



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
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**MEMORANDUM**  
**HR#66-16**

August 15, 2016

**TO:** DHRM Listserv Recipients

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

**SUBJECT:** PROPOSED CLASSIFICATION CHANGES

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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](mailto:cmoir@admin.nv.gov) no later than September 12, 2016.

If no written objections are received in this office by September 12, 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 #05-17  
Posting Expires: September 12, 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	EEO-4
11.510	Fire & Life Safety Inspector II	33	C	<i>11.510</i>	<i>Fire &amp; Life Safety Inspector II</i>	<i>33</i>	<i>C</i>
11.506	Fire & Life Safety Inspector I	31	C	<i>11.506</i>	<i>Fire &amp; Life Safety Inspector I</i>	<i>31</i>	<i>C</i>

## ***Basis for Recommendation***

As a result of an Individual Study (NPD-19), and in partnership with Subject Matter Experts from the University of Nevada Las Vegas (UNLV) and the Nevada State Fire Marshal, it was determined that modifications to the series concept were needed to account for changes in job duties and required certifications.

The series concept was modified to clarify fire prevention activities performed and to remove duties that are no longer applicable to the series. Also, the Special Requirements and Informational Notes were amended to address changes in required certifications.

Lastly, changes were made to the Entry Level and Full Performance Knowledge, Skills and Abilities to maintain consistency with formatting and structure.

Throughout the process, management and staff within UNLV, the Nevada State Fire Marshal and the Division of Human Resource Management 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 September 12, 2016.** 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: August 15, 2016**



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>FIRE &amp; LIFE SAFETY INSPECTOR II</b>	<b>33</b>	<b>C</b>	<b>11.510</b>
<b>FIRE &amp; LIFE SAFETY INSPECTOR I</b>	<b>31</b>	<b>C</b>	<b>11.506</b>

**SERIES CONCEPT**

Fire & Life Safety Inspectors survey and inspect public buildings, commercial and private industries and offices, and determine compliance with fire, life safety and hazardous materials codes and regulations, fire prevention laws, and State and federal safety standards. ~~[Incumbents issue permits to facilities involved in hazardous materials use, storage, and manufacturing; and provide safety information, training and technical assistance.]~~ *Incumbents may perform a variety of fire prevention activities addressing hazards of fire, explosion and conditions hazardous to life, property, environment and the public welfare to include conducting fire inspections of technical and hazardous occupancies and new construction; enforce State codes relating to building and fire prevention; conduct plan review of industrial, commercial and hazardous occupancies, and fire protection systems and equipment.*

Assist fire departments by providing fire and life safety information including technical information for emergency and fire suppression methods when hazardous materials are present. ~~[-and-a]~~ Assist fire departments in determining their ability and capacity to respond in hazardous materials incidents.

~~[Respond to emergencies such as fire and/or explosion when hazardous materials are present to assist fire department and/or law enforcement personnel at the site and may serve as an expert witness in court regarding hazardous materials incidents.]~~

Participate in local emergency planning committees, *as assigned*, to provide hazardous materials expertise and answer questions; identify hazardous materials stored and used in the community, explain proper storage and removal techniques, and present a risk analysis of hazmat incidents, preventive measures, and safe emergency procedures.

*May* ~~[A]~~ assist businesses in completing applications for hazardous material permitting; review applications and determine eligibility; conduct inspections where hazardous materials are used, stored or manufactured; determine compliance with fire prevention laws, codes and regulations; notify owner/operator of violations, dates for re-inspection and enforcement activities; provide critical safety information regarding hazardous material use, storage and chemical compatibility.

Investigate complaints of code violations; apply general codes and regulations to specific situations; interpret code or regulation intent; evaluate alternate means of compliance; identify and document violations; assess degree of hazard and urgency of correction; issue notices of violation and required corrective action and follow up to ensure compliance.

