



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CONSERVATION CAMP AREA SUPERVISOR	37	B	1.868
CONSERVATION CAMP SUPERVISOR	35	B	1.870

SERIES CONCEPT

Positions in this series supervise the inmate work program at an assigned conservation camp facility or geographic area and are responsible for budget maintenance, project planning, community relations, camp resource and fire suppression programs, security planning, and supervision of assigned personnel including emergency response firefighters.

Manage the operation of a Nevada Division of Forestry (NDF) Conservation Camp or geographic area; represent programs to other government agencies, non-profit organizations, private companies and individuals; solicit, plan, assess and coordinate work projects; negotiate and establish agreements for the completion of work.

Prepare assigned budgets; compile and review financial and statistical data; oversee the budget and monitor expenditures; plan and prepare equipment purchases; prepare, review and audit inmate payroll data and maintain good time credit records.

Prepare and review operational and incident reports; implement corrective actions as appropriate; develop and maintain security and emergency plans to ensure the safety of personnel, equipment and facilities.

Develop estimates for time, labor, skill level and equipment needed for work projects; inspect work sites and evaluate work in progress; ensure compliance with established safety policies and procedures; evaluate security factors and implement appropriate precautions for community service and fire suppression projects.

Prepare and maintain records and reports related to camp equipment and supplies, fuel consumption, vehicle maintenance, purchasing and other operational needs; analyze requests for purchases, repairs and replacement of vehicles and equipment and determine appropriate course of action.

Manage and control inventory of equipment and supplies; inspect camp facilities and property; direct and arrange for service and repairs; field test equipment to provide resources necessary for work projects.

Select, train, supervise and evaluate the performance of assigned personnel; delegate assignments and develop work performance standards; counsel and discipline staff as appropriate.

Assess staff training needs in conjunction with area and headquarters staff; schedule and implement training opportunities; locate reference materials and provide for instruction in safety, equipment operation and specialized resource conservation techniques.

Perform related duties as assigned.

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CLASS CONCEPTS

Conservation Camp Area Supervisor: Under general supervision, incumbents have responsibility for coordination and management of two or three conservation camps, a revenue generating enterprise in which inmates of honor camps are trained and employed in a variety of resource management, community service, emergency response and fire suppression projects. Incumbents prepare draft documents related to strategic, operational and business plans deemed necessary to ensure mandated goals are achieved; oversee and coordinate the pursuit of paying projects; and develop marketing plans for conservation camps.

Supervise Conservation Camp Supervisors, develop and implement work performance standards, evaluate performance, and provide direction and guidance to Conservation Camp Supervisors as required. Review reports and statistics related to projects, vehicle operations and maintenance, equipment maintenance, helitack, and camp fabrication and repair shops; project billings, and training to ensure consistent operations; prioritize and implement staff assignments, vehicle placement, and budget transfers.

Participate in the development and implementation of camp policies, procedures and operational guidelines; ensure assigned camps meet legislative mandates and follow NDF directives, guidelines, policies and procedure; review, monitor and reconcile monthly camp expenditures.

Negotiate local cooperator agreements that involve more than one camp; ensure project hazard assessments are completed and submitted; inspect projects for compliance with Occupational Safety and Health Administration (OSHA) requirements.

Conservation Camp Supervisor: Under general supervision, incumbents are responsible for the overall management and operation of the inmate work program at an assigned conservation camp including budget maintenance, project planning, community relations, and supervision of Conservation Crew Supervisors. Incumbents also serve as the liaison with the Department of Corrections officials of the facility to which assigned in order to coordinate procedures and resolve operational problems and issues related to inmate labor.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Applicants may be required to pass a thorough medical examination and physical agility test prior to appointment and for continuing employment.
- * Applicants may be required to undergo a background investigation prior to being considered for employment.
- * A valid commercial driver’s license is required at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTE:

- * Education may be substituted for experience on a year-for-year basis at the Conservation Camp Area Supervisor level.

CONSERVATION CAMP AREA SUPERVISOR

EDUCATION AND EXPERIENCE: Associate’s degree in forestry, natural resource management, business administration or related field and three years of experience which included conservation and natural resource management activities, fire suppression, and supervision of staff; **OR** graduation from high school or equivalent education and five years of experience as a Crew Supervisor III which included supervision of employees and financial management and recordkeeping; **OR** an equivalent combination of education and experience on a

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MINIMUM QUALIFICATIONS (cont'd)

CONSERVATION CAMP AREA SUPERVISOR

EDUCATION AND EXPERIENCE: (cont'd)

year-for-year basis; **OR** two years of experience as a Conservation Camp Supervisor in Nevada State service. (*See Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: principles of natural resource conservation; management practices sufficient to oversee the activities and staff in multiple locations; division personnel policies; operation of computers including word processing, spreadsheet and database management software; financial and statistical recordkeeping techniques; strategic planning and program development processes. **Ability to:** plan, develop and manage program budgets; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Working knowledge of: goals, objectives and purposes of the conservation camp program; State purchasing policies and procedures; strategic planning and program development processes; conservation camp program and its relationship to the Department of Corrections; development and administration of a program budget; marketing and community relations techniques. **Ability to:** provide guidance, consistency and oversight regarding conservation camp operations, staff, fiscal administration, purchasing, safety and training at assigned camps; establish and maintain positive and effective working relationships with Department of Corrections management to ensure program success.

CONSERVATION CAMP SUPERVISOR

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience comparable to a Conservation Crew Supervisor III in Nevada State service which included supervising inmate work crews assigned to conservation, fire suppression, resource management and community service projects recordkeeping, inventory control and equipment maintenance; **OR** an equivalent combination of education and experience; **OR** three years of experience as a Conservation Crew Supervisor III in Nevada State service. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: silviculture and urban landscape problems and solutions; principles of natural resource conservation; fire suppression tactics, strategy and logistical support; wildland fire behavior and suppression techniques including the use of tools and equipment. **General knowledge of:** State purchasing policies and procedures; personnel rules and regulations; operation of computers including word processing, spreadsheet and database management software. **Ability to:** plan, organize and coordinate the work of assigned personnel and inmate crews; compile data and calculate inmate good time credits; establish cooperative and effective working relationships with federal, State and county agencies, non-profit organizations, private companies and individuals; promote the services of the Conservation Camp program to the community; estimate the time required and cost of personnel, equipment and materials for completion of work projects; develop and administer emergency action plans; audit equipment use, inventory and funds to ensure proper utilization and accounting; evaluate training needs of staff and provide for training opportunities; prepare budget requests and monitor expenditures; coordinate inmate activities with Department of Corrections administrators.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Conservation Camp Area Supervisor.)

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This class series specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class series.

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ESTABLISHED: 7/2/01R
12/7/01PC

7/1/97P
6/24/96PC

REVISED:
REVISED:
REVISED:

REVISED:
REVISED:

7/1/01LG
7/2/01R
12/7/01PC

REVISED: 7/1/05R
6/20/06UC

7/1/05R
6/20/06UC

REVISED: 9/26/08R
12/15/08UC

9/26/08R
12/15/08UC

REVISED: 5/6/11PC

5/6/11PC