



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Room 101 | Carson City, Nevada 89701
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MEMORANDUM
HR#38-15

July 27, 2015

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

FROM: Lee-Ann Easton, Administrator *Lee-Ann Easton*
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 Peter Long at plong@admin.nv.gov no later than August 26, 2015.

If no written objections are received in this office by August 26, 2015, 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 #25-15
Posting Expires: August 26, 2015

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
	<i>New</i>			<i>9.500</i>	<i>Park Maintenance Specialist</i>	<i>33</i>	<i>G</i>

Basis for Recommendation

The Department of Conservation and Natural Resources, Division of State Parks, employs Maintenance Repair Specialists throughout Nevada who are responsible for every aspect of maintenance of the park to which they are assigned including the associated structural, electrical, water, sewage and road repairs. Therefore, Human Resource Management recommends establishing a new class titled Park Maintenance Specialist. Employees must possess an exceptional number of job skills as well as possess a water system distribution certificate in order to perform the duties associated with park maintenance. Additionally, incumbents in this class must possess a Commercial Driver's License (CDL) due to the equipment operation and transport functions associated with road and utility maintenance.

Incumbents in this class perform a variety of skilled work in two or more of the mechanical and construction trades in order to repair, construct, and/or maintain buildings, grounds and equipment. In addition, function as the assistant to the supervisor in the area of facility management by participating in project planning; review work completed by contractors for compliance with plans and specifications; develop maintenance policies and procedures for the facility; provide information regarding facility needs and estimated costs for inclusion in the facility budget. They maintain, repair, and modify public water systems, plumbing systems and fixtures; install and repair hot water heaters; repair three-phase electric well pumps, telemetry and controls; review blueprints and schematics; calculate load requirements; install and maintain solar panels, inverters and trackers; and prepare surfaces, and apply paint with brushes and airless spray equipment. Additionally, incumbents perform mechanical work to ensure maintenance equipment is in proper working order; and repair carburetors. They also prepare and submit project updates to Facility Manager/Supervisor and Park Supervisor, identify issues and propose solutions; and may serve as a lead worker for first line supervisor to semi-skilled or general labor staff such as maintenance repair workers, park aids, and inmate crew supervisors; or they may serve as construction project coordinator for project manager to contractors and subcontractors.

As a result of the 2015 Legislative Session, and through the budget review process, the request to allocate these positions at grade 33- which recognizes the broad areas of responsibility - was approved. Human Resource Management therefore recommends that the Park Maintenance Specialist be allocated at grade 33, and placed in the Mechanical & Construction Trades Group, Skilled Trades and Allied subgroup. During this review, Human Resource Management worked closely with staff from Nevada Division of State Parks who assisted in developing the class specification and supports the new class specification.

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 August 26, 2015. Objections should be addressed to Peter Long, Deputy Division Administrator, 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: July 27, 2015



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>PARK MAINTENANCE SPECIALIST</i>	33	G	9.500

Park Maintenance Specialists perform a variety of skilled work in two or more of the mechanical and construction trades in order to repair, construct, and/or maintain buildings, grounds and equipment. In addition, function as the assistant to the supervisor in the area of facility management by participating in project planning; review work completed by contractors for compliance with plans and specifications; develop maintenance policies and procedures for the facility; provide information regarding facility needs and estimated costs for inclusion in the facility budget.

Perform skilled plumbing work to maintain, repair, and modify public water systems, plumbing systems and fixtures; review blueprints and determine the best method of modifying the plumbing system in accordance with code requirements; determine the type, quantity and cost of materials needed; replace lines by measuring and cutting pipe, assemble pipes and fittings, and join pipes by threading or soldering; install and repair hot water heaters; repair three-phase electric well pumps, telemetry and controls.

Perform skilled carpentry work to construct, maintain, repair, and modify facilities, fixtures, furniture and woodwork; review plans and specifications; lay out projects in accordance with code requirements and purchase appropriate materials; construct forms and pour and finish concrete for slabs and floors; construct roofs and walls; install doors and windows.

