire hoses, standpipes, etc.)
- Perform preventive and required maintenance on exercise equipment (e.g., exercise bikes, rowing machines, ice skates) and mechanical machinery (e.g., Zamboni, ice edger, floor sweepers, carpet extractors).
- Repair and maintain laundry machinery.
- Coordinate and lead other maintenance personnel i.e., Facility Repair Workers.
- Coordinate and direct other maintenance personnel i.e., students, and/or temporary staff.
- Perform tasks below the Journeyman level in automotive maintenance and repair.

### **FACILITIES MAINTENANCE SPECIALIST – ADVANCED**

This is advanced level mechanical/facilities maintenance and repair work. Positions in this class operate, maintain and make repairs on structural, electrical, plumbing, heating, refrigeration, air conditioning and other mechanical systems and apparatus commonly used in office and institutional buildings/grounds complexes. Work is performed under general supervision.

There are four allocation patterns for this level:

- (1) Complex Maintenance: employees who repair, maintain and install electrical and electronic equipment; plumbing equipment; various other types of mechanical and related equipment associated with elevators; water systems; kitchen and food service; health care and commercial laundry equipment. In addition, employees perform one or a combination of the following two tasks: operate, service and maintain high pressure boilers and all related equipment; and/or perform preventive maintenance, make repairs and perform minor installations to HVAC equipment. This may include performing technical maintenance a portion of the time and operating all computerized building systems to help identify mechanical malfunctions. **Note:** These positions spend less than 50% of their time on HVAC duties.
- (2) Lead workers: employees who perform various types of mechanical/facilities maintenance, repair work and function as a lead worker over permanent lower level Facilities Maintenance Specialists and may also lead Facilities Repair Workers. Lead Worker is defined as an employee whose permanently assigned duties include training,



assisting, guiding, instructing, assigning and reviewing the work of two or more permanent full-time equivalent classified employees in the employee's work unit as assigned and documented on the work unit's organization chart. Lead workers do not have supervisory authority as defined under s. 111.81(19), Wis. Stats.

- (3) Specialized Certifications/Licensure: such as Asbestos abatement, wastewater treatment, certified pool operator, etc. These employees spend the majority of their time using their specialized certification/licensure and are required to have this certification/licensure.
- (4) One person shop: employees who independently coordinate the entire maintenance operation in an institution. Duties include all facilities and grounds maintenance along with all mechanical and/or electrical maintenance. These positions may contract out major projects that are too large and/or too time consuming to maintain themselves. In such a case, the Facilities Maintenance Specialist - Advanced is responsible for coordinating the work of these contractors.

Positions at this level perform the duties of the Facilities Maintenance Specialist, and are also assigned any combination of the following duties a majority of the time:

- Maintain and repair refrigeration and fuel storage units, including pumps and valves.
- Install and repair air conditioners and climate control devices.
- Monitor computerized chemical or environmental control center making adjustments as needed and/or dispatching other mechanics, building trades or other professionals as required.
- Maintain and replace electrical units such as motors, switches, and outlets.
- Replace and rebuild pumps and compressors.
- Repair, enclose, encapsulate or remove asbestos-containing material.
- Function as a lead worker to other Facilities Maintenance Specialists.
- Requisition supplies and recommend equipment for purchase.
- Inspect, maintain and repair wells, pumps and water pressure and distribution systems.
- Design small additions or fixtures to the facility complex such as furniture, storage sheds, foot bridges, etc. by sketching the basic design and listing the materials needed or adapting existing designs to current needs.
- Construct from own sketches or from blueprints submitted by others small additions to the facility complex to expand the operation of the facility.
- Perform repairs and preventative maintenance on existing buildings to maintain them in an aesthetic, functional condition.
- Maintain the grounds of the facility in a condition that is both aesthetic and safe for others at the facility.
- Operate and maintain the sewage treatment and disposal system for the facility in compliance with state regulations.
- Operate and maintain the water treatment and distribution system for the facility in compliance with state regulations.
- Operate and maintain the facility's furnaces and air conditioning systems to insure they are functioning properly and the facility's buildings are climatically habitual.
- Perform maintenance and minor repairs on equipment used at the facility.
- Prepare and maintain records of activities as required.
- Perform maintenance, inspect, diagnose, repair, troubleshoot, and record keeping of major complex swimming pools and filters.



## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

## **III. RELATED POSITIONS**

Facility Repair Worker  
Engineering Specialist  
HVAC Specialist  
Automotive Mechanic  
Equipment Fabricator  
Mechanician  
Instrument Maker

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# **FACILITIES REPAIR WORKER SERIES**

## **I. DEFINITIONS**

### **FACILITIES REPAIR WORKER**

This is general maintenance and repair work to facilities, grounds and equipment of a semi-skilled nature. The tasks are routine and non-complex. Positions in this class spend the majority of their time on the following activities: 1) inspect, maintain and repair floors, roofs, walls and ceilings including maintaining doors, windows and screens. Employees in this class may also inspect, maintain and repair grounds, including parking lots and sidewalks; or 2) function as helpers to craftsmen or assistants to Locksmiths or Facilities Maintenance Specialists. Work is typically performed under the direction of higher level maintenance personnel such as Facilities Maintenance Specialist, Facilities Maintenance Specialist – Advanced, Building and Grounds Supervisors, etc.

Examples of work performed for a majority of the time, but are not limited to the following duties:

- Assemble, install, and/or maintain outdoor furniture (i.e. benches, picnic tables, park and outdoor recreation equipment).
- Assemble office furniture.
- Assist in installation of wall and floor coverings (i.e., wall and floor tiles, carpet, wall base, wall protection).
- Assist in remodeling or improvement projects such as painting, staining, carpentry, cement or masonry work.
- Inspect, maintain and repair parking lots and/or ramps.
- Make and maintain signs.
- Repair to windows, screens, walls or furniture.
- Replace light bulbs.



