

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
CONSULTANT - BUILDING SYSTEMS
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to positions primarily responsible for providing a specialized expertise for the building plan review program for the Department of Safety and Professional Services.

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

B. Inclusions

This series encompasses specialized engineering positions at the Department of Safety and Professional Services which devote the majority of their time and are primarily responsible for reviewing public building plans. Positions included in this series must meet the Qualifications prescribed under Section III.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions that are not located within the Department of Safety and Professional Services.
2. Positions that do not spend the majority of their time in the public building plan review consultant program.
3. Other positions which are more appropriately identified by other classification series.

D. Entrance Into And Progression Through This Series

Employees enter this classification series by competition. Progression to the senior level will occur through reclassification. Progression to the advanced level will typically occur through some form of competition.

II. DEFINITIONS

CONSULTANT - BUILDING SYSTEMS

Work is performed under close progressing to limited supervision. Positions at this level receive work assignments which have clearly defined objectives; have specific guidelines and instructions available; may involve complex projects from start to finish; and exercise limited discretion in decision making. The level of involvement in any work assignment is based on an assessment of the employees work by the immediate supervisor.

CONSULTANT - BUILDING SYSTEMS - SENIOR

This is the objective level for positions which work under general supervision and are responsible for spending the majority of time examining complex public building plans and related duties. Maintain minimum standards in the design, construction, structural strength, quality of materials, adequate egress facilities, sanitary facilities, natural lighting and ventilation, energy conservation, and fire safety for all public buildings and places of employment in accordance with the requirements of the Wisconsin Administrative Rules. Determine if plans can be approved, conditionally approved, withheld, or not approved. Communicate with architects, engineers, designers, contractors, and/or owners. Examine and interpret multi-paged, complex, difficult plans, specifications and calculations. Determine compliance to the ILHR Codes by reviewing such things as the proper type of construction vs occupancy uses, isolation of hazards, means of egress, occupant density, fire department access, area/height limitations, fire protection and detection systems, structural stability, energy consumption restrictions, outside/inside design temperatures, ventilating and air standards, heating equipment ratings, safety controls, air delivery systems, chimneys, vents, etc. Perform priority reviews of plans and/or conduct preliminary reviews of proposed projects, responding to the designer's questions, determining how the code requirements will be applied to the project, and writing a preliminary design review form clearly stating the problems and resolutions. Call questionable items to the attention of the designer and resolve. Review the plan package for completeness and for code compliance with respect to building setback, area, footing and foundation design, class of construction, and exists out of the building. Review plan for obvious non-code compliance. Maintain a code knowledge and apply uniform and consistent decisions. Inspect construction sites, buildings, and structures to determine compliance with the code and construction in accordance with the approved plans. This level may also perform lead worker duties.

CONSULTANT - BUILDING SYSTEMS - ADVANCED

This is the objective level for positions which work under general supervision, perform the work activities identified at the Building Plan Review Consultant-Senior level, and perform the most complex plan reviews, which involve buildings of three or more stories and/or buildings rated as class 1-4, a majority of the time. Responsible for providing technical expertise in a specialized program area, such as historic buildings, mechanical systems, or hospitals. Provide recommendations for Petitions for Variance and new product reviews. Assist in training for inspectors, appear in public to provide information on ILHR codes, and assist other staff as needed. This level may also perform lead worker duties.

III. QUALIFICATIONS

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

IV. ADMINISTRATIVE INFORMATION

This classification series was created October 12, 1997, and announced in Bulletin CC/SC-74 to describe positions which perform engineering consultant duties relative to building systems for Department of Commerce. The creation of this classification series resulted from the Governor's Human Resource Reform Commission recommendation to simplify classification system. This action resulted in the abolishment of the Engineering Consultant - Building Systems classification series (class codes 24201 through 24205). This classification series was modified effective July 17, 2011 and announced in Bulletin OSER-0281-MRS/SC to reflect the movement of positions from the Department of Commerce to the Department of Safety and Professional Services (formerly Department of Regulation and Licensing) as a result of the 2011 Wis. Act 7.

This classification was modified effective April 1, 2018, and announced in bulletin DPM-0465-CC/SC to update the qualification section and to retitle the classification following the passage of Wisconsin 2017 Act 111 which restricted the use of "engineer" in classified titles.

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