



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>
MAINTENANCE MANAGEMENT COORDINATOR II	37	B	7.736
MAINTENANCE MANAGEMENT COORDINATOR I	35	B	7.737

SERIES CONCEPT

Maintenance Management Coordinators work in the Department of Transportation and maintain the Maintenance Management System by reviewing, verifying, and inputting and extracting data. Incumbents perform inspections/audits of maintenance operations and conduct training for maintenance personnel to ensure work is performed in compliance with standards and guidelines.

Maintain various data case files/inventories regarding maintenance equipment, costs and activities by conducting physical inventories and/or collecting and compiling information from existing files and contracts and other personnel; provide management with accurate and timely data, generate preliminary budgets for each district, and prepare bid specifications for acquisition of materials.

Produce maintenance budgets by generating reports from the database and distributing to sub-districts; review and discuss with sub-district staff any modifications made to ensure compliance with standards and guidelines; verify the accuracy of data, input data into system, and generate final version.

Conduct field reviews, audits and quality assurance inspections of district maintenance activities and district financial accounting documents including on-site observation; ensure accuracy of information entered into the system database and compliance with system procedures; prepare and submit report summarizing findings and recommendations.

Assist in conducting research to investigate new materials and technical methodologies for highway maintenance.

Update system manual by adding, deleting or changing information to ensure accuracy and provide informational reports to system users as required.

Coordinate training sessions for maintenance crews; assess training needs; collect and organize training materials including physical and visual aides; develop training schedules and notify attendees; coordinate presenters and arrange for diplomas or letters of recommendation; and conduct training sessions at annual training academy.

Perform related duties as assigned.

CLASS CONCEPTS

Maintenance Management Coordinator II: Under general supervision, incumbents perform the full range of duties in the series concept, and in addition, implement and manage special projects related to the Maintenance Management System. Conduct special research projects to investigate new materials and technical methodologies for highway maintenance; prepare work programs for the implementation and completion of studies and present results in written form to reflect maintenance program recommendations; conduct field tests for conformance to grade and viscosity standards for asphalt; coordinate with and provide

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CLASS CONCEPTS (cont'd)

Maintenance Management Coordinator II (cont'd)

information and recommendations to the Research and Engineering Commission, Strategic Highway Research Program, Transportation Research Board and Technical Transportation Center to set standards for material specifications. They also oversee and monitor all phases of field tests for material conformance and may also direct, supervise, and provide training to assigned Maintenance Management Coordinator I's.

Maintenance Management Coordinator I: Under general supervision, incumbents perform the full range of duties in the series concept at the journey level.

MINIMUM QUALIFICATIONS

MAINTENANCE MANAGEMENT COORDINATOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and five years of experience in highway construction/maintenance including working with a highway maintenance management system; analyzing project scheduling, staffing, equipment, and materials; applying a variety of local, State and federal regulations pertaining to highway construction/maintenance; performing quality assurance inspections; coordinating training programs; and developing bid specifications for acquisition of equipment and materials; **OR** two years of experience as a Maintenance Management Coordinator I in Nevada State service; **OR** an equivalent combination of education and experience.

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

Detailed knowledge of: computerized highway maintenance management system; departmental and State purchasing procedures for supplies, materials and equipment. **Working knowledge of:** state and federal highway systems and state milepost system; policies, procedures and required elements of the Equipment Certification and Training Program; federal regulations related to interstate highway maintenance. **General knowledge of:** financial accounting systems and coding manuals. **Ability to:** conduct research; organize and conduct staff training; analyze and write specifications for maintenance materials, products, methods, rigid and flexible pavements, surface treatments, and new equipment; produce and analyze computer reports, evaluate data, and make recommendations; develop, review, and update system manuals; conduct field reviews, audits and quality assurance inspections; *and all knowledge, skills and abilities required at the lower level.*

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

Working knowledge of: financial analysis, planning and budget preparation methods; supervisory techniques including disciplinary processes, employee evaluation, and the development of work performance standards; the use of various instructional methods and lesson plan requirements. **Ability to:** design, research and interpret study results and recommend courses of action; analyze, project and present the fiscal impact of highway construction and maintenance project proposals; organize, develop and coordinate a large-scale training program.

MAINTENANCE MANAGEMENT COORDINATOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience in highway construction/maintenance including working with a highway maintenance management system; analyzing project scheduling, staffing, equipment and materials; and applying a variety of local, State and federal regulations pertaining to highway construction/maintenance; **OR** an equivalent combination of education and experience.

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MINIMUM QUALIFICATIONS (cont'd)

MAINTENANCE MANAGEMENT COORDINATOR I (cont'd)

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

Working knowledge of: highway construction and maintenance methods, procedures, and materials; project planning, staffing and timing; equipment use and repair schedules; computerized maintenance management system and personal computer; departmental and State purchasing procedures for supplies, materials and equipment; roadway distress modes and corrective action. **General knowledge of:** federal and state regulations relating to the interstate, National and State Highway system maintenance; traffic control practices and safety requirements in a work zone. **Ability to:** research, compile and analyze data related to highway construction and maintenance projects, costs, equipment, contracts and materials; prepare written communications such as correspondence and reports; operate a computer terminal sufficient to input, retrieve and manipulate data; make basic mathematical computations including ratios, rates, percentages, and measurements of distance, area and volume; calculate stockpile and material needs and usage; effectively communicate with department personnel and other entities; assist in the preparation of bid specifications for highway maintenance materials; review and interpret accounting system information.

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

Working knowledge of: State and federal highway systems and state milepost system; policies and procedures and required elements of the Equipment Certification and Training Program. **Ability to:** analyze and write specifications for maintenance materials, products, and methods.

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.

	<u>7.736</u>	<u>7.737</u>
ESTABLISHED:	7/1/93P 9/24/92PC	11/16/72
REVISED:		7/1/93P 9/24/92PC
REVISED:	8/23/94UC	8/23/94UC
REVISED:	3/21/97UC	3/21/97UC
REVISED:	3/25/05PC	3/25/05PC