



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>
SAFETY SUPERVISOR, BOILER - DIR	39*	B	11.529
SAFETY SPECIALIST, BOILER - DIR	37*	B	11.537
SAFETY REPRESENTATIVE, BOILER – DIR	34*	B	11.549

SERIES CONCEPT

Safety Specialists promote recognized safety practices among businesses covered by State and federal safety and health laws and regulations. Incumbents identify or train others to identify safety and health hazards and violations, and recommend reasonable and feasible means of abatement; research specific technology and industry applications using technical references and applicable codes and standards; prepare written reports and/or training materials; make public presentations to promote knowledge of safety issues among the public and industry groups; maintain current knowledge of new technologies, standards, codes, rules and regulations.

Conduct inspections of boilers, pressure vessels, and related equipment; provide technical assistance to a variety of professionals; and perform related investigations as needed; conduct shutdown and operating inspections of assigned equipment to ensure compliance with regulations and adopted industry codes related to the equipment's installation; conduct opening and closing conferences with company management as needed; exercise appropriate safety precautions when working in close proximity to operating boilers and pressure vessels.

Evaluate whether appropriate preventive maintenance is being performed by company personnel; issue notices of violation with time period for abatement; recommend fines when violations are not corrected in specified time period; submit inspection reports which determine whether operating permits are issued, withheld, or revoked; and order changes to the authorized operating pressure of boilers when warranted by the condition of the boiler.

Investigate all accidents and complaints concerning boilers and related equipment to include interviewing complainants/witnesses, inspecting equipment, determining cause and appropriate method of correction; issue administrative fines or permit suspensions as appropriate; prepare investigation reports.

Provide technical assistance in response to inquiries from builders, constructors, architects, owners, users, service and repair organizations regarding the interpretation of code requirements, maintenance or operational problems with equipment.

Perform related duties as assigned.

***Reflects a two grade, special salary adjustment granted by the 2013 Legislature to improve recruitment and retention for the Division of Industrial Relations.**

CLASS CONCEPTS

Safety Supervisor, Boiler – DIR: Under general direction, incumbents serve as first-line supervisors for Safety Specialists in the Division of Industrial Relations, Mechanical Compliance Section. Supervisory duties include performance evaluations, work performance standards, scheduling, assigning and reviewing work, training and development, and disciplinary action as required. All positions review other inspectors' reports, personally review and approve the majority of constructions plans and permits of proposed or existing installations of boilers

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Page 2 of 4

CLASS CONCEPTS (cont'd)

Safety Supervisor, Boiler – DIR: (cont'd)

and related equipment; conduct initial inspections of new and reinstalled objects; and issue monetary fines and revoke operating certificates based on inspection reports of subordinate inspectors. This is the supervisory level in the series.

Safety Specialist, Boiler – DIR: Under general supervision, incumbents perform the full range of duties outlined in the series concept. Incumbents regularly receive complex assignments requiring a broad knowledge of a variety of industries, or specialized expertise in a particular industry or process. Incumbents orient and train new Safety Specialists and/or Safety Representatives, may serve as lead capacity on functional or team assignments, and may be assigned to focus on special projects. This is the journey level in the series.

Safety Representative, Boiler - DIR: Under close supervision, incumbents receive training in performing some or all of the inspection duties described in the series concept. This is the entry level in the series. Progression to the next level may occur upon meeting minimum qualifications, satisfactory job performance and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.
- * For the Safety Supervisor and Safety Specialist, Commission as a National Board of Boiler and Pressure Vessel Inspector is required at the time of application and as a condition of continuing employment.
- * Incumbents may be required to travel to out-of-state locations to attend the National Board of Boiler and Pressure Vessel Inspectors conferences, seminars, trainings and meetings.

INFORMATIONAL NOTES:

- * For the Safety Supervisor and Safety Specialist, incumbents must obtain and maintain a State of Nevada Boiler Inspector's Certificate of Competency within six months of appointment and as a condition of continuing employment.
- * For the Safety Representative, incumbents must obtain and maintain both a State of Nevada Boiler Inspector's Certificate of Competency and Commission as a National Board of Boiler and Pressure Vessel Inspector within twelve months of appointment and as a condition of continuing employment.

