



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, MECHANICAL UNIT – DIR	39*	B	11.516
SAFETY SPECIALIST, BOILER & ELEVATOR - DIR	37*	B	11.535
SAFETY REPRESENTATIVE, BOILER & ELEVATOR - DIR	34*	B	11.536

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.

Perform inspections of either boiler or elevator equipment, or both; conduct inspections of boilers, pressure vessels, elevators, dumbwaiters, escalators, moving walks, personnel hoists and related equipment; provide technical assistance to a variety of professionals.

Conduct internal (shutdown) and external (operating) inspections of assigned equipment to ensure compliance with the regulations and adopted industry codes in effect at the time of the equipment's installation; conduct opening and closing conferences with company management as needed; exercise appropriate safety precautions when inspecting elevator car tops, machine rooms, and pits, and 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 industrial accidents and employer/employee complaints concerning boilers, elevators, and related equipment to include interviewing complainants/witnesses, inspecting equipment, determining cause and appropriate method of correction; issue citations or permit suspensions as appropriate; prepare investigation reports.

Provide technical assistance in response to inquiries from designers, 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.**

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CLASS CONCEPTS

Safety Supervisor, Mechanical Unit: Under general direction of the Safety Manager I, incumbents function either as a first-line supervisor in a district office, developing inspection schedules, assigning and reviewing work of Inspectors; or as a program manager for statewide insurance company inspections. All positions

Safety Supervisor, Mechanical Unit (cont'd)

review other inspectors' reports, personally review and approve the majority of construction plans and permits of proposed or existing installations of boilers, elevators, and related equipment; conduct initial inspections of new and reinstalled objects; and issue monetary citations and revoke operating certificates based on inspection reports of subordinate inspectors or insurance company inspectors.

Safety Specialist, Boiler & Elevator: 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, may serve in a 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 & Elevator: 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 is required at the time of appointment and as a condition of continuing employment.
- * For the Safety Specialist and Safety Supervisor, 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.
- * Travel to out-of-state locations for mandatory federal OSHA safety and health training and meetings is required.

INFORMATIONAL NOTES:

- * 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.
- * Incumbents must obtain a State of Nevada Elevator Inspector's Certificate of Competency within six months of appointment and a Qualified Elevator Inspector's (QEI) Certificate within twelve months of appointment and as a condition of continuing employment.
- * For the Safety Representative, incumbents must obtain Commission as a National Board of Boiler and Pressure Vessel Inspector within twelve months of appointment and as a condition of continuing employment.

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MINIMUM QUALIFICATIONS (cont'd)

SAFETY SUPERVISOR, MECHANICAL UNIT

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 and the construction, installation, repair, adjustment of elevators, escalators, moving walks, lifts, hoists, amusement rides or similar equipment; **OR** equivalent experience for an insurance company or in another jurisdictional authority, which involved the inspection of boilers and/or elevators resulting in the issuance or revocation of operating permits, or decisions regarding

SAFETY SUPERVISOR, MECHANICAL UNIT (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

the insurability of inspected objects; **OR** one year of experience as a Safety Specialist, Boiler; Safety Specialist, Elevator; or Safety Specialist, Boiler & Elevator in Nevada State service. (*See Special Requirements and Informational Notes*)

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

Working knowledge of: safety codes for elevators, escalators, moving walks and related equipment 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 repair of elevators, escalators, boilers, and pressure vessels; related non-destructive testing techniques; hydraulic systems; safety precautions necessary around operating high pressure steam boilers, elevator cars, machine rooms and pits. **Ability to:** review the work of others; recommend appropriate enforcement actions; read and interpret mechanical and electrical codes, standards, drawings and specifications related to the installation and operation of boilers and elevators; inspect covered objects to detect deviations from prescribed standards; write clear and concise reports; maintain equanimity in the face of resistance or hostility; make oral presentations.

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

Working knowledge of: principles of supervision. **Ability to:** plan, direct and evaluate the work of subordinate staff; assess staff training needs; prioritize work assignments; maintain updated knowledge of changing technology.

SAFETY SPECIALIST, BOILER & ELEVATOR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering or closely related curriculum and two years of experience in the design, construction, repair, or operation of high-pressure boilers and pressure vessels and the construction, installation, repair, adjustment of elevators, escalators, moving walks, lifts, hoists, amusement rides or similar equipment; **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** an equivalent combination of education and experience; **OR** one year of experience as a Safety Representative, Boiler & Elevator in Nevada State service. (*See Special Requirements and Informational Notes*)

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

Working knowledge of: the operation of electrical and mechanical controls; AC/DC and solid state circuitry; principles of thermodynamics; basic mechanics; the design, construction, operation, maintenance, and repair of boilers, pressure vessels, elevators and related equipment; safety precautions necessary around operating high pressure steam boilers and elevators; the practical application of fractions, percentages, rates and proportions, algebra, and geometry to compare design specifications to code; principles governing

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MINIMUM QUALIFICATIONS (cont'd)

hydraulic systems; basic mechanics. **General knowledge of:** welding procedures; fundamentals of engineering. **Ability to:** physically inspect boilers and elevator cars, machine rooms and pits in a safe manner; establish and maintain cooperative working relationships; communicate effectively with persons contacted while conducting inspections; maintain updated knowledge of changing standards, codes, and regulations; properly document case files; make effective oral presentations to groups; operate and calibrate safety and health field equipment; understand and communicate the rationale behind a wide variety of safety and health standards; analyze management and workplace safety systems to identify the system breakdown which has allowed a hazard to occur.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Working knowledge of: Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code, and National Electrical Code as related to boilers, elevators, and related equipment. **Ability to:** research code applications for nonstandard designs.

SAFETY REPRESENTATIVE, BOILER & ELEVATOR

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in engineering or closely related curriculum and one year of experience in the design, construction, repair, inspection, or operation of high-pressure boilers and pressure vessels and/or the construction, installation, repair, adjustment and inspection of elevators, escalators, moving walks, lifts, hoists, amusement rides or similar equipment; **OR** Associate’s degree in one of the mechanical technologies from an accredited college and two years of experience as described above; **OR** an equivalent combination of education and experience; **OR** graduation from high school or equivalent and three years of experience as described above. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: high pressure vessels; electrical and mechanical controls. **Ability to:** read and interpret mechanical and electrical codes, standards, drawings and specifications related to the installation and operation of boilers and elevators; develop and present professional quality training programs on technical workplace safety for the business community; use hand tools such as light meters; perform standard mathematical calculations; make oral presentations; operate audiovisual equipment; write clear and concise reports; maintain equanimity in the face of resistance or hostility.

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 & Elevator)

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>11.516</u>	<u>11.535</u>	<u>11.536</u>
ESTABLISHED:	12/10/10PC	12/10/10PC	12/10/10PC
REVISED:	07/01/13LG	07/01/13LG	07/01/13LG