



**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>CONSERVATION CREW SUPERVISOR III</b><br><b>OPTION A: NATURAL RESOURCE</b><br><b>B: FIRE SUPPRESSION</b> | <b>33*</b>   | <b>D</b>     | <b>1.817</b> |
| <b>CONSERVATION CREW SUPERVISOR II</b><br><b>OPTION A: NATURAL RESOURCE</b><br><b>B: FIRE SUPPRESSION</b>  | <b>31*</b>   | <b>D</b>     | <b>1.820</b> |
| <b>CONSERVATION CREW SUPERVISOR I</b><br><b>OPTION A: NATURAL RESOURCE</b><br><b>B: FIRE SUPPRESSION</b>   | <b>29*</b>   | <b>D</b>     | <b>1.825</b> |

**SERIES CONCEPT**

Conservation Crew Supervisors supervise crews of Nevada Department of Corrections (NDOC) inmates and/or Nevada Division of Forestry (NDF) staff, maintain security, and provide training in equipment use and safety in completing projects in resource conservation and/or fire management.

Supervise and direct crews assigned to emergency services in response to floods, fires, earthquakes, search and rescue, and other natural disasters and emergency situations; and serve off duty standby to ensure availability for emergency response.

Supervise and direct crews assigned to resource conservation projects such as timber stand improvement, timber harvest, insect and disease abatement, vegetative fuels reduction, vegetation planting, reclamation of damaged lands, riparian enhancement, watershed and range improvement, wildlife habitat enhancement, park maintenance, prescribed fire, fuel reduction, seed collection, and application of herbicide and pesticide for noxious weed and insect control.

Transport crews to job sites; maintain related records for projects and fire assignments; complete project and fire evaluations on staff; and communicate with dispatch using a two-way radio (mobile/handheld).

Supervise and evaluate crew skill levels; plan, assign and review work; brief crew regarding project requirements and work processes; direct projects to ensure timely completion; identify problems and take corrective action; and monitor crew behavior.

Train crews in the technical aspects of work projects, operation and maintenance of tools and equipment, and safety regulations and procedures; monitor and assess hazards and correct unsafe conditions; provide and maintain a "safety first" work environment; react quickly and appropriately in emergency situations and render medical assistance as needed.

Organize and oversee Helitack, helicopter, Helibase and other emergency aviation operations as assigned; select, train, and evaluate crew members; maintain current knowledge of agency policies, operational guidelines and interagency agreements related to helicopter operations.

Maintain assigned vehicles, tools and equipment; perform routine maintenance and repair; report vehicle or equipment failures.

Compile data and prepare records and reports related to crew evaluations, equipment usage, maintenance and repair, project expenditures and billing; assist with budgets; coordinate projects; write project narrative reports.

**\* Reflects a 2-grade special salary adjustment granted by the 2015 Legislature to improve recruitment and retention.**

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| <b>OPTIONS FOR ALL LEVELS</b>    |     |   |       |

**SERIES CONCEPT (cont'd)**

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Conservation Crew Supervisor III – Both Options:** Under general supervision of the Conservation Camp Supervisor, all positions in this class supervise crews performing a variety of projects to maintain, preserve, enhance and/or restore the State’s watersheds, forests, rangelands and communities; train lower level Conservation Crew Supervisors; assist in coordinating projects; and may perform Conservation Camp Supervisor duties in absence of the Camp Supervisor. The primary purpose of positions in the Natural Resource option is to supervise and direct crews assigned to resource management projects and emergency services. Positions in the Fire Suppression option perform firefighting and prescribed fire implementation duties in addition to working on resource management projects. This is the journey level in the series.

**Conservation Crew Supervisor II – Both Options:** Under supervision of the Conservation Camp Supervisor, incumbents continue to receive training in performing the duties outlined in the series concept and in specialized areas in either Natural Resource or Fire Suppression. This is the continuing trainee level and progression to the next level in the series may occur upon meeting minimum qualifications, satisfactory performance and with the approval of the appointing authority.

**Conservation Crew Supervisor I – Both Options:** Under immediate supervision, incumbents receive training in performing all or part of the duties outlined in the series concept and in specialized areas in either Natural Resource or Fire Suppression. This is the trainee level in the series and progression to the next level in the series may occur upon meeting minimum qualifications, satisfactory performance and with the approval of the appointing authority.

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- \* Possession of a valid driver’s license is required at the time of application and as a condition of continuing employment.
- \* Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must submit to a pre-employment screening for controlled substances.
- \* Applicants are required to undergo a Nevada Department of Corrections (NDOC) background investigation prior to being considered for employment.
- \* Positions are required to work weekends and/or holidays and must be available for emergency assignments up to 14 days in duration.
- \* Positions must complete a 40-hour pre-service training in supervision of NDOC crews after hire.
- \* Applicants must attach verification of successful completion of required trainings/task books at the time of application.
- \* Incumbents employed at the Conservation Crew Supervisor I and II – Both Options, must initiate and successfully complete the required NDF or National Wildland Coordinating Group (NWCG) task books within three years of appointment, and as a condition of continuing employment, in order to progress to the next level in the series.

