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MEMO PERD #17/08
March 14, 2008

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Employee Representatives

FROM: Todd Rich, Director
Department of Personnel

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, please notify me in writing no later than April 11, 2008.

If no written objections are received in this office by April 11, 2008, action will be taken to effect the changes and a report will be made to the Personnel Commission.

TR:dsb

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: 08-08
Posting Expires: April 11, 2008

Per NRS 284.160, the Personnel Director 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/EEO-4	
9.603	Facility Supervisor IV	37	H	9.603	Facility Manager	37	H
9.606	Facility Supervisor III	35	H	9.606	Facility Supervisor III	35	H
9.609	Facility Supervisor II	33	H	9.609	Facility Supervisor II	33	H
9.612	Facility Supervisor I	31	H	9.612	Facility Supervisor I	31	H

EXPLANATION OF CHANGE

The Department of Administration, Division of Buildings & Grounds, has requested modification to the education and experience requirements for the Facility Supervisor II, III and IV levels. The division would like to consider individuals with construction management experience which is not currently considered qualifying. These modifications will provide greater flexibility in hiring qualified personnel. In addition, it is recommended the highest level in the series be retitled Facility Manager to better reflect the work performed, as all incumbents supervise subordinate supervisors. The knowledge, skills and abilities were also updated and clarified to address the needs of the user agencies.

Management in the Division of Buildings & Grounds and in other agencies that use this series support this recommendation.

The formal recommendations and specifications are on file with the Director of Personnel. To view a copy in Carson City, go to 209 East Musser Street, Room 300; in Las Vegas, go to 555 East Washington Avenue. For more information call (775) 684-0110.

Objections to the proposed change(s) must be received in writing by April 11, 2008. Objections should be addressed to Peter Long, Division Administrator, Compensation & Classification Division, Department of Personnel, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: March 14, 2008

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CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
FACILITY [~~SUPERVISOR IV~~] *MANAGER*	**37**	**H**	**9.603**
FACILITY SUPERVISOR III	**35**	**H**	**9.606**
FACILITY SUPERVISOR II	**33**	**H**	**9.609**
FACILITY SUPERVISOR I	**31**	**H**	**9.612**

SERIES DISCUSSION

Facility Supervisors plan, organize and direct buildings and grounds maintenance, repair, custodial work, security functions, fleet maintenance, and at the higher levels, capital improvements at assigned facilities. Incumbents supervise both skilled and semi-skilled personnel performing work in a variety of disciplines. These positions are located at State institutions of various sizes used by clients and staff, to include museums, major prison facilities, major university campuses and smaller satellite campuses; and some positions are responsible for a statewide or regional network of facilities.

Incumbents at all levels utilize some degree of knowledge of the construction trades, construction and/or fire codes, safety regulations and agency policy and procedure. Positions are allocated to levels in the series based on the scope and complexity of administrative and supervisory responsibilities and the complexity of the facilities' maintenance, repair and construction demands, which directly affect the knowledge, skills and abilities required of the Facility Supervisor and subordinate staff.

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SERIES CONCEPT

Plan, schedule, assign and participate in skilled and semi-skilled work in the operation, maintenance, repair or modification of buildings, equipment and grounds; inspect facilities and identify deficiencies in structures, fixtures, adjacent landscapes and heating, electrical, plumbing, air conditioning, ventilation and refrigeration systems.

Diagnose system failure and equipment malfunctions using a variety of hand and power tools, electrical test instruments and light motorized equipment; install new equipment and make structural modifications.

Review structural blueprints, mechanical schematics, construction codes, fire codes and safety procedures in order to identify and solve problems arising in the course of work.

Estimate material and supply costs for scheduled maintenance and construction projects such as remodeling office space including building and finishing walls and rerouting power sources.

Contact outside contractors and commercial vendors for estimates in order to make budget projections and adhere to budget constraints; plan and schedule work; communicate project concerns to supervisors and agency management.

Train, supervise and evaluate the performance of assigned staff; schedule, assign and review work.

Perform related duties as assigned.

