



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Room 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | www.hr.nv.gov | Fax: (775) 684-0122

MEMORANDUM
HR#52-16

May 27, 2016

TO: DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Rachel Baker at rbaker@admin.nv.gov no later than June 27, 2016.

If no written objections are received in this office by June 27, 2016, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #49-16
Posting Expires: June 27, 2016

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EE0-4
11.516	Safety Supervisor, Mechanical Unit – DIR	39*	B		<i>ABOLISHED</i>		
11.535	Safety Specialist, Boiler & Elevator – DIR	37*	B		<i>ABOLISHED</i>		
11.536	Safety Representative, Boiler & Elevator – DIR	35*	B		<i>ABOLISHED</i>		

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

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EE0-4
	<i>New</i>			<i>11.564</i>	<i>Safety Supervisor, Elevator – DIR</i>	<i>39*</i>	<i>B</i>
11.538	Safety Specialist, Elevator – DIR	37*	B	<i>11.538</i>	<i>Safety Specialist, Elevator – DIR</i>	<i>37*</i>	<i>B</i>
	<i>New</i>			<i>11.563</i>	<i>Safety Representative, Elevator – DIR</i>	<i>34*</i>	<i>B</i>

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

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EE0-4
	<i>New</i>			<i>11.529</i>	<i>Safety Supervisor, Boiler – DIR</i>	<i>39*</i>	<i>B</i>
11.537	Safety Specialist, Boiler – DIR	37*	B	<i>11.537</i>	<i>Safety Specialist, Boiler – DIR</i>	<i>37*</i>	<i>B</i>
11.549	Safety Representative, Boiler – DIR	34*	B	<i>11.549</i>	<i>Safety Representative, Boiler – DIR</i>	<i>34*</i>	<i>B</i>

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

Basis for Recommendation

As the result of an Individual Classification Study (NPD-19) and in partnership with Subject Matter Experts from the Department of Business & Industry, Division of Industrial Relations, Mechanical Compliance Section and the Division of Human Resource Management, it was determined that the Safety Supervisor, Mechanical Unit – DIR, Safety Specialist, Boiler & Elevator – DIR and the Safety Representative, Boiler & Elevator – DIR be abolished. It was also determined to add a Safety Supervisor and Safety Representative to the current Safety Specialist, Elevator – DIR class specifications and a Safety Supervisor, Boiler – DIR to the current Safety Specialist, Boiler class specifications. As it is extremely difficult to employ individuals with both the Elevator and Boiler skill sets, the separation of the Boiler & Elevator series into their own distinct class specifications will allow for better recruitment and retention of staff.

It is recommended that the both the Safety Supervisor, Boiler – DIR and Safety Supervisor, Elevator – DIR be allocated at a grade 39 and the Safety Representative, Elevator – DIR be allocated at a grade 34. This will maintain

alignment with the abolished series, as well as, other class specifications within the Safety Inspections sub-group of the Regulatory & Public Safety Occupational Group.

Also, minor modifications to the existing class specifications were made to maintain standardization of verbiage and structure.

Both management and agency human resource personnel within the division participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

Note: Changes, additions and/or deletions on the class specification are noted in red.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by June 27, 2016. Objections should be addressed to Rachel Baker, Supervisory Personnel Analyst, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: May 27, 2016



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.**~~

~~*****~~

[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]

Page 2 of 4

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 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.

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—DIR	39	B	11.516
SAFETY SPECIALIST, BOILER & ELEVATOR—DIR	37	B	11.535
SAFETY REPRESENTATIVE, BOILER & ELEVATOR—DIR	34	B	11.536]

Page 3 of 4

MINIMUM QUALIFICATIONS (cont'd)

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 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.

[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]

Page 4 of 4

MINIMUM QUALIFICATIONS (cont'd)

SAFETY SPECIALIST, BOILER & ELEVATOR (cont'd)

~~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
ABOLISHED:	6/27/16UC	6/27/16UC	6/27/16UC



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>
<i>SAFETY SUPERVISOR, ELEVATOR – DIR</i>	<i>39*</i>	<i>B</i>	<i>11.564</i>
SAFETY SPECIALIST, ELEVATOR - DIR	37*	B	11.538
<i>SAFETY REPRESENTATIVE, ELEVATOR - DIR</i>	<i>34*</i>	<i>B</i>	<i>11.563</i>

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; and maintain current knowledge of new technologies, standards, codes, rules and regulations.

Perform skilled work in the inspection of elevators, escalators, moving walks, dumbwaiters, personnel hoists, and related equipment; provide technical assistance to a variety of professionals.

Conduct shutdown and operating inspections of assigned equipment to ensure compliance with safety standards of the ~~[Nevada Occupational Safety and Health Act,]~~ ***Division of Industrial Relations, Mechanical Compliance Section*** and its regulations and adopted industry codes ~~[in effect at the time of]~~ ***related to*** 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; evaluate whether appropriate preventive maintenance is being performed by company personnel; issue notices of violations with time period for abatement; recommend citations and fines when violations are not corrected in specified time period; submit inspection reports which determine whether operating permits are issued, withheld, or revoked.

