



**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>FORESTRY FLEET COORDINATOR</b>	<b>36</b>	<b>B</b>	<b>1.804</b>

The Forestry Fleet Coordinator coordinates and supervises the statewide operational activities of the Nevada Division of Forestry's (NDF) Fleet Program to include, but not limited to: supervision of personnel; purchase, maintenance, and repair of all equipment which includes light, medium, and heavy vehicles and movable maintenance, forestry, and natural resource equipment; fuel for use by all agency vehicles, equipment, and tools including other non-rental equipment; purchase parts, materials, and supplies; develop, review, revise, and implement policies and procedures related to vehicle and equipment use within the agency; and oversee the management and accountability of the agency's property inventory.

Assist in the formulation and development of policies and programs; compile technical data; consult with field personnel; assess needs; develop goals, objectives, and timeframes; write specifications; design and plan activities; coordinate resources available; and formulate annual work plans for implementation.

Manage contracts, leases, and agreements; develop, evaluate, monitor, and mediate procurement and implementation of service contracts; assess contract provisions, successes, and the need for future modifications; maintain appropriate records and prepare reports.

Gather and evaluate information for budget review and requests; summarize program descriptions; prepare justifications; assess requests in terms of statutory requirements; prepare justifications for new personnel and equipment; monitor budget and cost effectiveness to meet program objectives and increase efficiency.

Review, evaluate and oversee program operations; review reports and statistics; analyze information regarding new technology and methods available; conduct field inspections; assess program quality and results; develop and recommend alternative approaches; develop and revise emergency procedures as needed; prepare summary reports.

Organize, coordinate, and oversee specialized programs and activities for statewide implementation; manage the statewide preventive maintenance program; prepare and administer bid specifications for automobiles, trucks, and equipment, including parts and repairs, for fleet maintenance operations; prepare new vehicles and equipment for distribution to Fire, Camp, and Natural Resource programs; manage all statewide specialty equipment.

Manage and provide oversight for the Federal Excess Property Program (FEPP), to include acquisition, build-up, and disposal of the FEPP property; establish and maintain current records for all NDF's vehicles and equipment to include type, license or property number, assigned location and budget account, mileage and type of services performed; prepare equipment property transfers and excess property forms and submit to the Forestry Program Manager or the State Office for approval; conduct/manage annual inventory of all agency Capital Equipment and submit results to Department of Administration; maintain an accurate inventory of the Division's assets using appropriate databases; ensure equipment/maintenance shops are maintaining inventory control of all shop supplies and materials utilizing appropriate fleet database; prepare purchase orders for tools, manuals, supplies and services as needed.

May supervise professional, technical, and/or administrative staff as assigned to include performance appraisals, work performance standards, scheduling, work assignment and review, training, and discipline.

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**MINIMUM QUALIFICATIONS****SPECIAL REQUIREMENTS:**

- \* A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- \* The position requires a valid Nevada Class A or B driver's license at the time of appointment and as a condition of continuing employment.

**INFORMATIONAL NOTE:**

- \* Incumbents may be required to obtain and maintain certification as an Agency Certified Contract Manager.

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in business administration, public administration, or related field and two years of professional experience which included responsibility for planning, organizing, and directing the operations of an equipment repair facility(s) or managing fleet operations in a government setting; developing operating procedures; reviewing specifications for bids; and budget development; one year which included supervision of staff; **OR** graduation from high school or equivalent education and four years of professional experience as described, one year which included supervision of staff; **OR** two years of experience as an Equipment Mechanic IV 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 time of application):**

**Working knowledge of:** principles and practices of equipment utilization and fleet management; inventory procurement and management. **General knowledge of:** principles and practices of management and supervision; budget development and oversight. **Ability to:** plan, organize and coordinate one or more statewide maintenance facilities; establish goals, objectives and timetables consistent with the division's mission; develop and implement policies and procedures; analyze problems and develop and recommend effective solutions; develop and justify budgetary requests; perform statistical and cost management analysis; supervise staff; coordinate and implement training of staff located at all statewide maintenance facilities; negotiate contracts, leases and agreements; read, interpret and explain technical documents applicable to assigned programs; communicate effectively both verbally and in writing; establish and maintain cooperative working relationships with federal, State and local entities, and private contractors.

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

**Working knowledge of:** Division goals principles and practices of State budgeting and purchasing; State and agency administrative rules, policies, and procedures; federal and State laws, rules and regulations pertaining to the Division's operations; and principles and practices of supervision. **Ability to:** prepare and monitor an annual budget; supervise staff including hiring, training, assigning, and reviewing work, establishing work schedules and priorities, administering discipline and evaluation performance.

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.

1.804

ESTABLISHED: 12/8/23UC