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CLASS CONCEPTS

Facility [~~Supervisor IV~~] *Manager*: Under general direction, incumbents plan, organize and direct buildings and grounds maintenance, repair and construction through subordinate supervisors, skilled and semi-skilled workers, and clerical support staff. Work is assigned through program goals and objectives and reviewed through compliance with policies and procedures and overall efficiency of facility operations.

Incumbents survey assigned facilities to identify maintenance and construction needs; supervise projects that include converting the use of existing space or adding new space to existing facilities; prepare, review and award bids for contracted services; coordinate, schedule and inspect work of staff or contractors; maintain records; justify expenditures; assign personnel to work locations, procure inventories, and provide technical assistance to agency staff and management in the areas of heating, air conditioning, carpentry, electrical or plumbing and new construction; participate in the development of capital improvement and operating/maintenance budgets.

Positions in this class either:

1) supervise 25 or more skilled trades and semi-skilled employees through subordinate supervisors. Staff are engaged in all phases, or a specific phase, of facility maintenance, repair and construction; or

2) supervise a statewide or decentralized network of State-owned and leased facilities, and plan, organize and direct major repairs, alterations and construction. Incumbents may [~~negotiate leases for space occupied by State employees and/or~~] administer contracts that have regional or statewide impact such as a roofing contract for State-owned buildings.

Positions in this class are distinguished from those at the lower level by the number, level and variety of staff directly and indirectly supervised, or the responsibility for overseeing the maintenance, repair and construction of a network of facilities located at various sites or geographical locations. These responsibilities reflect greater complexities in planning, organizing and directing personnel and agency resources with significant impact on departmental budgets, policies and procedures. In addition, incumbents function as a full-time administrator with program responsibilities including signature authority for accounts. The duties require a greater depth of knowledge of the goals, objectives, policy and procedure of the agency and the regulations affecting the facility maintenance program.

Facility Supervisor III: Under limited supervision, incumbents supervise and may perform the duties described in the series concept. Incumbents supervise a variety of skilled trades workers, and they may indirectly supervise semi-skilled or unskilled workers. Subordinate staff are engaged in carpentry, electrical or plumbing tasks such as those occurring during a major remodeling project. In addition, incumbents may coordinate and monitor contracted maintenance services and direct contractors performing major repairs, alterations and construction. Work is assigned and reviewed during scheduled meetings with administrative staff where goals, objectives, system demands and work progress are discussed.

Incumbents identify future maintenance and construction needs, research cost data and prepare maintenance budgets; maintain purchasing and work activity records; contact regulatory agencies regarding compliance with construction codes and safety, health and environmental regulations; conduct safety inspections and develop and implement procedures regarding job safety and work schedules.

Positions in this class are distinguished from those at the lower level by the scope and complexity of the maintenance, repair and construction programs which require incumbents to plan, organize and direct journey level skilled trades work on a continual basis; a greater depth of knowledge of the skilled trades and associated construction codes and regulations; and the requirement to function regularly at an administrative level to prepare budgets and cost estimates, maintain inventories, and assign, direct and review the work of subordinate staff.

Facility Supervisor II: Under general supervision, incumbents are working supervisors who perform all or part of the duties listed in the series concept and supervise skilled and semi-skilled workers engaged in routine facility maintenance, repair and cleaning such as installing electrical outlets, painting worn surfaces, replacing plumbing fixtures, installing partitions in existing office space and performing routine maintenance and repairs on the facility's heating and air conditioning systems.

Positions in this class are characterized by supervising at least one employee performing skilled work equivalent to Maintenance Repair Specialist I, Painter I, Carpenter I, Plumber I, Electrician I or HVACR Specialist I, and in addition, a small crew of semi-skilled staff.

Positions in this class are distinguished from those at the lower level in that the majority of maintenance and repair work is performed in-house and requires the incumbent to perform and supervise skilled and semi-skilled craftwork on a regular, recurring basis. As such, incumbents must possess a greater depth of knowledge, skills and abilities associated with the trades, building codes, and building systems.