In addition to structural/architectural maintenance and repair work, positions may also perform similar duties to those below, but not for a majority of time:

- Assist in moving various building furnishings (i.e., office furniture, equipment and appliances).
- Assist in preventative maintenance on mechanical systems (i.e., air handling systems, chillers, air compressors and pumps).
- Clean surfaces such as floors, walls, bathroom facilities, windows and furniture using proper cleaning/polishing solutions, brushes, cloths, squeegees and power equipment.
- Perform minor maintenance and repair to small equipment and appliances.
- Perform grounds maintenance such as lawn mowing, landscaping, snow removal, and tree and shrub trimming.

### **FACILITIES REPAIR WORKER – ADVANCED**

This is responsible level facilities repair and maintenance work. Positions perform a variety of tasks of a semi-skilled nature. Work at this level is more complex in nature than at the Facilities Repair Worker level. Positions in this class occasionally direct and coordinate the work of other facilities repair workers, students or temporary staff on projects, but is not considered a leadworker. [Note: A leadworker is an employee whose permanently assigned duties include training, assisting, guiding, instructing, assigning and reviewing the work of two or more permanent full-time equivalent classified employees in the employee's work unit as assigned.] Positions at this level may perform limited trades work below the journeyman level. This includes repair or replacement of existing structures or equipment that does not alter or affect the performance of any building system, structure, exterior walls, roof or exits or the fire protection, or construction under guidance of an architect or engineer. Work may include decorative and cosmetic changes within a building and preventative maintenance to driveways, sidewalks and fences. Work is more varied and complex in nature than tasks performed by the Facilities Repair Workers. Work is performed under the general supervision of higher level maintenance personnel or supervisor.

Positions at this level perform the duties of the Facilities Repair Worker, and are also assigned any combination of the following duties for a majority of the time:

- Assemble and fasten material to construct wood or metal framework of structure, using bolts, nails or screws.
- Build forms, and pour and finish concrete floors, foundations, steps, retaining walls, sidewalks and curbs.
- Install partitions and repair furniture, shelves, bookcases, cabinets or desks.
- Operate and maintain equipment such as sanders, hand and table saws, and planers.
- Perform architectural repairs and preventative maintenance on existing buildings to maintain them in an aesthetic, functional condition.
- Perform carpentry, masonry, painting, electrical and plumbing tasks below the Journeyman level.
- Prepare and maintain records of activities as required.
- Repair and install carpet.
- Requisition supplies and recommend equipment for purchase.

In addition to structural/architectural maintenance and repair work, positions may also perform similar duties to those below, but not for a majority of time:



- Assist Facility Maintenance Specialists or HVAC Specialists with monitoring computerized environmental control center making adjustments as needed and/or dispatching facilities maintenance specialists, building trades or other professionals as required.
- Coordinate and direct other maintenance personnel (i.e.; Facility Repair Workers, students, and/or temporary staff) on projects.
- Operate and perform preventative maintenance on equipment such as tractors, snow removal equipment, dozers, trenchers, sprayers, mowers, etc.
- Perform preventative maintenance and minor repair to mechanical systems (i.e., air handling systems, chillers, air compressors and pumps).
- Perform basic welding and metal cutting tasks below the Journeyman level.

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

## **III. RELATED POSITIONS**

Facilities Maintenance Specialist  
HVAC Specialist  
Custodian  
Laborer  
Groundskeeper

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# **FINANCIAL SPECIALIST CLASSIFICATION SERIES**

## **I. DEFINITIONS**

This classification series encompasses paraprofessional positions which, for a majority of the time, perform financial, program-related activities ranging from routine to very complex that requires working knowledge of accounting principles, state statutes, administrative codes, policies, and procedures related to the financial program. Positions are primarily involved in the coordination, administration and daily operations of financial support activities. These positions conduct a variety of activities such as the following: accounts receivable, accounts payable, financial reporting and auditing transactions for compliance with policies / procedures.

This is a multiple objective level series with three different classification levels.

### **FINANCIAL SPECIALIST**

This is objective **or** entry paraprofessional Financial Specialist work.

*Objective:* Positions allocated to this level work under close progressing to general supervision. Positions perform a combination of routine tasks such as cash and check handling, preparing and securing deposits, limited collection activities, basic account reconciliation, error identification, file





fiscal documents, and data entry into financial systems / databases. These positions answer routine customer service questions on accounts and may disburse checks.

*Entry:* Positions at this level perform work similar to that described at the Senior level under close progressing to limited supervision. Emphasis is placed on learning and applying the state statutes, administrative codes, policies and procedures related to the financial program.

### **FINANCIAL SPECIALIST - SENIOR**

Positions allocated to this level work under general supervision to provide specialized financial program support. This is the full performance / objective level for positions that have the necessary experience, training and knowledge in the financial and accounting related functions identified below.

Positions perform routine, semi-routine and / or complex duties in their assigned financial program area such as: accounts payable, accounts receivable, purchasing, purchasing-card (p-card) administration and audits, travel expense reimbursement processing, assignment of accounting or funding codes, review of invoices and / or payments with contracts and purchase orders, validation of transaction validity and accuracy (auditing), resolution of financial errors, monitor encumbrance balances, generation and / or reconciliation of reports, collection duties (e.g., initiates collections on accounts that are past due), administration of grant support activities (e.g., grant account reconciliation and monitoring), customer service / consultation to vendors and agency staff on general program rules and requirements, and entry of journal vouchers into a financial system.

Positions may serve as the second reviewer / approver of routine or semi-routine financial transactions (e.g., invoices, purchasing card logs, reimbursements).