Perform skilled electrical work such as reviewing blueprints and schematics; calculating load requirements; laying out projects and installing wiring, fixtures, and equipment in accordance with code requirements; install switches, relays and circuit breaker panels; troubleshoot and repair electric motors, generators and equipment. Install and maintain solar panels, inverters and trackers.

Perform skilled painting work; prepare surfaces and apply paint with brushes and airless spray equipment; apply wall coverings; stain and varnish furniture to maintain the condition and appearance of structures, furniture and fixtures.

Perform skilled equipment mechanical work to maintain equipment in proper working order; repair carburetors; overhaul automatic and standard transmission; repair front and rear differentials; repair hydraulic systems on light, medium and heavy equipment to maintain in proper working order; operation of heavy equipment.

Prepare and submit project updates to Facility Manager/Supervisor and Park Supervisor, identify issues and propose solutions.

May serve as a lead worker for first line supervisor to semi-skilled or general labor staff such as maintenance repair workers, park aids, and inmate crew supervisors by providing training, assigning and reviewing work; maintain equipment maintenance and facility records and prepare related reports.

May serve as construction project coordinator for project manager to contractors and subcontractors.

Perform related duties as assigned.

ALLOCATION OF POSITIONS

Positions are analyzed and evaluated on the basis of seven established classification factors that include: the nature of work performed; the knowledge, skills and abilities required; supervisory/managerial responsibility; independent/supervision received; scope of responsibility/consequence of error; authority to take action action/decision-making; and personal contacts. This class differs from the Facility Supervisor and the Facility Manager classes in that positions allocated to those classes are principally responsible for overall management of facilities, and arranging and supervising repair and maintenance work performed by agency staff or contractors. In contrast, performing skilled work in two or more major trades, making determinations as to needed repairs and modifications and operating equipment are the primary duties of incumbents allocated to the Park Maintenance Specialist series and administrative and leadwork duties are subordinate to that responsibility.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * *A valid commercial driver’s license is required within 12 months of the time of appointment and as a condition of continuing employment.*
- * *A Water Distribution Operator I certification is required within 12 months of the time of appointment and as a condition of continuing employment.*

EDUCATION AND EXPERIENCE: *Four years of progressively responsible experience in two or more of the major building or mechanical trades and two years of journey level experience which included responsibility for performing a variety of repair and maintenance activities, laying out jobs, ordering material and the operation of heavy equipment; OR two years of journey level experience as a Maintenance Repair Specialist I in Nevada State service which included experience as described above; OR one year of experience as a Maintenance Repair Specialist II which included experience as described above; OR an equivalent combination of education and experience. (See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: advanced practices, methods, materials, tools, and equipment used in the building and mechanical trades, and two years of journey level experience as related to the maintenance and repair of buildings, grounds and equipment; direct current (DC) electrical systems; structural design, construction techniques; State and local building and fire codes relevant to the requirements of the position; water distribution systems. Ability to: communicate effectively both orally and in writing; set priorities of job assignments based on agency needs; develop facility maintenance policies and procedures based on needs; modify and/or adapt designs, procedures, or methods in order to design new systems, modify existing systems, or accomplish tasks independently and more efficiently; inspect and review the work of subordinates and contractors; read and understand construction documents; provide technical guidance to staff including material selection, training, assigning and reviewing work. Skill in: operation of heavy equipment (e.g. loader, tractor/trailer combination, backhoe and lift truck).

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: State and agency policies and procedures pertaining to facility operations at all parks in the respective region, personnel, and purchasing; establish and maintain records and files and prepare reports pertaining to facility operations, materials, and supplies. General knowledge of: Americans with Disabilities Act (ADA) requirements; park and local history and the surrounding area to provide visitor information and advise of park rules and regulations.

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.

9.500

ESTABLISHED:

7/1/15R

8/26/15UC