



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>
PARK MAINTENANCE SPECIALIST	33	G	9.500

Park Maintenance Specialists perform a variety of skilled work in two or more of the mechanical and construction trades in order to repair, construct, and/or maintain buildings, grounds and equipment. In addition, function as the assistant to the supervisor in the area of facility management by participating in project planning; review work completed by contractors for compliance with plans and specifications; develop maintenance policies and procedures for the facility; provide information regarding facility needs and estimated costs for inclusion in the facility budget.

Perform skilled plumbing work to maintain, repair, and modify public water systems, plumbing systems and fixtures; review blueprints and determine the best method of modifying the plumbing system in accordance with code requirements; determine the type, quantity and cost of materials needed; replace lines by measuring and cutting pipe, assemble pipes and fittings, and join pipes by threading or soldering; install and repair hot water heaters; repair three-phase electric well pumps, telemetry and controls.

Perform skilled carpentry work to construct, maintain, repair, and modify facilities, fixtures, furniture and woodwork; review plans and specifications; lay out projects in accordance with code requirements and purchase appropriate materials; construct forms and pour and finish concrete for slabs and floors; construct roofs and walls; install doors and windows.

Perform skilled electrical work such as reviewing blueprints and schematics; calculating load requirements; laying out projects and installing wiring, fixtures, and equipment in accordance with code requirements; install switches, relays and circuit breaker panels; troubleshoot and repair electric motors, generators and equipment. Install and maintain solar panels, inverters and trackers.

Perform skilled painting work; prepare surfaces and apply paint with brushes and airless spray equipment; apply wall coverings; stain and varnish furniture to maintain the condition and appearance of structures, furniture and fixtures.

Perform skilled equipment mechanical work to maintain equipment in proper working order; repair carburetors; overhaul automatic and standard transmission; repair front and rear differentials; repair hydraulic systems on light, medium and heavy equipment to maintain in proper working order; operation of heavy equipment.

Prepare and submit project updates to Facility Manager/Supervisor and Park Supervisor, identify issues and propose solutions.

May serve as a lead worker or first line supervisor to semi-skilled or general labor staff such as maintenance repair workers, park aids, and inmate crew supervisors by providing training, assigning and reviewing work; maintain equipment maintenance and facility records and prepare related reports.

May serve as construction project coordinator for project manager to contractors and subcontractors.

Perform related duties as assigned.

ALLOCATION OF POSITIONS

Positions are analyzed and evaluated on the basis of seven established classification factors that include: the nature of work performed; the knowledge, skills and abilities required; supervisory/managerial responsibility; independent/supervision received; scope of responsibility/consequence of error; authority to take action action/decision-making; and personal contacts. This class differs from the Facility Supervisor and the Facility Manager classes in that positions allocated to those classes are principally responsible for overall management of facilities, and arranging and supervising repair and maintenance work performed by agency staff or contractors. In contrast, performing skilled work in two or more major trades, making determinations as to needed repairs and modifications and operating equipment are the primary duties of incumbents allocated to the Park Maintenance Specialist series and administrative and leadwork duties are subordinate to that responsibility.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid commercial driver’s license is required within 12 months of the time of appointment and as a condition of continuing employment.
- * A Water Distribution Operator I certification is required within 12 months of the time of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Four years of progressively responsible experience in two or more of the major building or mechanical trades and two years of journey level experience which included responsibility for performing a variety of repair and maintenance activities, laying out jobs, ordering material and the operation of heavy equipment; **OR** two years of journey level experience as a Maintenance Repair Specialist I in Nevada State service which included experience as described above; **OR** one year of experience as a Maintenance Repair Specialist II which included experience as described above; **OR** an equivalent combination of education and experience. (See Special Requirements)

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

Working knowledge of: advanced practices, methods, materials, tools, and equipment used in the building and mechanical trades, and two years of journey level experience as related to the maintenance and repair of buildings, grounds and equipment; direct current (DC) electrical systems; structural design, construction techniques; State and local building and fire codes relevant to the requirements of the position; water distribution systems. **Ability to:** communicate effectively both orally and in writing; set priorities of job assignments based on agency needs; develop facility maintenance policies and procedures based on needs; modify and/or adapt designs, procedures, or methods in order to design new systems, modify existing systems, or accomplish tasks independently and more efficiently; inspect and review the work of subordinates and contractors; read and understand construction documents; provide technical guidance to staff including material selection, training, assigning and reviewing work. **Skill in:** operation of heavy equipment (e.g. loader, tractor/trailer combination, backhoe and lift truck).

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

Working knowledge of: State and agency policies and procedures pertaining to facility operations at all parks in the respective region, personnel, and purchasing; establish and maintain records and files and prepare reports pertaining to facility operations, materials, and supplies. **General knowledge of:** Americans with Disabilities Act (ADA) requirements; park and local history and the surrounding area to provide visitor information and advise of park rules and regulations.

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.

9.500

ESTABLISHED: 7/1/15R

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8/26/15UC