These positions may act as a resource for other Financial Specialists, among others.

### **FINANCIAL SPECIALIST - ADVANCED**

Positions allocated to this level work under general supervision. These positions perform the most complex financial specialist duties with the highest level of independent judgment and discretion and the greatest consequence of error. Work at this level requires detailed analysis and understanding of complex financial program details and the ramifications of actions while working within multiple funding sources which may include the interaction between appropriations and various financial systems.

Positions perform complex duties for the majority of the time such as: accounts payable and accounts receivable that have multiple diverse and / or unique rules and regulations, asset management (e.g., equipment, property, infrastructure), reconcile reimbursements from external entity or agency (e.g., federal agencies, local municipalities, private companies, non-profits), and determine eligibility of disbursement of specialized funds.

Positions provide program support for the entirety of a financial program area and may have duties that include the following: negotiating contracts (e.g., purchasing, invoicing, projects, grant administration) with vendors, payments for collections, debt management programs (e.g., payment plans, lump sum payments).

Positions create and revise financial instructions and processes to assist in making recommendations to update policy, generate specialized and / or ad-hoc reports, and develop and / or provide training related to the financial program.



Positions serve as the second or final reviewer of complex financial transactions that could cross funding sources, require split disbursement / reimbursement, or are otherwise unique and require an advanced knowledge of state statutes, administrative codes, policies and procedures related to the financial program.

These positions may lead the work of, or act as a resource / consultant for, other Financial Specialists (or others) and may function as the agency subject matter expert for the program area.

### **Differentiating Financial Specialist positions from Accountant positions**

When differentiating between Financial Specialist positions and professional Accountant or Auditor positions, the following guidelines should be applied: Financial Specialist positions typically require substantial subject matter knowledge (e.g., knowledge of specific agency programs or knowledge of laws and regulations pertaining to specialized funds) in addition to understanding the organization's accounting system. The analyses, decisions, and recommendations made are based on knowledge of the particular specialized area, rather than on the knowledge of Generally Accepted Accounting Principles (GAAP) required of Accountant positions.

While Accountants write instructions for others and deal with an overall system or program where they decide which policies, regulations or procedures apply to the particular situation. Financial Specialists follow previously established instructions or write instructions that are subject to a higher level approval. Financial Specialist may participate in the design / re-design of processes. The Financial Specialist duties relate to program support and are generally more procedural in nature. Accountant errors have major impact of dollars or systems, requiring high- level resolution. Financial Specialist errors are transaction specific and therefore can typically be corrected more easily.

## **II. QUALIFICATIONS**

Professional training in accounting or auditing such as that which would be acquired by earning a two year associate degree in accounting from an accredited post-secondary school; or commensurate experience and training.

The qualifications required for these positions will be determined at the time of recruitment.

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## **FINANCIAL SPECIALIST PROGRAM SUPERVISOR**

### **I. DEFINITION**

#### **FINANCIAL SPECIALIST PROGRAM SUPERVISOR**

This is supervisory work related to the provision of financial support which does not require the knowledge and application of accounting or auditing theory. Positions allocated to this series supervise positions which audit, code and process invoices, vouchers, and other financial documents; receive, document, and deposit monies received by an organization; participate in the development and maintenance of automated accounts payable, accounts receivable, and other



financial systems; prepare and process grant and contract expenditure reports and records; compile financial data for journal entries; reconcile accounts; and produce reports. Positions at this level differ from those identified at the Financial Specialist Supervisor classification in that these positions require knowledge of the financial rules and regulations for a broader variety and complexity of funding sources and cost distribution patterns; develop and maintain more complex financial data recordkeeping systems using personal computers or other automated systems; require knowledge of multiple specialized or multiple program area(s) and their financial rules and regulations; a larger volume and number of preaudit programs; and a broader degree of decentralization of fiscal transactions within the institution

Positions allocated to this classification supervise:

- Financial Specialist 3, 4, and/or 5 positions
- A combination of Fiscal Clerk and Financial Specialist 3, 4 and/or 5 positions
- Non-financial positions at levels counterpart to the Financial Specialist 3 level and, in addition, spend the majority of the position's time on Financial Specialist duties
- Financial or non-financial positions which are assigned to levels lower than the Financial Specialist 3 level and, in addition, spend the majority of the supervisory position's time on Financial Specialist 5 level duties
- Non-financial positions at levels counterpart to the Financial Specialist 4 and/or 5 level and, in addition, spend the majority of the supervisory position's time on Financial Specialist duties.

Work is performed under general supervision.

## **II. QUALIFICATIONS**

Professional training in accounting or auditing such as that which would be acquired by earning a two year associate degree in accounting or auditing from an accredited post secondary college/university; or commensurate experience and training.

## **III. RELATED POSITIONS**

Financial Specialist Supervisor  
Financial Program Supervisor  
Financial Officer

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# **FINANCIAL SPECIALIST SUPERVISOR**

## **I. DEFINITION**

### **FINANCIAL SPECIALIST SUPERVISOR**

This is supervisory work related to the provision of financial support which does not require the knowledge and application of accounting or auditing theory. Positions allocated to this series supervise positions which audit, code, and proves invoices, vouchers, and other financial



documents; receive, document, and deposit monies received by an organization; participate in the development and maintenance of automated accounts payable, accounts receivable, and other financial systems; prepare and process grant and contract expenditure reports and records; compile financial data for journal entries; reconcile accounts; and produce reports.

