

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

FUEL AND CRYOGENIC OPERATIONS TECHNICIAN
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 present and future positions which perform airfield operations associate work within the Department of Military Affairs. This classification specification is not intended to identify every duty or combination of duties which may be assigned to the positions allocated to this classification series, but is intended to serve as a framework for the 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 includes positions located within the Department of Military Affairs that would be assigned to work at, or directly in support of, maintaining and operating the Fuels Service Center and organizational fuel tanks which includes testing for fuel quality including laboratory testing, sampling liquid oxygen, maintaining fuel and cryogenic records, and servicing the fuel center customers through driving fuel trucks and maintaining safe protocols in which the military organization has been assigned responsibility.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which are not located within the Department of Military Affairs;
2. Positions which are more appropriately identified by the Weights and Measures Petroleum System Specialist classification specifications.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees enter positions within this classification by competition.

II. DEFINITIONS

FUEL AND CRYOGENIC OPERATIONS TECHNICIAN

This is specialized paraprofessional support work for Fuels Management at Volk Field. These positions perform a variety of tasks requiring the training of appropriate use of sophisticated tools, task lists, and procedures related to inspecting and maintaining fuel storage and tank systems, measuring and testing fuels in a laboratory, and maintaining records and reports. Positions in this classification spend the majority of their time on the following activities: sampling and testing a variety of products (e.g., motor fuels and petroleum products, etc.) and dispensing systems (e.g., underground and aboveground storage tanks, meters, fuel trucks, etc.) to determine quality standards, accuracy, and compliance with the applicable regulations. Positions perform field and laboratory tests as assigned for petroleum products and completing reports based on results. This position is the records custodian for all records regarding fuel testing and storage. In addition, these positions will manage billing and accountability for all fuel on base. These positions may be assigned as a shift lead of other positions.

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

This classification series was created effective December 22, 2019 and announced in bulletin DPM-0508-CC/SC as a result of an evaluation of these positions to create new classifications for the integration of these positions from the federal workforce to the state classified workforce.

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