



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>
HIGHWAY EQUIPMENT MECHANIC SPECIALIST	37*	G	9.311

Under general supervision, the Highway Equipment Mechanic Specialist serves as a technical consultant to equipment shops throughout the State and division management; monitors compliance with division policies and procedures regarding safety and equipment maintenance and repair; reviews shop operations and coordinates mechanical training.

Provide technical assistance to the equipment shops and division management in the areas of repair, overhaul, construction, modification, and safety of highway construction and maintenance equipment.

Inspect equipment and consult with highway equipment mechanic supervisors regarding the condition of equipment and method and/or cost of repair or overhaul; recommend alternatives, locate nationwide sources of used parts and equipment, prepare technical service bulletins, participate in annual equipment specification meetings, and prepare recommendations to division management regarding the repair, replacement or retention of older units in the fleet.

Monitor the compliance of field equipment shops with division policies and procedures regarding safety, and equipment maintenance and repair; conduct random inspections of equipment in the field to include brakes, lights, steering, and tires; ensure safety devices and improvements are installed and implemented; monitor the shops' procedures for storing and disposing of hazardous materials; identify mechanical or cosmetic defects and manufacturer recalls and ensure defective equipment is returned for corrective action.

Coordinate and/or provide mechanical training for mechanics statewide by remaining current in the equipment maintenance field; assessing training needs; providing estimates of training costs to division management for inclusion in the division budget; consulting with highway equipment mechanic supervisors to identify staff to be scheduled for training; contacting vendors or outside organizations to present workshops; providing hands-on training; providing emission control certification; ensure mechanics remain current and proficient in the mechanical techniques and methods required for successful job performance.

Assist the Equipment Operations Manager in overseeing and evaluating equipment shop operations and provide input regarding performance of shop supervisors by observing the flow of work through the shop; meet with shop and district personnel to discuss problems and concerns; resolve conflicts and identify solutions; and prepare recommendations and reports for division management.

Function as a highway equipment mechanic supervisor at various shop locations throughout the State as required.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * **Reflects a 2-grade, special salary adjustment granted by the 2007 legislature to improve recruitment and retention.**

MINIMUM QUALIFICATIONS (cont'd)

SPECIAL REQUIREMENTS: (cont'd)

- * Incumbents are required to travel statewide for extended periods.

EDUCATION AND EXPERIENCE: Graduation from vocational school with emphasis in heavy equipment mechanics and five years of experience in repairing and rebuilding a variety of highway equipment components including engines, cooling systems, transmissions and converters, drive trains, differentials, brake and steering systems; **OR** two years of experience as a Highway Equipment Mechanic III in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

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

Detailed knowledge of: equipment systems and operating characteristics of light, medium, heavy, and specialized highway maintenance and construction equipment made by a variety of manufacturers; methods, materials, tools and equipment used in the construction, assembly, overhaul, repair, and adjustment of automotive and highway construction and maintenance equipment; electrical and mechanical principles and design applicable to the repair and maintenance of heavy equipment; equipment safety, safe work methods and the proper use, storage, and disposal of hazardous materials. **Ability to:** gather, compile, and analyze data to prepare informational reports regarding equipment shop operations, procedures, and equipment specifications; provide training, obtain and provide information, and explain and interpret policies and procedures; design for fabrication specialized highway equipment components and systems; modify and/or adapt designs, procedures, or methods to design new systems, modify existing systems, or accomplish tasks more efficiently; interpret service manuals, operating system manuals, hydraulic and electrical schematics, and policy and procedure manuals; diagnose and determine repairs necessary to restore a system to proper working condition, estimate the cost of the repairs, and determine the cost effectiveness and feasibility; use various diagnostic and testing equipment and precision measuring devices; determine the relative value of repairing or overhauling equipment in relationship to its remaining life and usefulness. **Skill in:** diagnosing, repairing, rebuilding and modifying all components of highway equipment including diesel and gas engines, automatic and manual transmissions, and hydraulic equipment.

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

Working knowledge of: State and agency administrative rules, policies, and procedures; federal and State laws, rules and regulations pertaining to agency operations. **Working knowledge of:** where to go within and outside the organization to obtain the required information or assistance; principles and practices of supervision. **Ability to:** observe work flow and shop operations in order to recognize deficiencies and develop solutions; assess mechanical training needs and coordinate training programs to respond to these needs.

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.

9.311

ESTABLISHED: 7/1/91P
11/29/90PC
REVISED: 12/19/03PC
REVISED: 7/1/07LG