Positions allocated to this classification supervise:

- Financial or non-financial positions which are assigned to levels lower than the Financial Specialist 1 level and, in addition, spend the majority of the supervisory position's time on Financial Specialist 2 duties; or,
- Objective-level financial or non-financial positions are levels counterpart to the Financial Specialist 1 level and, in addition, spend the majority of the supervisory position's time on Financial Specialist 3 duties; or,
- Financial Specialist 2 positions; a combination of Fiscal Clerk and Financial Specialist 2 positions; non-financial positions at levels counterpart to the Financial specialist 2 level and, in addition, spend the majority of the position's time on Financial Specialist duties; or supervise financial or non-financial positions which are assigned to levels lower than the Financial Specialist 2 level and, in addition, spend the majority of the supervisory position's time on Financial Specialist 4 duties.

Work is performed under general supervision.

## **II. QUALIFICATIONS**

Professional training in accounting or auditing such as that which would be acquired by earning a two-year associate degree in accounting or auditing from an accredited post secondary college/university; or commensurate experience and training.

## **III. RELATED POSITIONS**

Financial Specialist Program Supervisor  
Financial Program Supervisor  
Financial Manager

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# **FOOD PRODUCTION ASSISTANT**

## **I. DEFINITION**

### **FOOD PRODUCTION ASSISTANT**

Under general supervision, these positions for a majority of the time, are responsible for coordinating, training, assisting, guiding, instructing, and assigning and reviewing the work of Cooks in quantity food production activities and ensuring compliance with sanitation and food safety standards. These positions may in addition have these lead responsibilities for other permanent and non-permanent food service staff. Positions requisition supplies, food and



materials, assist with menu development, make out production sheets, and keep production and/or service records as required. There are four allocations:

- (1) As leader of food production on a shift, positions are responsible on an on-going basis for coordinating and leading Cooks and other food service staff in quantity food production and related food service program activities at times when the staffing pattern does not include a supervisory position.
- (2) In a complex food service program with multiple distribution points of varying types such as restaurants, delicatessens, cafeterias and convenience food stations, positions function as the assistant to the Food Production Manager in coordinating and leading kitchen production activities.
- (3) In a complex food service program with multiple production units and multiple distribution points of varying types such as restaurants, delicatessens, cafeterias and convenience food stations, positions assist the Food Production Manager in coordinating and leading production activities and are designated as a float position to be assigned as needed on short notice among any of the multiple production units.
- (4) In a “large volume” marketplace or restaurant setting on a university campus coordinate and on occasion perform “display cooking” in front of and interacting with customers. Positions require in depth production skills and are regularly responsible for training staff, directing the set-up and service of made-to-order stations, coordinating the set-up and service of made-to-order food items, directing and participating in the set-up of service areas

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

## **III. RELATED POSITIONS**

Food Service Assistant  
Food/Retail Catering Leader  
Baker  
Cook

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# **FOOD RETAIL/CATERING LEADER 1, 2, 3 SERIES**

## **I. DEFINITIONS**

### **FOOD RETAIL/CATERING LEADER 1**

These positions are independently responsible for the day-to-day operations of a less-complex delicatessen, fast-food franchise or similar retail food service unit. Lesser complexity is characterized by the presence of at least two of the following three factors: annual sales volume less than \$400,000; less than 2.0 budgeted full-time-equivalent part-time assistants; or less than



200,000 customers annually. For the majority of the time, these positions function in satellite locations without a supervisor present due to the supervisor's responsibility for coordinating multiple retail units, as contrasted with supervising the day-to-day operations of an individual unit.

Position responsibilities include the selection, training, scheduling, leading and monitoring of temporary staff, student, or other assistants in the preparation and service of food items; ordering food items and supplies from multiple sources including a central production kitchen and contract vendors; monitoring inventory; keeping unit records on unit sales, product usage and waste; compiling data for budget development and to monitor unit performance against budgeted profit margins; preparing food items; pre-dishing, packaging and displaying food and beverages; responding to customer concerns; initiating menu upgrades and the development of new menu items; overseeing all catering done through the unit such as a coffee/cookie or ice cream cart; handling and securing cash; ensuring compliance with food safety and equipment sanitation standards and responding to sanitation reports.

### **FOOD RETAIL/CATERING LEADER 2**

These positions are independently responsible for leading and coordinating staff and operations for one of the most complex retail food service units, or for less-complex catered functions (complexity criteria are defined in the allocation descriptions below). For the majority of the time, these positions function in satellite locations without a supervisor present due to the physical isolation of the unit and the supervisor's responsibility for coordinating multiple retail units or catered events, as contrasted with supervising the day-to-day operations of an individual unit or event. Positions have responsibility on a continuous basis to schedule, train, assign, lead and monitor the work of University Staff, temporary staff, or student assistants. There are two typical allocations:

- (1) Leads assistants to operate one of the most complex delicatessen units. The most-complex units are characterized by at least two of the following three factors: annual sales volume exceeding \$400,000; at least 2.0 budgeted full-time-equivalent part-time assistants; or at least 200,000 customers annually. These positions have employee selection, leadwork and unit operations responsibilities similar to those identified at the Food Retail/Catering Leader 1 level.
- (2) For a majority of the time, independently leads assistants for less-complex catering events such as breaks, breakfasts, lunches, buffets, and limited-volume receptions or dinners. Coordinates and participates in food preparation and leads event set-up, on-site food and beverage final preparation, service to customers, and post-event takedown. Assigns duties to assistants and monitors their work performance; organizes service equipment such as linens, silver, dishes, trays, etc., appropriate for the event; develops sequence of event service activities and coordinates staff coverage; and manages service for more than one event simultaneously. Monitors the attractiveness of foods displayed and served, independently responds to customer requests and concerns during the event and ensures appropriate standards of customer service are achieved.

