

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
CRAFTS WORKER 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 present and future positions that supervise a variety of crafts workers. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

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

B. Inclusions

The positions in this classification are positions that supervise crafts workers and helpers in a building trade, metal trade, or combination of trades in state-owned institutions and buildings. Positions in this classification meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition supervisor as defined in s. 111.81 (19), Wis. Stats, as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not supervise workers in a building trade, metal trade or combination of trades in state-owned institutions and buildings and are more appropriately identified in another supervisory classification.
3. All other positions which are more appropriately identified by other classifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITION

This is technical work in the supervision of crafts workers and helpers. Employees in this class supervise and occasionally participate in the work of crafts workers in the installation, repair and maintenance of structures and equipment found in a building trade, metal trade, or combination of trades at state-owned institutions and buildings. Work is usually performed independently and supervision is received from an administrator who also reviews completed assignments by inspection.

Positions in this class would normally supervise a variety of trades although some positions may specialize in the wood and related building trades or the metal trades areas or in one particular trade.

Examples of Work Performed:

- Receives work orders and assigns the work to members of the crew.
- Occasionally performs skilled work in the trade which is of more difficult and complex nature.
- Interprets instructions, and lays out work from blueprints, sketches or specifications.
- Requisitions materials, equipment, and supplies for job assignments.
- Gives assistance and necessary instructions to members of the crew as work progresses.
- Supervises skilled and unskilled assistants in the trade.
- Inspects work in progress and on completion.
- Makes estimates of labor and material costs.
- Keeps records of time, production and personnel.
- Performs related work as required.

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 assurances that the knowledge, skills, and abilities required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective November 1974. The specification was modified effective November 7, 2010 and announced in Bulletin OSER-0274-CLR/SC to update the format of the specification and the qualifications necessary for hire into the classification.