



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>
SPECIAL EQUIPMENT OPERATOR III	31	G	9.200
SPECIAL EQUIPMENT OPERATOR II	28	G	9.203
SPECIAL EQUIPMENT OPERATOR I	26	G	9.202

SERIES CONCEPT

Special Equipment Operators schedule, transport and operate specialized highway maintenance vehicles on a statewide basis, to include tractor-trailer combination vehicles used to transport heavy equipment and supplies, bridge inspection units, or large vacuum culvert cleaners (debris body with nine cubic yards or greater capacity); and perform routine equipment maintenance.

Contact work unit supervisors to schedule pickup and delivery times; load vehicles, heavy equipment and supplies onto the trailer using proper loading and placement procedures and secure loads.

Drive tractor-trailer to various destinations within or outside the State; unload supplies and equipment; relay operating instructions for new highway equipment to receiving personnel.

Drive a bridge inspection unit to job sites; arrange with district personnel for barrier trucks and/or safety vehicles; direct the setup of safety cones and signs for traffic control; inspect equipment prior to bridge inspection activities.

Operate a bridge inspection unit; deploy the work platform containing the bridge inspectors; communicate with inspectors regarding platform positioning; monitor maneuvers made by inspectors from the platform control station; monitor instrument panel and load leveler to ensure equipment is operating within safety limits.

Direct and participate with highway maintenance personnel in bridge maintenance and repair; remove debris from bearing pads and pier caps; open downspouts and drains; repair concrete; patch asphalt on bridge deck.

Drive a vacuum culvert cleaner to job sites; position cleaner over the culvert; run hose into the culvert with appropriate cleaning nozzle affixed; perform a safety check and clear personnel from downflow area; start auxiliary engine and operate jet water pump; monitor hose and the pressure, hydraulic and water control gauges and levels; reel in the hose; direct highway maintenance staff assisting with operation.

Operate a vacuum culvert cleaner to clean catch basins; position cleaner near the catch basin; lower vacuum hose boom into the correct position; start vacuum engine and adjust vacuum pressures; lower vacuum hose into the catch basin; monitor vacuum pressure during operation; periodically raise and lower the boom to check for and remove large obstructions; direct highway maintenance personnel assisting with the operation; and dispose of debris in an appropriate manner.

Perform preventive maintenance to ensure equipment is in proper working condition including changing fluids and filters; lubricating the vehicle; performing routine servicing of electrical, cooling, and hydraulic systems; and conducting safety inspection.

Perform related duties as assigned.

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CLASS CONCEPTS

Special Equipment Operator III: Under general supervision, in addition to coordinating and directing transport, bridge inspection unit, or vacuum culvert cleaner operations, incumbents supervise subordinate staff. Supervisory duties include interviewing, providing training, assigning and reviewing work, initiating disciplinary action, and evaluating performance.

Special Equipment Operator II: Under general supervision, incumbents perform the full range of duties described in the series concept to include driving the transport, operating the bridge inspection unit or operating the vacuum culvert cleaner. This is the journey level in the series.

Special Equipment Operator I: Under close supervision, incumbents learn to operate and maintain the transport, bridge inspection unit or the vacuum culvert cleaner, become familiar with bridge maintenance and bridge drain and culvert cleaning activities, and assist with scheduling. This is the entry level in the series and progression to Special Equipment Operator II may occur upon meeting minimum qualifications and with approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, Special Equipment Operator II and III have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances. In addition, federal law requires random testing for controlled substances during employment.
- * Statewide travel for extended periods and call-out in emergencies is required.
- * Positions are subject to call-out or call-back.

INFORMATIONAL NOTES:

- * A valid Class A or B Nevada commercial driver's license is required within six months of the date of appointment and as a condition of continuing employment.
- * Some incumbents must successfully complete a bridge inspection school within twelve months of the date of appointment.
- * Some incumbents must become certified to function as a third party tester for the road test portion of the commercial driver's license examination within twelve months of the date of appointment.

SPECIAL EQUIPMENT OPERATOR III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of journey level experience which included responsibility for operating and transporting heavy equipment on a tractor-trailer, operating a bridge inspection unit or operating a vacuum culvert cleaner; **OR** two years of experience as a Special Equipment Operator II in Nevada State service; **OR** an equivalent combination of education and experience. (See Special Requirements and Informational Notes)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: operating procedures and operating characteristics of the tractor-trailer combination vehicle, bridge inspection unit, or vacuum culvert cleaner; construction/maintenance zone signing and traffic control. **Working knowledge of:** State and federal regulations pertaining to commercial vehicle operations; bridge maintenance requirements and methods of repair; structural terminology and structure inspection equipment and techniques. **Ability to:** coordinate and schedule statewide activities involving multiple divisions; load and unload equipment and convey operating instructions to others; interact diplomatically with various agency staff to coordinate projects and arrange for support personnel. **Skill in:** operating the

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MINIMUM QUALIFICATIONS (cont'd)

SPECIAL EQUIPMENT OPERATOR III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
 maintenance and construction equipment used by the division; train others to operate a variety of commercial vehicles and heavy equipment; plan and direct work activities in a manner that utilizes personnel and equipment efficiently and effectively; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: State and federal regulations pertaining to commercial vehicle operations; agency policies and procedures pertaining to the transport and delivery of equipment and supplies, bridge inspection and maintenance, or bridge drain and culvert cleaning. **General knowledge of:** principles and practices of supervision. **Ability to:** establish priorities, delegate assignments and train, motivate, and supervise staff. **Skill in:** inspecting bridges and recognizing defects and deficiencies.

SPECIAL EQUIPMENT OPERATOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience operating and transporting heavy equipment on a tractor/trailer, operating a bridge inspection unit or a large vacuum culvert cleaner; **OR** one year of experience as a Special Equipment Operator I in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: operating procedures and characteristics of tractor-trailer combination vehicles, bridge inspection units, or vacuum culvert cleaners; safe methods of loading oversize cargo, operating equipment, and transporting hazardous materials; State and federal regulations pertaining to commercial vehicle operations; construction/maintenance zone signing and traffic control; equipment operating systems; structural terminology and structure inspection techniques. **Ability to:** arrange traffic control devices in accordance with State and federal regulations; perform bridge maintenance and repair work. **Skill in:** performing required equipment maintenance and service; safely driving tractor-trailer combination vehicles for long distances over difficult terrain and in adverse weather conditions; safely operating a bridge inspection unit or vacuum culvert cleaner; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities for the Special Equipment Operator III.)

SPECIAL EQUIPMENT OPERATOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience operating heavy maintenance and construction equipment; **OR** an equivalent combination of education and experience. *(See Special Requirements and Informational Notes.)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: materials, methods and equipment used in highway/bridge construction and maintenance; safe methods of loading cargo and operating equipment. **Ability to:** understand and carry out oral and written instructions; read and understand service and operating manuals; load and unload equipment and supplies; perform physical labor for extended periods of time. **Skill in:** operating heavy construction and maintenance equipment; using common hand and power tools used for highway maintenance and repair work.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities for Special Equipment Operator II.)

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This class 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.

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ESTABLISHED:	7/1/91P 11/29/90PC	1/1/61	7/1/91P 11/29/90PC
REVISED:		10/8/69	
REVISED:		4/1/70	
REVISED:		11/2/76	
REVISED:		7/1/91P 11/29/90PC	
REVISED:	8/11/95UC	8/11/95UC	
REVISED:	12/19/03PC	12/19/03PC	12/19/03PC