### **FOOD RETAIL/CATERING LEADER 3**

These positions are independently responsible, for a majority of the time, for overseeing the largest and most complex catered functions. The most complex catered functions include: banquets; weddings; off-site events requiring transportation of food, supplies and equipment; receptions with both food and bar service; and other events requiring alcohol control. Positions at



this level also assist customers in advance planning for events, and oversee multiple events simultaneously. These positions assign duties to assistants and monitor performance; coordinate event staffing; lead food preparation, event set-up, on-site food and beverage final preparation, service to customers, and post-event takedown; organize service equipment such as linens, silver, dishes, trays, etc., appropriate for the event; develop sequence of event service activities and coordinate staff coverage. May be responsible for alcohol and beverage purchase and control. Monitors the attractiveness of foods displayed and served, independently responds to customer requests and concerns during the event and ensures appropriate standards of customer service are achieved.

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

## **III. RELATED POSITIONS**

Food Service Assistant

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# **FOOD SERVICE ASSISTANT SERIES**

## **I. DEFINITIONS**

### **FOOD SERVICE ASSISTANT 1**

Under close progressing to limited supervision, these positions assist with quantity food production, perform breakfast or grill cooking, provide cafeteria or retail food service, perform cashier duties, and perform related sanitation work. Positions learn equipment, work processes and nutrition, food safety and sanitation standards.

This allocation is an objective level for positions performing heavy manual labor in support of a food service program. Under close progressing to general supervision, these positions perform heavy loading, unloading and transport of food carts between kitchen and servery areas, distribute and rotate stock, perform set-up and take-down of food service equipment and tables and chairs, clean food carts and heavy pots and pans, wash dishes and perform any other sanitation duties as needed. Positions are responsible for working in compliance with food safety and sanitation standards.

### **FOOD SERVICE ASSISTANT 2**

Under general supervision, these positions assist with quantity food production, perform breakfast or grill cooking, provide cafeteria or retail food service, perform cashier duties, and perform related sanitation work. Positions may be required to perform heavy manual duties such as those identified at the second allocation of the Food Service Assistant 1 level for less than a majority of the time. At this level, employees are fully trained in work responsibilities, activities, and equipment operation and are responsible for working in compliance with food safety and sanitation standards.



Under general supervision, these positions perform on an on-going basis a combination of heavy manual labor duties as identified in the second allocation at the first level of this series and the food production and distribution duties described in the first allocation at the first level of this series. Positions are responsible for working in compliance with food safety and sanitation standards.

### **FOOD SERVICE ASSISTANT 3**

Positions at this level, for a majority of the time, function either as leadworkers with a supervisor present on-site, or work with a high degree of independence in a small, distinct and specialized food service activity. The two allocations are more fully described as follows:

- (1) Leadworker: These positions function for a majority of the time as leadworkers with responsibility to assign, prioritize, and monitor the work of university staff, temporary staff, or student workers within a food service program unit. For the majority of the time, these positions work with a supervisor present on-site in the same production or service facility. Duties within this allocation are: leads or coordinates the preparation of cold foods or hot side items (such as salads, vegetables, appetizers, desserts) in a production kitchen; leads assistants in the work activities of a retail specialty food outlet in a food court on a UW campus; leads assistants in the performance of servery, cafeteria, kitchen, grill, fountain, dishroom, dining room, or cleaning tasks in support of food preparation, distribution, serving, or sanitation.
- (2) Operator of a Separate, Distinct Food Service Function: These positions function with a high degree of independence to operate a small, distinct and specialized food service program function, with a maximum of one full-time-equivalent assistant, and which is apart from the main food service function of quantity production and distribution of daily meals. Duties required for this allocation include, for the majority of the time, independently prepares and transports food and supplies to a small retail outlet/cart and performs duties of opening, cashier, server, food preparation, record keeping, internal ordering and securing unit and assets at the end of the shift, with supervisory consultation available via phone or pager.

### **FOOD SERVICE ASSISTANT 4**

For a majority of the time, these positions function as leadworkers with responsibility to assign, prioritize, and monitor the work of university staff, temporary staff, or student workers within a food service program. These positions are differentiated from those at the Food Service Assistant 3 level by a higher degree of independent responsibility, characterized either by independently leading more than one full-time-equivalent assistant for a majority of the time without a supervisor present (due to the isolation of the work location or the scheduled hours of work), or by assisting a unit supervisor in leading work activities for a complex retail food distribution unit characterized by extended hours beyond meal times, a wide variety of food and beverage choices and direct service to individual customers. Positions are responsible for monitoring compliance with food safety and sanitation standards. Allocations at this level are:

- (1) Independently leads food production support activities or food distribution activities in a satellite location where a supervisor, for a majority of the time, is not present on-site;
- (2) Regularly responsible on an on-going basis for leading assistants in food assembly, sales, and customer service during hours when supervision is not present;





- (3) Regularly responsible on an on-going basis for leading lower level food service employees in final food preparation and food distribution activities when supervision is not present;
- (4) Assists the unit supervisor in leading work activities for a complex restaurant characterized by multiple sales points, alcohol service, a wide and daily varied menu, and continuous service hours spanning breakfast through dinner hours;
- (5) Assists the food service supervisor or manager in a UW-System student dining retail or cafeteria facility, with responsibility for training and leading student supervisors and other assistants in food distribution, customer service, and sanitation duties, monitoring the attractiveness of foods as displayed and served, and ensuring quality of customer service.

