

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
HEAT AND FROST INSULATOR**

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. 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 Heat and Frost Insulator work 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 and are more appropriately classified as Facilities Repair Worker, Facilities Repair Worker Advanced, Facilities Maintenance Specialist or Facilities Maintenance Specialist Advanced. 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. 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

This is journey level Heat and Frost Insulator work. Employees apply or remove insulating materials to pipes or ductwork, or other mechanical systems in order to help control and maintain temperature. Employees perform heating, ventilating, plumbing and related insulating work at the journey level of skill, normally on a full-time basis and under general supervision. Other related duties may also be assigned as necessary. In addition, positions in this classification may also direct and instruct apprentices, helpers and other assistants.

Positions are assigned any combination of the following duties:

- Fit, wrap, and attach insulating materials to structures of surfaces, using hand tools or wires, following blueprint specifications.
- Remove insulating materials from structures.
- Cover, seal or finish insulated surfaces or access holes with plastic covers, canvas sheets, sealant, tape, cement or asphalt mastic.
- Read blueprints and select appropriate insulation, based on the heat retaining or excluding characteristics of the material.
- Measure and cut insulation for covering surfaces, using tape measure, handsaw, knife or scissors.
- Prepare surfaces for insulation application by brushing or spreading on adhesives, cement or asphalt or attaching metal pins to surfaces.
- Evenly distribute insulating materials into small spaces within floors, ceilings, or walls.
- Install, repair or replace insulation on plumbing, steam pipes, boilers, heaters, tanks and ducts.
- Install vapor barriers and insulation on refrigeration pipes and equipment.
- Apply waterproof or protective finish to insulating material.
- Keep records and make reports.
- Direct and instruct apprentices, helpers and other assistants in the trade.

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. Heat and Frost Insulator: Graduation from high school or attainment of age 18 and completion of an apprenticeship approved by the Department of Workforce Development as a Heat and Frost Insulator. Formal recognition of status by the appropriate international or local trade organization or some type of similar formal validation of journeyman status may also be accepted. Persons having informal training and experience equivalent to the formal apprenticeship and journeyman status may also be accepted upon submission of documented proof of such training and experience.

IV. ADMINISTRATIVE INFORMATION

This classification was created on April 13, 2008 and announced in bulletin OSER-0185-MRS/SC to replace the abolished Asbestos Worker classification.