



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>EQUIPMENT MECHANIC-IN-TRAINING IV</b>	<b>29</b>	<b>H</b>	<b>9.326</b>
<b>EQUIPMENT MECHANIC-IN-TRAINING III</b>	<b>28</b>	<b>H</b>	<b>9.328</b>
<b>EQUIPMENT MECHANIC-IN-TRAINING II</b>	<b>27</b>	<b>H</b>	<b>9.330</b>
<b>EQUIPMENT MECHANIC-IN-TRAINING I</b>	<b>25</b>	<b>H</b>	<b>9.332</b>

**SERIES CONCEPT**

Under the supervision of a journey level mechanic, incumbents serve four years in training including seminars and on-the job training. Upon successful completion of the four years of training, incumbents may progress to the journey level.

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**CLASS CONCEPTS**

**Equipment Mechanic-In-Training IV:** Under direction of a journey level mechanic, incumbents perform repair and maintenance work on light, medium and heavy automotive, construction, and maintenance equipment; serve as an assistant to a journey level mechanic; and complete instructional assignments. They also repair various types of light, medium and/or heavy equipment and receive practical training in the design, systems and components of diesel equipment including hydraulics, brakes, wheels, tires, electronic controls, frames, suspensions, steering, transmissions, drivelines, and air conditioning.

**Equipment Mechanic-In-Training III:** Under direction of a journey level mechanic, incumbents perform repair and maintenance work on light, medium and/or heavy automotive, construction, and maintenance equipment; serve as an assistant to a journey level mechanic; and complete instructional assignments. They also learn the general principles of diesel mechanics and repair various types of light, medium, and/or heavy equipment, and receive practical training in automotive air conditioning and industrial hydraulics.

**Equipment Mechanic-In-Training II:** Under supervision of a journey level mechanic, incumbents continue to receive on-the-job training in the more complex maintenance and repair activities of light and medium automotive, construction and maintenance equipment. They receive practical and related training through instructional assignments and by observing, assisting, and performing maintenance and repair of various systems and components of light and medium equipment, including automatic and manual transmissions, power trains, automotive diagnosis and tune-up, emission control, and ignition system diagnosis and repair.

**Equipment Mechanic-In-Training I:** Under close supervision of a journey level mechanic, incumbents receive on-the-job training in the maintenance and repair of light and medium automotive, construction and maintenance equipment by observing, helping, and performing the prescribed training assignments; completing instructional assignments; and performing related duties as assigned. This is the entry level in the series.

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## 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 submit to a pre-employment screening for controlled substances.
- \* Some positions require a valid Nevada Class A or Class B commercial driver's license at the time of application and for continuing employment.
- \* Incumbents are required to furnish their own mechanic's tools.

### INFORMATIONAL NOTE:

- \* The Equipment Mechanic-In-Training Program requires that incumbents spend one year at each level during which they receive specialized training, and progression to the next level in the series may only occur upon completion of training and with the recommendation of the appointing authority. Failure to complete the training within the specified time frame will result in termination from the program unless there are extenuating circumstances which will be reviewed by the appointing authority.

### EQUIPMENT MECHANIC-IN-TRAINING IV

EDUCATION AND EXPERIENCE: Completion of one year of service as Equipment Mechanic-In-Training III and successful completion of the prescribed instructional assignments in the Equipment Mechanic-In-Training Program; **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:** automatic and manual transmissions and power trains; automotive emission control; automotive ignition system diagnosis and repair. **General knowledge of:** basic principles of diesel mechanics. **Skill in:** performing maintenance and repair work on air conditioning and hydraulic systems; performing repairs on automatic and manual transmissions and power trains, automotive emission controls, and ignition systems; the use of tools, gauges, and special test equipment used in automotive equipment diagnosis and repair; *and all knowledge, skills and abilities required at the lower levels.*

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

**Working knowledge of:** equipment systems, components, operating characteristics and design of diesel equipment including hydraulics, brakes, wheels, tires, electronic controls, frames, suspensions, steering, transmissions, drivelines, and air conditioning; methods, materials, tools, and equipment used in the assembly, overhaul, repair and adjustment of automotive and heavy construction and maintenance equipment. **Skill in:** repairing, rebuilding and modifying components of automotive and highway equipment as a journey level mechanic.