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

## **III. RELATED POSITIONS**

Food Retail/Catering Leader  
Food Production Assistant  
Baker  
Cook  
Inventory Control Assistant

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# **FOOD SERVICE SUPERVISOR**

## **I. DEFINITION**

### **FOOD SERVICE SUPERVISOR**

There are eight allocation types:

- 1) Positions responsible for supervising the day-to-day operation of a limited-scope food service operation such as a delicatessen or dairy store.
- 2) Positions in a university food service program responsible for supervising the day-to-day operation of a restaurant concept that does not have regular alcohol service or on-going extensions of operations such as brat stands or ice cream carts in other locations.
- 3) Positions in a university food service program responsible as an assistant manager on a shift or weekends in a complex, extended-hours restaurant concept typified by service throughout the lunch and supper hours, regular alcohol service into late-night hours, a menu which varies from day-to-day and includes both hot and cold entrees, and continuous or seasonal extensions of operations into other indoor or outdoor locations.
- 4) Positions responsible for supervising a cluster (two or three) of “fast food” outlets comprising a sub-unit of a student center food court.



- 5) Positions in a university food service facility, responsible on a shift or weekends for supervising food distribution and/or service.
- 6) Positions functioning as the assistant to the manager of catering services in a full-time catering program in a university food service program (except if in the exceptionally large Wisconsin Union Catering operation and more appropriately titled a Food Service Manager).
- 7) Positions that supervise banquet and event catering for the smaller, lesser revenue-producing UW-Extension conference centers (such as the Friedrich Center).
- 8) Positions responsible for supervising a centralized dishroom.

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

## **III. RELATED POSITIONS**

Food Service Manager

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# **GARDENER**

## **I. DEFINITION**

### **GARDENER**

This is specialized and semi-skilled work related to ornamental gardening. Positions allocated to this classification are responsible for the cultivation and maintenance of ornamental plants. Positions also perform other grounds keeping work to support the overall grounds keeping operation. Work is performed under general supervision.

#### Examples of Work Performed:

- Prepare soil and germinate or propagate plants in hotbed or greenhouse.
- Maintain appropriate light, moisture, temperature, and nutrition levels in a greenhouse environment.
- Plant seeds, seedlings, bulbs, and/or potted plants in indoor or outdoor growing areas, according to work plans.
- Fertilize, water, weed, and thin plants in growing areas.
- Diagnose plant problems and implement appropriate chemical or cultural practices to remedy condition.
- Tend display beds to maintain beauty of display, including removing and replacing dead or diseased plants, applying mulch to inhibit growth of weeds, and picking up and disposing of litter and other debris.
- Care for interior foliage plants.
- Plant and maintain ornamental herbaceous and woody plants.



- Remove annual floral displays after frost, dig and store tubers and bulbs, and mulch perennials.
- Perform routine maintenance on hotbed, greenhouse, and/or cold frame structures and equipment.
- Design or assist in designing selected flowerbeds or specialized gardens, such as prairie or wildflower.
- Assist in the selection of plants and gardening equipment and supplies.
- Use and operate a variety of gardening equipment, such as spades, trowels, edging tools, chemical sprayers, and cultivators.
- Inspect, clean, and perform routine maintenance on gardening equipment.
- Keep records of gardening activities.
- Assist other grounds keeping staff with snow removal and other grounds keeping projects, as requested.
- Plan, coordinate, develop, schedule, and maintain programs in produce gardening.
- Perform other duties as assigned by the supervisor.
- May direct other employees assisting with gardening activities.

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

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# **GLASSWARE/MEDIA PREPARATION TECHNICIAN SERIES**

## **I. DEFINITIONS**

### **GLASSWARE/MEDIA PREPARATION TECHNICIAN-ENTRY**

This entry-level technical work related to the collection, cleaning, and distribution of glassware according to set protocols and procedures. Positions may also prepare laboratory media and reagents. Positions function under the close, progressing to limited, supervision of a technical supervisor.

### **GLASSWARE/MEDIA PREPARATION TECHNICIAN-OBJECTIVE**

This full-performance technical work related to the preparation of specialized laboratory glassware and/or media and reagents. Positions allocated to this classification coordinate orders for media and reagents; prepare media and reagents according to specific instructions, procedures, and schedules; decontaminate glassware and dispose of hazardous waste; maintain glassware washers, dryers, and sterilizers; order supplies, as needed; and perform related work, as requested. Positions may direct Laboratory Helpers or lower-level Glassware/Media Preparation Technicians. Positions function under the general supervision of a technical supervisor.

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

## **III. RELATED POSITIONS**



Chemistry Laboratory Technician  
Microbiology Laboratory Technician  
Laboratory Helpers

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## **GLAZIER**

### **I. DEFINITIONS**

#### **GLAZIER**

This is journey level glazier work. Employees install glass in windows, skylights, and display cases, or on surfaces such as building fronts, interior walls, ceilings, and tabletops. Employees cut, fit and install window glass, plate glass and mirrors, glass and aluminum doors and their frames, and any other related duties as may be assigned or necessary. In addition, positions in this classification may also direct and instruct apprentices, helpers and other assistants.

Positions are assigned any combination of the following duties:

- Assemble, fit and attach metal-framed glass enclosures for showers or bathtubs to framing around bath enclosure.
- Measure mirror and dimensions of area to be covered and determine plumb of walls or ceilings, using plumb-line and level.
- Attach mounting strips and moldings to surface and apply mastic cement, putty, or screws to secure mirrors into position.
- Cover mirrors with protective material to prevent damage.
- Drive truck to installation site and unload mirrors, equipment, and tools.
- Move furniture to clear work site and cover floors and furnishings with drop cloths.
- Measure, cut, fit, and press anti-glare adhesive film to glass or spray glass with tinting solution to prevent light glare.
- Fasten glass panes into wood sash and spread and smooth putty around edge of pane with knife to seal joints.
- Install pre-assembled framework for windows or doors designed to be fitted with glass panels, including stained glass windows, using hand tools.
- Cut, fit and install window glass, plate glass, mirrors and glass substitutes using vinyl or neoprene set, gasket set, tape glazing or dry glazing and other types of sealants.
- Install glass or aluminum doors, sliding doors, door frames, and door closers and operators.
- Replace broken glass and repair window and door frames.
- Install window and door frame tubing, and window sashes and jambs and do metal fabrication where necessary.
- Lay out different aspects of the job from blue prints and shop drawings.



