



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>
GROUNDS EQUIPMENT OPERATOR II	25	H	9.209
GROUNDS EQUIPMENT OPERATOR I	23	H	9.204

SERIES CONCEPT

Grounds Equipment Operators operate a variety of gas and diesel powered equipment used for grounds maintenance and minor construction activities. Incumbents in this series are distinguished from Grounds Maintenance Workers based on the amount of time (60% or more) spent operating grounds maintenance and construction equipment.

Operate a variety of equipment including tractors with attachments such as a five gang reel mowing attachment, combination backhoe and front end loader, five ton dump truck, self-propelled and riding lawn mowers, trenchers, street sweepers air pressure paint sprayer, pickup trucks, utility vehicles, trailers, sod cutters, tampers, lifts, cement mixer, welding equipment such as torches and tanks, weed eaters, hedge trimmers, air compressors, and air socket guns to accomplish grounds maintenance and minor construction activities.

Perform routine equipment maintenance such as lubricating equipment, inspecting and changing belts, checking and adding fluids, changing filters, sharpening blades, fixing tires, changing oil and filters, changing hydraulic fluid and filters, and changing batteries; replace water pumps, radiators, starters, brakes, hub assemblies, and drive shafts; work on carburetor systems; replace glow plugs, fuel pumps, and fuel tanks and make adjustments and minor repairs to ensure equipment remains in proper working condition.

Mow turf; apply fertilizers and herbicides; sweep parking lots and sidewalks; plow snow; sand streets and sidewalks; dig utility and irrigation lines; grade roads; haul soil and gravel; trim and plant trees and bushes; remove weeds; haul materials and equipment; dig holes and repair asphalt and curbs.

Assist grounds service personnel and craft workers in completing routine maintenance and repairs by installing signs, building frames, pouring cement, striping football fields, and installing parking blocks; place concrete curbing, and paint roadways and curbs; perform minor building repairs including electrical, plumbing, carpentry, air conditioning, welding, masonry, and painting.

Review blueprints and/or meet with a supervisor or skilled craft worker to coordinate construction activities prior to beginning project; provide estimates of the time required for project completion and material requirements to project supervisor to aid in project scheduling and purchasing as requested.

Provide training and work direction to Grounds Maintenance Workers, inmates, and students working at project sites as assigned.

Perform related duties as assigned.

CLASS CONCEPTS

Grounds Equipment Operator II: Under general supervision, incumbents perform the full range of duties described in the series concept. Work is assigned by work orders or through regularly scheduled grounds maintenance activities. This is the journey level in the series.

Grounds Equipment Operator I: Under close supervision, incumbents either:

- 1) learn to operate and maintain grounds equipment and become familiar with grounds maintenance and construction activities and progress to the next level upon successful completion of the probationary period and with approval of the appointing authority; or
- 2) perform the most routine duties described in the series concept and are permanently allocated as Grounds Equipment Operator I.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must first submit to a pre-employment screening test for controlled substances.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTE:

- * Some positions require a valid Class B commercial driver's license within six months of the date of appointment and as a condition of continuing employment.

GROUNDS EQUIPMENT OPERATOR II

EDUCATION AND EXPERIENCE: One year of ground maintenance experience which included operating and maintaining a variety of light, medium, and heavy grounds maintenance equipment; **OR** one year of experience as a Grounds Equipment Operator I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Note*)

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

Working knowledge of: methods, materials, tools, and equipment used in grounds maintenance and construction; safety requirements and safe operating procedures. **Ability to:** read blueprints and locate underground utilities; select proper equipment to complete assigned projects; work independently and follow through on assignments with minimal direction; estimate time and material requirements; instruct personnel in grounds maintenance procedures and equipment operation; *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: work unit policies and procedures pertaining to grounds maintenance and equipment operation. **Skill in:** diagnosing routine mechanical failures and performing minor equipment repairs.

MINIMUM QUALIFICATIONS (cont'd)

GROUNDS EQUIPMENT OPERATOR I

EDUCATION AND EXPERIENCE: One year of work experience which included responsibility for performing semi-skilled grounds maintenance work and operating light equipment and a variety of gas and diesel powered equipment used for grounds maintenance. (*See Special Requirements and Informational Note*)

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

General knowledge of: methods, materials, tools, and equipment used in grounds maintenance and construction; **Ability to:** understand and carry out oral and written instructions; read and understand service manuals and operator manuals; write sufficient to prepare purchase requisitions and maintenance records; operate light duty vehicles and hand and power tools used in grounds maintenance work; safety requirements and safe operating procedures; establish and maintain cooperative working relationships with co-workers and agency personnel.

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

General knowledge of: routine service requirements for equipment used by the agency to which assigned. **Skill in:** performing routine equipment maintenance; safely operating the range of grounds maintenance equipment used by the agency to which assigned; herbicide and pesticide application.

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.

	<u>9.209</u>	<u>9.204</u>
ESTABLISHED:	5/11/72	7/1/91P 11/29/90PC
REVISED:	9/30/77	
REVISED:	7/1/91P 11/29/90PC	
REVISED:	12/19/03PC	12/19/03PC
REVISED:	2/10/06PC	2/10/06PC