Investigate ~~[industrial]~~ ***all*** accidents and ~~[employer/employee]~~ complaints concerning elevators and related equipment which include interviewing complainants/witnesses, inspecting equipment, determining cause and appropriate method of correction; issue ~~[citations]~~ ***administrative fines*** or permit[s] 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.**

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

<i>39*</i>	<i>B</i>	<i>11.564</i>
<i>37*</i>	<i>B</i>	<i>11.538</i>
<i>34*</i>	<i>B</i>	<i>11.563</i>

Page 2 of 4

CLASS CONCEPTS

Safety Supervisor, Elevator – 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 elevators 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, Elevator – 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 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, Elevator – 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, a Qualified Elevator Inspector's (QEI) Certificate is required at the time of application and as a condition of continuing employment.***

INFORMATIONAL NOTES:

- * ***For the Safety Supervisor and Safety Specialist, incumbents must obtain and maintain a State of Nevada Elevator Inspector's Certificate of Competency within six months of appointment and as a condition of continuing employment.***
- * ***For the Safety Representative, [I]ncumbents 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.***

SAFETY SUPERVISOR, ELEVATOR - 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 construction, installation, repair and adjustment of elevators, escalators, moving walks, lifts, hoists, amusement rides or similar equipment; ***OR*** Associate's degree in one of the mechanical technologies and four years of experience as described above; ***OR*** graduation from high school or equivalent education and five years of experience as described above; ***OR*** one year of experience as a Safety Specialist, Elevator – DIR in Nevada State service; ***OR*** an equivalent combination of education and experience as described above. Two years of this experience must have involved the inspection of a variety of elevators. (See Special Requirements and Informational Notes.)

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

39*	B	11.564
37*	B	11.538
34*	B	11.563

Page 3 of 4

MINIMUM QUALIFICATIONS (cont'd)

SAFETY SUPERVISOR, ELEVATOR – DIR

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

Working knowledge of: ANSI/ASME Safety codes for elevators, escalators, and related equipment; the Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code and National Electrical Code as related to elevators and related equipment; the operation of electrical and mechanical controls. **Ability to:** research code applications for nonstandard designs; and all knowledge, skills and abilities 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, ELEVATOR - DIR

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 construction, installation, repair, and adjustment of elevators, escalators, moving walks, lifts, hoists, amusement rides or similar equipment; **OR** Associate's degree in one of the mechanical technologies 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, Elevator – DIR in Nevada State service; OR an equivalent combination of education and experience as described above.** [Two] One year[s] of this experience must have involved the inspection of a variety of elevators. (See *Special Requirements and Informational Notes*.)

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

Working knowledge of: AC/DC circuitry and solid state circuitry; the design, construction, operation, maintenance and repair of elevators and related equipment; principles governing hydraulic systems; basic mechanics; safety codes for elevators, escalators, moving walks and related equipment by the American Society of Mechanical Engineers (ASME) and American National Standards Institute (ANSI); safety precautions necessary around elevator cars. **General knowledge of:** welding procedures. **Ability to:** read and interpret mechanical and electrical codes, standards, drawings and specifications relating to the installation and operation of elevators, escalators and related equipment; inspect elevators and related equipment to detect deviations from prescribed standards; physically inspect elevator cars, machine rooms, and pits in a safe manner; use hand tools such as pressure gauges, tachometers, and volt and light meters; perform standard mathematical calculations; write clear and concise reports; maintain equanimity in the face of resistance or hostility; communicate effectively with persons contacted in the course of conducting elevator inspections; make oral presentations at conferences with management; **and all knowledge, skills and abilities 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 the Safety Supervisor, Elevator – DIR) [~~Working knowledge of:~~ ANSI/ASME Safety codes for elevators, escalators, and related equipment; the Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code and National Electrical Code as related to elevators and related equipment; the operation of electrical and mechanical controls. ~~Ability to:~~ research code applications for nonstandard designs.]

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

39*	B	11.564
37*	B	11.538
34*	B	11.563

Page 4 of 4

SAFETY REPRESENTATIVE, ELEVATOR – DIR:

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 construction, installation, repair, and adjustment of elevators, escalators, moving walks, lifts, hoists, amusement rides or similar equipment; OR Associate's degree in one of the mechanical technologies and two years of experience as described above; OR graduation from high school or equivalent education and three years of experience as described above; 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):
General knowledge of: basic elevator and escalator operation and installation; motors and/or control circuitry; computers and computer software. Ability to: read and interpret blueprint drawings; read and interpret relevant rules, regulations, and codes related to elevators and escalators; and walk, kneel and climb ladders as required to perform inspections.

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, Elevator – 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>11.564</u>	<u>11.538</u>	<u>11.563</u>
ESTABLISHED:	6/27/16UC	12/10/10PC	6/27/16UC
REVISED:		07/01/13LG	
REVISED:		6/27/16UC	



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>
<i>SAFETY SUPERVISOR, BOILER - DIR</i>	<i>39*</i>	<i>B</i>	<i>11.529</i>
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 ~~[in-effect-at-the-time-of-the]~~ ***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 ~~[industrial]~~ ***all*** accidents and ~~[employer/employee]~~ complaints concerning boilers and related equipment to include interviewing complainants/witnesses, inspecting equipment, determining cause and appropriate method of correction; issue ~~[citations]~~ ***administrative fines*** or permit[s] 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.**

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 2 of 4

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 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.)

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 (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 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) [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 necessary around high pressure steam boilers; research code applications for nonstandard designs; maintain cooperative working relationships; communicate effectively both verbally and in writing.]

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 4 of 4

MINIMUM QUALIFICATIONS (cont'd)

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 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