- Install all types of aluminum, bronze, or stainless steel materials used for facing and/or framing of building fronts and displays.
- Keep records and make reports.
- Direct and instruct apprentices, helpers and assistants in the work of the trade.

## II. QUALIFICATIONS

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

Equivalent training and experience for this craft: Evidence of at least 5,840 hours on-the-job training plus 400 hours paid instruction, including safety procedures. Such evidence may include letters or statements from past customers/clients and/or employers.

## III. RELATED POSITIONS

Facilities Repair Worker  
Facilities Mechanic

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# GRAPHIC DESIGNER SERIES

## I. DEFINITIONS

### GRAPHIC DESIGNER-ENTRY

This is entry level graphic design work. Employees possess a **working knowledge** in the area of commercial art. Creates original artwork using traditional graphic design tools or electronic methods according to instructions of client or higher level designer. Presents artwork to higher level graphic designer or client for approval. May prepare camera-ready artwork for printer, including instructions to the printer. Has limited contact with customers, printers, photographers, etc. during the production process. Work is performed under close supervision.

### GRAPHIC DESIGNER

This is full performance graphic design work. Employees possess **considerable knowledge** in the area of commercial art. Spends the majority of time completing projects requiring the creation of original artwork through the use of traditional graphic design tools or electronic imaging. Confers with client regarding such issues as project budget, client objectives, target audience, and background information. Conceptualizes and presents layouts for client approval. Acts as resource to clients providing information about graphic design techniques and printing production procedures. May act as a liaison between client, vendors, photographers, and the like to complete the production process. May mark up and approve printers proofs or prepress films and attend press checks. Solves problems relating to production. May specialize in a particular field, medium, or technique. Work is performed under general supervision.



## **GRAPHIC DESIGNER-SENIOR**

This is senior level graphic design work. Employees possess **extensive knowledge** in the area of commercial art. Employees at this level function as either (1) a coordinator of a diverse graphic design production process; or (2) a designer who spends the majority of time completing highly complex projects. A complex project requires the use of a combination of complicated mediums such as broadcast color television art, three dimensional displays, multimedia program visuals, the use of several sophisticated electronic page layout/illustration software packages, technical illustrations, or animation which require a great deal of imagination and creativity. In addition to the duties performed at the Graphic Designer full performance level, responsibilities include: the conceptual resolution of highly complex design problems; researching and selecting suitable illustrative material; and directing production of material by designers and photographers. Works directly with the client throughout the process to ensure satisfaction. Work performed at this level requires a high degree of interpretation and creativity in exercising independent judgment and final quality review and approval of completed projects. Recommends purchase of new equipment; and policy and procedure changes to management. May perform lead work duties. Work is performed independently under general supervision.

### **Representative Position:**

University of Wisconsin-Stevens Point: University Relations, News and Publications Office. Senior Graphic Designer. Develop, produce, and disseminate various ideas, visual concepts, or visual interpretation directly involving marketing, recruitment, fundraising, university information, general university image, and various university relations projects. The majority of time is spent creating ideas, giving expert advice, creating and producing complex designs, and solving logistic and technical problems. Responsible for analysis of complex design needs and resolves complex design problems with no guidance or previously established guidelines.

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

## **III. RELATED POSITION**

Audiovisual Production Specialist

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## **GRAPHIC REPRODUCTION TECHNICIAN SERIES**

### **I. DEFINITIONS**

#### **GRAPHIC REPRODUCTION TECHNICIAN-ENTRY**

This is entry level graphic reproduction work. Employees possess a working knowledge of the area of graphic reproduction and electronic file preparation and perform the following duties: place the original on sensitized material in a vacuum frame or computer to negative/plate system; mount camera on tripod or stand and load prescribed type and size film in camera; set camera or digital scanner controls to regulate exposure time according to line density of original and type of sensitized material; activate camera to expose sensitized material, imprinting original on material or operate automatic computer to negative/plate systems; develop exposed material; and examine developed reprint for defects and touch up defects, using chemicals, inks, brushes, and pens. May



enlarge reprints, or send electronic files to various large format digital output devices. Once final versions of electronic files are sent to the appropriate output devices they are archived for future use by organizing and storing them on appropriate storage devices, e.g., burn them to CD. Work is performed under close progressing to limited supervision.

### **GRAPHIC REPRODUCTION TECHNICIAN**

This is full performance graphic reproduction work. Employees have attained considerable knowledge of the area of graphic reproduction and electronic file preparation. Employees spend the majority of time preflighting electronic files, performing film assembly, creating proofs and making plates through either conventional or electronic processes. They operate lithographic cameras; operate the automatic computer-to-negative/plate systems; prepare negatives from camera-ready copy; select appropriate halftone screens; prepare negative flats for plating; separate multi-color negatives and electronic files for multi-color jobs; prepare and inspect finished plates and proofs; and touch up defects. They inspect negatives to determine plate size for stripping; assemble digital images, negatives, windows, and halftones into position on flats and electronic documents; position negatives on plates and expose and process plate; impose digital images and correct application faults before sending electronic files to digital proofing devices, digital production printers, and automatic computer to negative/plate systems; inspect finished plates and proofs for quality and conformity to specifications; and maintain digital proofing devices, chemical film and plate processing equipment. Once final versions of electronic files are sent to the appropriate output devices, they are archived for future use by organizing and storing them on appropriate storage devices, e.g., burn them to CD. Work is performed under general supervision.