Write comprehensive reports on findings and recommend appropriate sanctions, ~~[-issue administrative citations and/or]~~ *may* revoke permits when appropriate, and refer criminal cases to law enforcement for prosecution.

~~[Review and assess hazardous materials incident reports; recommend measures to prevent further occurrences or advise alternative procedures for specific situations when appropriate; audit hazardous materials inspection reports currently completed by agreement through local fire departments.]~~

*Assist in the maintenance of the statewide hazardous materials database for multi-jurisdictional use; may provide technical expertise to law enforcement agencies and staff as needed regarding commercial*

*trucking/transporting of hazardous materials.*

~~[Maintain a statewide hazardous materials database for multi-jurisdictional use, monitor and review database reports for critical high hazard chemicals, and plan necessary inspections; provide technical expertise to law enforcement agencies and personnel as needed regarding commercial trucking/transporting of hazardous materials.]~~

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Fire & Life Safety Inspector II:** Under general direction, incumbents perform the full range of fire, life safety and hazardous materials inspection duties described in the series concept at the journey level.

**Fire & Life Safety Inspector I:** Under close supervision, incumbents receive on-the-job and classroom training and perform duties in a training capacity. Progression to the next level may occur upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- \* Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this series must submit to a pre-employment screening test for controlled substances.
- \* A pre-employment criminal history check and fingerprinting is required.
- \* Frequent and statewide travel is required.
- \* A valid driver's license is required at the time of appointment and as a condition of continuing employment.

**[Additional Special Requirements for Fire & Life Safety Inspector II positions:]**

- \* ***For appointment to the Fire & Life Safety Inspector II, [C]certification [as a] at the Hazardous Materials [Technician] Awareness level, issued by the Nevada State Fire Marshal, is required at time of appointment and as a condition of continuing employment.***
- \* ***For appointment to the Fire & Life Safety Inspector II, Certification as a Nevada State Fire Inspector I, National Fire Protection Association Fire Inspector I, or as a Fire Inspector I with the International Code Council is required at time of appointment and as a condition of continuing employment.***

**INFORMATIONAL NOTES:**

- \* Incumbents ***at the Fire & Life Safety Inspector I, must obtain certification at the Hazardous Materials Awareness level, issued by the Nevada State Fire Marshal, within one year of appointment and maintain the certification as a condition of continuing employment.*** ~~[the following certifications within the first year of employment and maintain the certifications as a condition of continuing employment: 1) Hazardous Materials Awareness; 2) Hazardous Materials Operations; and 3) Hazardous Waste Operations & Emergency Response.]~~
- ~~[\* Incumbents must successfully complete the National Fire Academy course, Chemistry of Hazardous Materials (R234) or an equivalent chemical hazardous materials course within the first year of employment as a condition of continuing employment.]~~

**[Additional Informational Note for Fire & Life Safety Inspector I positions:]**

**MINIMUM QUALIFICATIONS (cont'd)**

**INFORMATIONAL NOTES:** (cont'd)

- \* Incumbents, *at the Fire & Life Safety Inspector I*, must obtain certification as a Nevada State Fire Inspector I, *National Fire Protection Association Fire Inspector I*, or as a Fire Inspector I with the International Code Council within the first year of employment and maintain the certification as a condition of continuing employment.

**FIRE & LIFE SAFETY INSPECTOR II**

EDUCATION AND EXPERIENCE: Associate's *degree from an accredited college or university* [~~of Arts degree~~] in fire science, chemistry, environmental science or *closely related field* [~~a degree in a related field such as biology or a physical science,~~] which included a minimum of 9 credits in hazardous waste, chemistry, environmental science or toxicology related courses, and one year of experience performing hazardous materials inspections, hazardous materials site remediation, or hazardous materials consultation [~~for industrial operations and certification as a Hazardous Materials Technician~~] **OR** one year of experience as a Fire & Life Safety Inspector I in Nevada State service [~~and certification as a Hazardous Materials Technician~~]; **OR** an equivalent combination of education and experience *as described above*. [~~which includes certification Hazardous Materials Technician~~] (See *Special Requirements and Informational Notes*)

