

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

MAINTENANCE INSULATOR

Class Code: K5340

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, performs journeyman level tasks in the preparation, distribution and application of pipe and boiler coverings, insulation of hot surfaces, ducts, flue, pipes, tanks, boilers, refrigeration equipment and other surfaces requiring thermal temperature control or the covering of cold piping and circular tanks connected with the same, fire stoppage, radiation protection, sound deadeners and all other work included in this jurisdiction to prevent or reduce the passage of heat, cold, sound or fire, including alterations and repairing of similar work and the use of all materials for this purpose; orders materials used in the application of insulation; makes inspections in order to maintain all pipes and boilers; follows up on all work performed in State buildings under the maintenance jurisdiction of the Office of the Secretary of State.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Fabricates and installs the materials used to insulate buildings and equipment; cement, staple, wire, tape, or spray insulation, measure and cut sections of insulation to the proper length, stretch it and slip it over pipes; fasten insulation with adhesive, staples, tape or wire bands; wrap aluminum, plastic or canvas over it and cement or band cover in place; may screw on sheet metal around insulated pipes to protect the insulation from weather or abuse; may use a hose to spray foam insulation onto wire mesh, then install drywall or apply final coat of plaster; remove old insulation.
2. Fabricates and installs insulating material on plumbing systems, and heating, cooling and ventilation systems for the reduction of fire hazards or for protection from heat or cold; alters and repairs insulating materials; measures pipes and thickness of insulation, figures where to make cuts to the materials for required shapes, cuts insulation to requested regular and irregular shapes and measurements; mixes and applies moist insulation materials; inspects and repairs insulation and labels on systems.
3. Reads notices about changes in safety procedures, regulations, policies or work permits and job specifications in order to understand the type of work to be performed and to complete work assignments; examines workplace hazardous materials information sheets and labels on new and unfamiliar products to understand and apply the correct safety measure; studies manuals and handouts that explains processes, such as types of adhesives, contact cements and lagging adhesives, materials list including pipe sizes to plan and organize materials; completes reports detailing hours worked, information on projects and types of work performed.
4. Prepares insulating materials for use with common hand tools including trowels, brushes, knives, scissors, saws, pliers and stapling guns, power saws to cut insulating materials, welding machines to join sheet metal or secure clamps, and compressors to blow or spray insulation; troubleshoot power tool malfunctions.
5. Determines type of insulation necessary depending on material to be insulated; interprets and works from plans, simple or involved drawings and sketches to estimate the amount of

MAINTENANCE INSULATOR (*Continued*)

material required to complete task; orders materials used in the application of insulation; anticipate problems and resolve situations such as materials not arriving as scheduled, unplanned shortages or the wrong materials delivered; makes inspections in order to maintain all pipes and boilers; follows up on all work performed.

6. May direct workers assisting with project to insure compliance with safety and regulations.
7. Performs other duties as required or assigned within the scope of the class.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of high school preferably including coursework in woodworking, mechanical drawing, algebra, geometry, general science or physics with two (2) years of experience in the insulation field.

Knowledge, Skills and Abilities

Requires working knowledge of tools of the trade, including trowels, brushes, knives, scissors, saws, pliers, stapling guns, power saws, welding machines and compressors.

Requires working knowledge of materials, methods and practices and hazards of the trade, blueprint reading and safety.

Requires skill in the use of various tools and materials of the trade.

Requires the ability to perform the physical functions and tasks associated with the trade.

Requires the ability to read, interpret and work from plans, simple or involved drawings and sketches.

Requires the ability to make simple mathematical computations and estimations of materials needed.

Requires the ability to follow oral and/or written instructions.

Requires willingness to travel and possession of a valid Illinois driver's license.

Established – September 11, 2002

Effective – September 16, 2002

Revised – April 16, 2009