Facility Supervisor I: Under general supervision, incumbents perform some or all of the duties in the series concept and typically supervise and schedule the work of semi-skilled and unskilled workers engaged in minor building repairs, grounds maintenance, custodial work and security.

Incumbents may have responsibility for repairing furniture and fixtures, unclogging plumbing, painting touch-ups, hand watering and weeding, and performing preventive maintenance on heating and air conditioning equipment such as lubricating motors, belts and bearings. Outside contractors, higher level Facility Supervisors or their staff are generally responsible for major repairs and construction such as overhauling heating and air conditioning systems, replacing water lines or drainage lines, rerouting and establishing electric current and remodeling projects that require advanced level skills.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

* Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in those positions must submit to a pre-employment screening for controlled substances.
* A valid driver's license is required at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTE:

* For Facility ***Manager,*** Supervisor II, ***and*** III[~~, and IV~~], completion of Facility Operator Certification for Utility Systems (FOCUS) or ***a*** comparable instructional program in facility maintenance may be substituted for one year of ***non-supervisory*** experience [~~as a Facility Supervisor~~].

FACILITY [~~SUPERVISOR IV~~] *MANAGER*

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and six years of building and facilities maintenance ***or construction*** experience [~~including~~] ***which must have included*** project planning [~~and management~~], preparation of ***cost*** estimates, and [~~maintenance of heating and air conditioning systems~~] ***budgets***, ***scheduling and project management***. Three years of the experience must have included supervision of skilled and semi-skilled [~~staff~~] ***workers***; **OR** one year of experience as a Facility Supervisor III in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: principles and practices associated with the construction, maintenance and repair

of buildings and grounds; materials***, tools*** and equipment used to maintain buildings and grounds. **Ability to:** organize and prioritize a wide scope of buildings and grounds maintenance, ***repair, replacement, modification and construction*** activities; solve related technical problems and select an effective course of action; ***develop and implement a preventive maintenance program for all facilities; assist in tracking utility costs and energy use in facilities;*** direct the work of a large staff engaged in a wide range and level of construction trades activities; convey maintenance and repair priorities, budget and staffing needs, and policy and procedure concerns to higher level administrative personnel; delegate assignments and evaluate staff effectiveness; *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: State purchasing requirements and regulations; State rules for personnel administration. **Ability to:** prepare and administer contracts for labor, material and services according to established procedures.

FACILITY SUPERVISOR III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and five years of building and facilities maintenance ***or construction*** experience [~~including~~] ***which must have included*** project planning [~~and management~~]***,*** preparation of ***cost*** estimates and [~~maintenance of heating and air conditioning systems;~~] ***budgets, scheduling and project management.*** Two years of the experience must have included supervision of skilled and semi-skilled [~~staff~~] ***workers***; **OR** one year of experience as a Facility Supervisor II in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: building and construction codes; safe work practices; ***materials, tools and equipment used to maintain buildings and grounds;*** budget preparation***; project management and all craft trades, including but not limited to, excavation, masonry, carpentry, roofing, plumbing, electrical, heating, ventilating and air conditioning, landscaping and sprinkler systems***. **Ability to:** [~~research and prepare cost estimates for maintenance, repair and construction projects; inspect facilities to ensure preventive and correct maintenance is performed on heating, air conditioning and other systems in accordance with manufacturer's recommendations; assist in tracking utility costs and energy use in assigned facilities;~~] ***inspect facilities to identify deficiencies in the facility structure, systems and equipment, and to ensure preventive and correct maintenance is performed; respond to facilities maintenance emergencies after hours as needed,*** plan, organize [~~and~~]***,*** schedule ***and supervise*** the work of skilled trades workers; maintain records and prepare written and verbal reports relating to projected maintenance needs, budget preparation and supervision of staff; establish and maintain effective working relationships with ***staff, vendors,*** inmates, patients or students; *and all knowledge, skills and abilities required 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 Facility [~~Supervisor IV~~] **Manager**.)*