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

**Detailed knowledge of:** safety measures required when hazardous materials are present; classification of hazardous materials and their physical and chemical properties. **Working knowledge of:** *International Code Council*; [~~Uniform~~] *International Building Codes and International Fire Code*; National Fire Protection Association Codes and Standards; OSHA HAZMAT standards, U.S. Environmental Protection Agency standards; *technical math (through trigonometry); methods of inspection for safety of hazardous materials, use, storage and manufacture*. **Ability to:** assess degree of hazard and urgency of correction to recommend best plan of action; interpret and apply codes and regulations and evaluate alternate means of compliance; assist officers during investigation when hazardous materials are involved; *read blueprints, diagrams and schematics; identify and carry out appropriate levels of enforcement action; provide technical assistance to fire departments in pre-planning preparation for fires involving specific hazardous materials sites; and all knowledge, skills and abilities required at the lower level.*

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

**Ability to:** identify areas of restriction and safe work zones during hazmat emergency. [~~testify in court as an expert technical witness when investigation involves hazardous materials; gather, transport, store and preserve hazmat evidence maintaining chain of command.~~]

**FIRE & LIFE SAFETY INSPECTOR I**

EDUCATION AND EXPERIENCE: Associate's *degree from an accredited college or university* [~~of Arts degree~~] in fire science, chemistry, environmental science or *closely related field* [~~related field such as biology, engineering or a physical science, which included a minimum of 9 credits in hazardous waste, chemistry, environmental science or toxicology related courses~~] **and** one year of experience involving public contact and the application of policies to specific situations; **OR** [~~three~~] *two* years of experience in an industrial or mining operation, construction trade, or fire/environmental protection field, one year of which included consultation and assistance with hazardous materials cleanup, site remediation, storage and transport issues or hazardous materials recognition, safety and enforcement; **OR** certification as a Nevada State Fire Inspector I, *National Fire Protection Association Fire Inspector I*, or as a *Fire Inspector I with the International Code Council*; **OR** an equivalent combination of [~~training~~] *education* and experience *as described above*. (See *Special Requirements and Informational Notes*)

**MINIMUM QUALIFICATIONS (cont'd)**

**FIRE & LIFE SAFETY INSPECTOR I**

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

**General knowledge of:** fire science; basic fire suppression operations; classifications of hazardous materials and their physical and chemical properties; chemical reactions and dangers of hazardous materials when mixed with other elements or when fire is present; National Fire Protection Association Codes and Standards; Uniform Building Code; International Code Council; OSHA hazardous materials standards. **Ability to:** take appropriate safety measures in the presence of hazardous materials and processes; identify and document hazards, code violations, and safety procedures during inspections; apply general codes to specific situations and determine compliance; communicate technical information orally and in writing; research complex technical matters; analyze information and identify key patterns, problems and objectives; make public presentations.

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

*(These are identical to the Entry Level Knowledge, Skills, and Abilities for Fire & Life Safety Inspector II.)*

~~[Working knowledge of: technical math (through trigonometry); methods of inspection for safety of hazardous materials use, storage, and manufacture. Ability to: read blueprints, diagrams and schematics; identify and carry out appropriate levels of enforcement action; provide technical assistance to fire departments in pre-planning preparation for fires involving specific hazardous materials sites.]~~

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>11.510</u>	<u>11.506</u>
ESTABLISHED:	7/1/05P 3/25/05PC	10/25/85
REVISED:		8/6/87-3
REVISED:		4/20/89-12
REVISED:		11/15/91PC
REVISED:		7/1/97P
		9/19/96PC
REVISED:		3/29/01UC
REVISED:		7/1/05P
		3/25/05PC
REVISED:	2/27/07UC	2/27/07UC
<b>REVISED:</b>	<b>9/12/16UC</b>	<b>9/12/16UC</b>