



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#55-17

November 15, 2017

TO: DHRM Listserv Recipients

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

SUBJECT: PROPOSED CLASSIFICATION CHANGES – EQUIPMENT
OPERATION INSTRUCTOR

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 Cassie Moir at cmoir@admin.nv.gov no later than December 19, 2017.

If no written objections are received in this office by December 19, 2017, 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 #10-18
Posting Expires: December 19, 2017

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
9.201	Equipment Operation Instructor	31	G	<i>9.201</i>	<i>Equipment Operation Instructor</i>	<i>31</i>	<i>G</i>

Basis for Recommendation

At the request of the Department of Transportation (DOT), the Division of Human Resource Management has conducted a review of the Equipment Operation Instructor class specification. Analysts within the Division of Human Resource Management (DHRM) worked with subject matter experts from DOT, and as a result of this review, it is recommended that the Special Requirements be amended to allow for the obtainment of a Commercial Driver's License (CDL) within six months of appointment rather than at the time of appointment.

This change will allow for greater flexibility in the recruitment process and a greatly expanded applicant pool; which will include those in Military service who have experience and federal certifications but have not yet obtained Nevada licensure requirements or those from other States who also have the required experience but have not yet obtained the Nevada licensure requirements.

It is also recommended that a minor change be made to the representative duties to account for a change in the training process.

Throughout the review, management staff within DOT and analysts within the DHRM 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 December 19, 2017. Objections should be addressed to Cassie Moir, 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: November 15, 2017



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>
EQUIPMENT OPERATION INSTRUCTOR	31	G	9.201

Under general supervision, Equipment Operation Instructors provide training in the safe operation and preventive maintenance of highway maintenance and other equipment, provide other job related training, and maintain training records.

Instruct personnel in the safe operation and preventive maintenance of a wide variety of highway maintenance equipment in order to reduce the incident of injury to employees and the likelihood of damage to equipment, maintain the appearance and efficient operation of equipment, and certify personnel on the equipment upon achieving proficiency.

Coordinate training schedules with other district personnel; secure appropriate training aids such as equipment operation manuals, and audiovisual and exam materials; provide classroom instruction followed by hands-on training; and test employee knowledge and skill through written exams and observation of employees *through proficiency checks while* operating equipment.

Provide instruction in traffic control and new employee orientation as mandated by the agency; assist employees in obtaining a commercial driver's license through classroom instruction by teaching driving skills, authorizing physical vouchers, and administering and certifying the driving skills portion of the commercial driver's license examination; conduct the employees' "Right to Know" training in accordance with the federal hazardous materials handling regulations and ensure access to the material safety data sheets.

Conduct safety inspections of maintenance stations, yards, work zones and equipment and work with crew supervisors to abate violations relative to unsafe storage of hazardous materials, equipment and work methods.

Investigate vehicle, personal injury and property damage accidents involving agency personnel and/or vehicles by collecting and reviewing accident reports completed by supervisory personnel for consistency and accuracy, setting up safety review committees to review the accidents[;] *and* making recommendations to supervisory personnel that may reduce or prevent future accidents. [~~and recommending appropriate disciplinary action to be taken against employees involved in accidents.~~]

Maintain training files for maintenance personnel which reflect equipment training received; maintain and update records of training, provisional operator or certified operator status; maintain employee driving records; and track status of physical examinations required of employees who possess a commercial driver's license.

Review audiovisual training aids and written material supplied by manufacturers for applicability to current training curriculum; assemble materials and prepare lessons appropriate for training as required by the agency; attend training schools and seminars to upgrade knowledge of technology and equipment and improve training skills.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS**SPECIAL REQUIREMENTS:**

- * A valid Nevada Class A, Commercial Driver's License (**CDL**), is required [~~at the time of appointment~~ **within 6 months of appointment**] and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, positions in this class have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances. In addition, federal law requires random testing for controlled substances during employment.

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience operating a variety of complex highway construction and maintenance equipment; **OR** three years of experience as Highway Maintenance Worker III in Nevada State service; **OR** an equivalent combination of education and experience **as described above**. (See *Special Requirements*)

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

Working knowledge of: operation and maintenance of equipment used in highway maintenance and construction; accepted safety precautions associated with equipment operation. **General knowledge of:** principles, methods and materials used in classroom instruction. **Ability to:** read and understand equipment operation and maintenance manuals, agency policy and procedure, and accident reports; prepare instructional materials, reports and recommendations; speak clearly and effectively to large groups; maintain accurate records.

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

Working knowledge of: agency policies and procedures relative to personnel training, accident investigation and recordkeeping; regulations affecting equipment operation, safety requirements, hazard communication and traffic control; audiovisual equipment used in classroom training. **Ability to:** locate, select and prepare classroom training materials; determine causes of work related accidents; evaluate employee proficiency in highway equipment operation according to prescribed standards; foster a stimulating learning environment; operate computers and peripheral equipment to gather, store, record and retrieve information.

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.

9.201

ESTABLISHED: 7/17/67
REVISED: 5/2/79-3
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5/24/91-3
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