### EQUIPMENT MECHANIC-IN-TRAINING III

EDUCATION AND EXPERIENCE: Completion of one year of service as Equipment Mechanic-In-Training II and successful completion of the prescribed instructional assignment in the Equipment mechanic-In-Training Program; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Note*)

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### MINIMUM QUALIFICATIONS (cont'd)

#### EQUIPMENT MECHANIC-IN-TRAINING III (cont'd)

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

**Working knowledge of:** automotive fuel, lubricating, and cooling systems; automotive engines, brakes, suspension, and steering; automotive electronics and electrical equipment; small engines. **General knowledge of:** automatic and manual transmissions and power trains; automotive emission controls, automotive diagnosis and tune-up; automotive ignition system diagnosis and repair. **Skill in:** basic arc and acetylene welding and cutting; performing maintenance and repair work on automatic and manual transmissions and power trains; automotive emission control; automotive ignition system; diagnosis and tune-up; performing repairs on automotive fuel, lubricating, and cooling systems, brakes, suspensions, steering, automotive electronics and electrical equipment and small engines; *and all knowledge, skills and abilities required at the lower levels.*

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

*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Equipment Mechanic-In-Training IV.)*

#### EQUIPMENT MECHANIC-IN-TRAINING II

EDUCATION AND EXPERIENCE: Completion of one year of service as Equipment Mechanic-In-Training I and successful completion of the prescribed instructional assignments in the Equipment Mechanic-In-Training Program; **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:** basic principles of automotive mechanics; safe working procedures and the proper use, storage, and disposal of hazardous materials commonly used in an automotive repair shop. **General knowledge of:** automotive fuel, lubricating, and cooling systems; automotive engines, brakes, suspensions, and steering; automotive electronics and electrical equipment; small engines. **Ability to:** establish and maintain cooperative working relationships with co-workers and agency staff; perform maintenance and basic repair work on engines, automotive brakes, suspensions and steering, automotive electronics and electrical equipment, and small engines; *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 required for Equipment Mechanic-In-Training III.)*

#### EQUIPMENT MECHANIC-IN-TRAINING I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience in an automotive repair shop or service station; **OR** graduation from high school or equivalent education and completion of a three-credit postsecondary course in vocational automotive mechanics; **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):

**Ability to:** learn the operating principles and repair techniques of light and medium automotive, construction and maintenance equipment; learn the proper use and care of hand tools and mechanical equipment used in equipment repair; follow oral and written directions; maintain records and reports;

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**MINIMUM QUALIFICATIONS (cont'd)**

**EQUIPMENT MECHANIC-IN-TRAINING I (cont'd)**

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)**

write sufficient to prepare repair orders, requisition supplies, and document the condition of equipment; read and understand repair orders, service manuals, operating system manuals and hydraulic and electrical schematics; lift heavy components and equipment in a safe manner; communicate effectively with co-workers.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):**  
*(These are identical to the Entry Level Knowledge, Skills and abilities required for Equipment Mechanic-In-Training II.)*

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:	10/1/74	10/1/74	10/1/74	10/1/74
REVISED:	12/19/85-12	12/19/85-12	12/19/85-12	12/19/85-12
REVISED:	8/6/87-3	8/6/87-3	8/6/87-3	8/6/87-3
REVISED:	7/1/91P	7/1/91P	7/1/91P	7/1/91P
	11/29/90PC	11/29/90PC	11/29/90PC	11/29/90PC
REVISED:	12/19/03PC	12/19/03PC	12/19/03PC	12/19/03PC
REVISED:	2/10/06PC	2/10/06PC	2/10/06PC	2/10/06PC