### **GRAPHIC REPRODUCTION TECHNICIAN-SENIOR**

This is senior graphic reproduction work. Employees possess extensive knowledge of the area of graphic reproduction and electronic file preparation. The majority of time is spent preflighting electronic files, producing continuous tone negatives, lithographic plates, and halftone positives either on conventional lithographic cameras or on digital proofing devices, digital production printers, large format digital production printers, and automatic computer to negative/plate systems. They evaluate densities and compute exposures; select appropriate halftone screens or dots per square inch (DPI); determine multiple shot formatting and overlap for subsequent matching and assembly of films; produce digital proofs, film positives and provide negatives and positives for the printing process; scale and reproduce a wide variety of maps, charts, plans, artwork and documents either conventional or electronic; process exposed film or plates through an automated lithographic processor either conventional or electronic; and consult with clients. May conduct quality control inspections of the laboratory. Once final versions of electronic files are sent to the appropriate output devices, they are archived for future use by organizing and storing them on appropriate storage devices, e.g., burning them to CD. May specialize in a particular field such as engineering, chemistry, botany, etc., or perform lead work duties. Work is performed under general supervision.

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

## **III. RELATED POSITIONS**

Photo Lab Technician

Photographer

Engineering Technician, Engineering Technician-Transportation, Engineering Specialist or Engineering Specialist-Transportation



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## **GREENSKEEPER**

### **I. DEFINITIONS**

#### **GREENSKEEPER**

This is responsible and specialized work related to golf course maintenance. Positions allocated to this classification coordinate a golf course maintenance program and oversee and participate in maintenance activities. Work is performed under the general supervision of a Grounds Supervisor.

#### Examples of work performed:

- Determine golf course maintenance and improvement priorities in cooperation with supervisor.
- Determine watering, aerification, and topdressing requirements.
- Identify turf and soil diseases.
- Oversee and participate in the application of fertilizers, pesticides, insecticides, herbicides, and fungicides.
- Oversee and participate in the mowing, watering, and maintenance of greens, tees, fairways, roughs, sand traps, and related golf course areas.
- Maintain woody plants and trees on gold course.
- Inspect the course on a regular basis and make reports.
- Prepare and recommend annual golf course maintenance budget.
- Recommend purchase of equipment, supplies, and materials.
- Assign, monitor, and review the work of assigned employees
- Maintain effective working relationship with golf professionals and other golf course personnel.
- Practice golf etiquette when scheduling golf course maintenance.
- Use and operate a variety of equipment, such as riding and push mowers, manual and automated irrigation systems, thatchers, chemical sprayers, fertilizer spreaders, sod cutters, tractors, front-end loaders, and dump and pickup trucks.
- Assure safe operation and use of equipment and tools.
- Inspect, clean, and perform routine maintenance on equipment, tools, and gold course structures.
- Assist grounds keeping staff or other workers, as needed.
- Perform other duties as assigned by supervisor.

### **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

### **III. RELATED POSITIONS**

Gardener  
Groundskeeper

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## **GROUNDS CREW LEAD**

### **I. DEFINITION**

#### **GROUNDS CREW LEAD**

This is lead-level, semi-skilled work related to the maintenance and improvement of the grounds of a campus. Positions allocated to this classification perform the duties described in the Groundskeeper classification and, in addition, perform leadworker duties such as providing training on maintaining the grounds, pruning trees, gardening, laborer function such as snow removal; lawn care operations and procedures; planning, assigning, and reviewing work; monitoring the completion of work assignments; and providing general assistance and guidance to assigned grounds staff. Job duties also include planning the labor and materials needed; procuring equipment and supplies; assuring the safe operation of equipment and tools by staff; maintaining records and preparing reports for the supervisor; recommending projects and work assignments; evaluating and selecting vehicles, equipment, and tools;. Work is performed under general supervision.

### **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

### **III. RELATED POSITIONS**

Greenskeeper  
Gardener  
Laborer  
Tree Pruner

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## **GROUNDSKEEPER**

### **I. DEFINITION**

#### **GROUNDSKEEPER**

This is semi-skilled work related to groundskeeping. Positions allocated to this classification perform a variety of groundskeeping activities throughout the year to maintain and improve the grounds of a facility or campus. Work is performed under general supervision.

#### Examples of work performed:

- Mow, trim, rake, edge, aerate, and water grass.
- Pick up and dispose of litter and other debris from assigned grounds area.
- Top dress, seed, and sod lawns.
- Weed, till, edge, and mulch where needed
- Plant and prune trees and shrubs.
- Plant and maintain flower beds.
- Apply fertilizers, herbicides, insecticides, and/or fungicides, as directed.
- Install and maintain irrigation systems.
- Plow, brush, and shovel snow from roads, walks, steps, and parking lots, and spread sand and salt, as required.



- Use and operate a variety of groundskeeping equipment, such as riding and push mowers, rakes, edging tools, shears, manual and power saws, snow blowers, front-end loaders, chainsaws, snow plows, fork-lifts, boom trucks, scissors lift, tractors, dump/pickup trucks, cherry picker, or hydraulic bucket lift.
- Operate equipment and tools according to safety guidelines.
- Inspect, clean, and perform routine maintenance on groundskeeping equipment.
- Keep records of groundskeeping activities.
- Assist with other projects, such as installing and repairing signs, fences, and bike racks; laying blacktop and concrete; and moving furniture and equipment.
- Groundskeeping and agency staff as needed. Perform other duties as assigned. May direct other workers assisting with groundskeeping work.
- Prepare and maintain sports practice and playing fields.

**II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

**III. RELATED POSITIONS**

Gardener  
Greenskeeper  
Grounds Crew Lead  
Laborer  
Tree Pruner

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