

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

CRAFTSWORKER-LEAD

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future skilled trade positions located within state government that also function as lead worker to other skilled trade positions. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

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

B. Inclusions

This classification is to be used exclusively for positions performing the full range of journey level trades work within a specialized craft and functioning as lead worker to other journey level trades work positions within that same specialized craft for a majority of the time.

C. Exclusions

Excluded from this classification are the following types of positions:

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

3. Positions that perform semi-skilled trades work for a majority of the time and function as lead worker to other positions performing semi-skilled trades work for a majority of the time.
4. Positions that perform skilled trades work for a majority of the time and are more appropriately classified as Asbestos Worker, Bricklayer and Mason, Carpenter, Electrician, Elevator Constructor, Glazier, Painter, Plasterer, Plumber, Sheet Metal Worker, Steamfitter, Terrazzo and Tile Setter or Welder and do not function as lead worker to other skilled trades positions for a majority of the time.
5. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions in this classification through competition.

II. DEFINITION

CRAFTSWORKER LEAD

NOTE: This classification specification should be used in conjunction with the classification specifications describing the various skilled trades at the journey level in order to determine the appropriate specialization of work and the specific qualifications required for each specialization.

This is journey level skilled trades work that includes functioning as a lead worker to other positions performing skilled trades for a majority of the time. Employees occupying positions in this classification direct and instruct other journey level skilled trades workers within the same area of specialization a majority of the time and may also function as lead worker to apprentices, helpers and other assistants. Lead workers are employees whose assigned duties include training, assisting, guiding, instructing, and assigning and reviewing the work of one or more employees. Lead workers do not have supervisory authority as defined under s. 111.81 (19), Wis. Stats., which includes hiring, disciplining, and firing employees.

Areas of Specialization:

Asbestos Worker
 Bricklayer and Mason
 Carpenter
 Electrician
 Elevator Constructor
 Glazier
 Painter
 Plasterer
 Plumber
 Sheet metal Worker
 Steamfitter
 Terrazzo and Tile Setter
 Welder

III. QUALIFICATIONS

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

IV. ADMINISTRATIVE INFORMATION

The classifications of Asbestos Worker-Lead, Bricklayer and Mason-Lead, Carpenter-Lead, Electrician-Lead, Elevator Constructor-Lead, Glazier-Lead, Painter-Lead, Plasterer-Lead, Plumber-Lead, Sheet Metal Worker-Lead, Steamfitter-Lead, Terrazzo and Tile Setter-Lead, and Welder-Lead were created in 1983. These titles were abolished and the Craftsworker Lead classification was created May 14, 2006 and announced in Bulletin OSER-0093-MRS/SC in order to combine these highly specialized lead work positions into a broader skilled trades lead worker to conform to language contained in the collective bargaining agreement covering the skilled trades in state service.

JMF
76900