SAFETY SUPERVISOR, BOILER – DIR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering or closely related curriculum and three years of experience in the design, construction, repair or operation of high-pressure boilers and pressure vessels; **OR** Associate's degree in one of the mechanical technologies from an accredited college or university and four years of experience as described above; **OR** graduation from high school or equivalent and five years of experience as described above; **OR** one year of experience as a Safety Specialist, Boiler – DIR in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See *Special Requirements and Informational Notes.*)

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

Working knowledge of: Boiler codes, standards and regulations; building/mechanical codes as related to boilers, pressure vessels and associated equipment. **Ability to:** comprehend the design, construction, maintenance and repair of boilers, pressure vessels and associated equipment; maintain safety precautions

SAFETY SUPERVISOR, BOILER - DIR
SAFETY SPECIALIST, BOILER - DIR
SAFETY REPRESENTATIVE, BOILER – DIR

39*	B	11.529
37*	B	11.537
34*	B	11.549

Page 3 of 4

MINIMUM QUALIFICATIONS (cont'd)

SAFETY SUPERVISOR, BOILER – DIR (cont'd)

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

necessary around high pressure steam boilers; research code applications for nonstandard designs; maintain cooperative working relationships; communicate effectively both verbally and in writing; 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: principles and practices of personnel supervision. **Ability to:** assign work, evaluate performance and train employees; implement policies and procedures to ensure consistency in enforcement activities; participate constructively in conferences with employers to evaluate proposed administrative fines and abatement activities; allocate staff resources to maximize effectiveness.

SAFETY SPECIALIST, BOILER - DIR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering or a closely related curriculum and two years of experience in the design, construction, repair, or operation of high-pressure boilers and pressure vessels; **OR** Associate's degree in one of the mechanical technologies from an accredited college and three years of experience as described above; **OR** graduation from high school or equivalent education and four years of experience as described above; **OR** one year of experience as a Safety Representative, Boiler – DIR in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Notes*)

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

Working knowledge of: the operation of high-pressure boilers and pressure vessels; safety codes for boilers by the American Society of Mechanical Engineers (ASME) and American National Standards Institute (ANSI), and National Board Boiler and Pressure Vessel Codes; the design, construction, operation, maintenance and welding repair of boilers; non-destructive testing; electrical and mechanical controls; safety precautions necessary regarding boilers. **Ability to:** research and understand applied technical information; observe accident scenes to determine cause and/or contributing factors; properly document an inspection and/or investigation; make effective oral and/or written presentations to defend findings and recommendations; work in extreme environs; make oral presentations at conferences with management; *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 the Safety Supervisor, Boiler – DIR)

SAFETY REPRESENTATIVE, BOILER - DIR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering or a closely related curriculum and one year experience in the design, construction, repair or operation of high-pressure boilers and pressure vessels; **OR** Associate's degree in one of the mechanical technologies from an accredited college, university or trade school and two years of experience as described above; **OR** graduation from high school or equivalent and three years of experience as described above; **OR** an equivalent combination of education or experience as described above. (*See Special Requirements and Informational Notes*)

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

Working knowledge of: high pressure vessels; electrical and mechanical controls. **Ability to:** physically inspect boilers and boiler rooms in a safe manner; read and interpret mechanical and electrical codes, standards, drawings and specifications related to the installation and operation of boilers; use hand tools

SAFETY SUPERVISOR, BOILER - DIR	39*	B	11.529
SAFETY SPECIALIST, BOILER - DIR	37*	B	11.537
SAFETY REPRESENTATIVE, BOILER – DIR	34*	B	11.549

Page 4 of 4

MINIMUM QUALIFICATIONS (cont'd)

SAFETY REPRESENTATIVE, BOILER – DIR (cont'd)

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

required of the position; perform standard mathematical calculations; make effective verbal and written presentations; write clear and concise reports; communicate effectively.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for the Safety Specialist, Boiler – DIR)

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 series.

	<u>11.529</u>	<u>11.537</u>	<u>11.549</u>
ESTABLISHED:	6/27/16UC	12/10/10PC	04/16/14UC
REVISED:		07/01/13LG	
REVISED:		04/16/14UC	
REVISED:		6/27/16UC	6/27/16UC