

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

ENTERPRISE<sup>1</sup> CAPITAL PROJECTS SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to professional architectural or engineering positions located at the Department of Administration which are responsible for supervising architectural or engineering projects for state-owned buildings and property. This classification specification is not intended to identify every duty which may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

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

B. Inclusions

This classification encompasses professional supervisory positions located at the Department of Administration. Positions allocated to this classification perform professional architectural or engineering work related to the design, construction, operation, and maintenance of state-owned buildings and property, and supervise professional architectural or engineering positions. Positions allocated to this classification must meet the definitions of professional employee, as defined in Chapter 370 of the Wisconsin Human Resources Handbook, management and supervisor, as defined in s. 111.81(13) and (19), Wis. Stats., respectively, and the qualifications prescribed in Section III.

Specific fields of professional architecture or engineering represented by this supervisory classification are:

- Architecture
- Civil Engineering
- Communications Engineering
- Electrical Engineering
- Electronic Engineering
- Environmental Civil Engineering
- Mechanical Engineering
- Specification Writing
- Structural Engineering

---

<sup>1</sup> Enterprise: The entire State of Wisconsin governmental organization addressed as a single corporate entity.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which are not located at the Department of Administration.
2. Positions which do not meet the definition of professional, as defined in Chapter 370 of Wisconsin Human Resources Handbook
3. Positions which do not meet the statutory definitions of management and supervisor, as defined in s. 111.81(13) and (19), Wis. Stats., respectively.
4. Positions which do not require that the incumbent perform professional architectural or engineering duties and be a professional architect or engineer by background and training in order to perform the duties and responsibilities assigned the position.
5. Positions which spend the majority of their time supervising a building plan review and/or building inspection function to ensure that minimum safety codes are met.
6. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is by competition.

## II. DEFINITION

### ENTERPRISE CAPITAL PROJECTS SUPERVISOR

This is professional supervisory work in the field of architecture or engineering. Positions allocated to this classification perform professional architectural or engineering work related to the design, construction, operation, and maintenance of state-owned buildings and property, and directly supervise a work unit of at least two (2) full-time equivalent (FTE), permanently assigned professional architectural or engineering positions. Work is performed under general supervision.

## III. QUALIFICATIONS

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

Positions included in these series have duties and responsibilities of such a nature that it is required (by federal or state law or by position analysis) that the incumbent have one of the following:

- Registration as a Professional Engineer as determined by the Department of Safety and Professional Services per s. 443.04, Wis. Stats.;
- Registration as an Architect as determined by the Department of Safety and Professional Services per s. 443.03, Wis. Stats.;
- a specific record, issued by the professional engineering section of the Department of Safety and Professional Services, showing 4 years or more of experience in engineering work of a character satisfactory to the professional engineering section and satisfactory completion of the fundamentals of engineering exam;

- have graduated from a recognized college or university with a degree in an engineering field such as civil, electrical, electronic, mechanical or structural engineering; OR
- have equivalent professional training and practical experience so as to be deemed an architect or professional engineer as defined in Department of Safety and Professional Services per s. 443.01, Wis. Stats. and also deemed to be qualified to engage in professional architectural/engineering practice as determined by the Department of Safety and Professional Services per s. 443.03, or 443.04, or 443.05, Wis. Stats.

Positions not having duties and responsibilities which require such credentials shall be allocated to a different classification series.

### III. ADMINISTRATIVE INFORMATION

This classification was created effective May 7, 2000, and announced in Bulletin CLR/SC-111, in order to describe positions located at the Department of Administration which perform professional architectural or engineering work, and which supervise professional architectural or engineering positions. Positions allocated to this classification were previously allocated to the Architect/Engineer Supervisor classification, which was modified effective May 7, 2000 (also see Bulletin CLR/SC-111). This classification was created as a result of the Department of Employment Relations' expansion of the broadband pay system.

The classification specification was modified effective June 30, 2013 and announced in Bulletin OSER-0327-MRS/SC to reflect changes to the qualification language that better communicate the minimum qualifications that are required.

This classification specification as modified effective March 31, 2019, and announced in bulletin DPM-0492-CC/SC to update inclusion and exclusion language, and retitled following the passage of Wisconsin 2017 Act 111 which restricted the use of "engineer" in classified titles.

PKT/SKN  
NMR  
PCF  
26080