FACILITY SUPERVISOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of [~~journey level experience in one of the major disciplines of the building construction trades;~~] ***building and facilities maintenance or construction experience which must have included project planning, preparation of job/project cost estimates, scheduling and project management,*** one year of which was at a supervisory level; **OR** one year of experience as a Facility Supervisor I in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Working knowledge of:** [~~modern~~] ***methods and techniques used in*** maintenance, construction and landscape [~~methods, techniques~~] and ***use of*** related tools***, equipment*** and material. **Ability to:** perform journey level work in one of the building construction trades; identify a wide range of building and grounds maintenance [~~requirements such as equipment demands of heating, air conditioning, electrical or plumbing systems;~~] ***issues pertaining to equipment and facility systems such as heating and air conditioning, electrical, and plumbing; masonry, carpentry, roofing, landscaping and sprinkler needs of various types of facilities;*** direct and inspect the work of skilled and semi-skilled workers engaged in a variety of building and grounds maintenance and construction; read and understand [~~blueprints~~] ***plans*** and schematic drawings related to structures, fixtures [~~, electrical systems, and heating and air conditioning equipment~~] ***and facility systems***; *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 Facility Supervisor III.)*

FACILITY SUPERVISOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience in building construction or building maintenance; **OR** an equivalent combination of education and experience. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Working knowledge of:** standard practices, methods, materials, tools, and equipment used in [~~the~~] building ***maintenance*** and [~~mechanical~~] ***construction*** trades as related to the maintenance and repair of buildings, grounds, and equipment; [~~back-up power supplies;~~] safety hazards and safe working procedures. **General knowledge of:** principles, practices and techniques of [~~operating boiler systems, air conditioning and ventilation systems~~] ***facility operating systems such as heating and air conditioning, electrical, plumbing, sprinklers,*** and auxiliary equipment***; methods, tools and practices used in the building and construction trades including carpentry, masonry, roofing and in landscaping***. **Ability to:** plan and schedule routine semi-skilled ***and un-skilled*** work for personnel engaged in cleaning, light building repairs and grounds maintenance; [~~establish and~~] carry out preventive maintenance [~~schedules on heating, air conditioning, and refrigeration equipment~~] ***tasks on various building systems;*** read and interpret repair orders, service manuals and building codes; develop and maintain effective working relationships with management, [~~subordinate staff,~~] supervisor, [~~other~~] agency ***staff,*** personnel ***from other agencies***, vendors and contractors; read ***and interpret*** complex instructions associated with preventive maintenance, proper use of equipment and materials, and rules/regulations pertaining to job safety, purchasing and supervisory responsibilities; prepare work orders, reports of work accomplished and documentation related to supervisory responsibilities; read and interpret [~~blueprints~~] ***plans***, construction drawings, and electrical schematics; plan projects and lay out materials; estimate the materials and time required to complete projects; add, subtract, multiply and divide whole numbers, fractions and decimals to calculate dimensions, volumes, capacities, material needs and lay out projects. **Skill in:** safely operating and maintaining hand and power tools ***and equipment commonly*** used in building construction and maintenance.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): *(These are identical to the Entry Level Knowledge, Skills and Abilities required for Facility Supervisor II.)*

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.

	9.603	9.606	9.609	9.612
ESTABLISHED:	1/1/61	4/1/66	11/1/66	6/1/62
REVISED:	4/1/70			10/25/85-3
REVISED:		12/19/85-12	12/19/85-12	12/19/85-12

	9.603	9.606	9.609	9.612
REVISED:		4/11/86		
REVISED:	7/1/91P	7/1/91P	7/1/91P	7/1/91P
	11/29/90PC	11/29/90PC	11/29/90PC	11/29/90PC
REVISED:	7/7/93UC	7/7/93UC		
REVISED:	7/15/05PC	7/15/05PC	7/15/05PC	7/15/05PC
REVISED:	2/10/06PC	2/10/06PC	2/10/06PC	2/10/06PC
REVISED:	4/11/08UC	4/11/08UC	4/11/08UC	4/11/08UC