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### MINIMUM QUALIFICATIONS (cont'd)

#### INFORMATIONAL NOTES:

- \* Applicants for Option B: Fire Suppression, are required to pass a physical agility test prior to appointment and as a condition for continuing employment.
- \* Possession of a Class B driver's license with air brake endorsement is required within one year of appointment and as a condition of continuing employment.
- \* A Bachelor's degree from an accredited college or university in biology, ecology, natural resource management, forestry, or closely related field can be substituted for the NDF Resource Task Book.
- \* NWCG Task Books for Faller 3 (FAL3), Faller 2 (FAL2), Helicopter Manager (HMGB), or Crew Boss (CRWB) will be granted reciprocity for equivalent qualifications for the requirements of Option A: Natural Resource.
- \* Positions must obtain and maintain required qualifications within agency defined time frames as a condition of continuing employment.
- \* Positions within Option B: Fire Suppression, must pass a strict annual physical examination according to agency standards and to meet requirements of the provisions of the Heart/Lung Bills.
- \* All positions must obtain Basic Life Support for Health Care Providers (CPR & AED) American Heart Association certification and a qualification of First Aid or higher certification during the probationary period and must maintain certification as a condition of continuing employment.

#### CONSERVATION CREW SUPERVISOR III

##### EDUCATION AND EXPERIENCE:

**OPTION A: NATURAL RESOURCE:** Successful completion of the following NDF Task Books: NDF Resource, NDF Crew Supervisor, and NDF Intermediate Faller (FALB) and graduation from high school or equivalent education and three years of relevant work experience in conservation/natural resource, two years of which must have included the supervision of staff and/or inmate crews; **OR** one year as a Conservation Crew Supervisor II – Option A, to include successful completion of the NDF Resource, NDF Crew Supervisor and NDF FALB Task Books; **OR** an equivalent combination of education and experience as described above to include successful completion of the NDF Resource, NDF Crew Supervisor and NDF FALB Task Books. *(See Special Requirements and Informational Notes)*

**OPTION B: FIRE SUPPRESSION:** NWCG Crew Boss (CRWB) and/or Helicopter Manager (HMGB) qualification, successful completion of the NDF Resource Task Book, and graduation from high school or equivalent education and three years of relevant work experience in fire suppression, two years of which must have included the supervision of staff and/or inmate crews; **OR** one year as a Conservation Crew Supervisor II – Option B to include either CRWB or HMGB certification and successful completion of the NDF Resource Task Book; **OR** an equivalent combination of education and experience as described above to include either CRWB or HMGB certification and successful completion of the NDF Resource Task Book. *(See Special Requirements and Informational Notes)*

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

##### **BOTH OPTIONS:**

**Working knowledge of:** forest harvest practices; fuels reduction practices; forest insects and diseases; land reclamation procedures including the use of plant materials and erosion control devices; automotive maintenance; repair and maintenance of fences; vegetation management including shrubs, trees and grass; supervisory techniques and security practices related to staff and/or inmates; basic purchasing policies and procedures; operation of computers including word processing, spreadsheet and database management software; recordkeeping methods; inventory control procedures. **Ability to:** direct staff and/or inmates in performing conservation-related projects in forest silviculture, land reclamation, fire suppression, riparian enhancement, and management of watershed, vegetation, range and wildlife habitat; train and provide work direction to others; *and all knowledge, skills and abilities required at the lower levels.*

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| OPTIONS FOR ALL LEVELS           |     |   |       |

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### MINIMUM QUALIFICATIONS (cont'd)

#### CONSERVATION CREW SUPERVISOR III (cont'd)

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

**OPTION B: FIRE SUPPRESSION**

**Working knowledge of:** fire behavior in various weather conditions; wildland fire suppression tactics; equipment maintenance. **Ability to:** supervise staff and/or inmate crews assigned to emergency service projects such as wildland fire suppression and mitigation and other natural disasters; function effectively in potentially dangerous and life-threatening situations for extended periods of time.

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

**BOTH OPTIONS:**

**Working knowledge of:** labor and equipment requirements for various natural resource projects in forestry, range, watershed, wildland fire suppression, flood control and other natural resource emergencies; project budgets; identification of native trees, shrubs and grasses; forest insect and disease abatement practices; wildland reclamation techniques including reseeding, planting seedlings and construction of erosion control structures; wildland fire behavior and suppression techniques including the use of hand tools and chainsaws; equipment use and management; division rules, regulations, policies and procedures; Department of Corrections regulations and cooperative agreements regarding inmate labor. **Ability to:** determine the probable effects of vegetation and fuels in advancing or retarding wildland fires; understand and be able to effectively implement basic natural resource management techniques, purposes and principles; maintain current knowledge of applicable policies and guidelines as assigned; utilize a handheld compass and/or other devices to determine locations, elevations, aspects, acreage and percent of slopes.

#### CONSERVATION CREW SUPERVISOR II

EDUCATION AND EXPERIENCE:

**OPTION A: NATURAL RESOURCE:** Successful completion of the NDF Basic Faller (FALA) Task Book and graduation from high school or equivalent education and two years of general work experience, one year of which included experience in conservation/natural resource and supervision of staff and/or inmate crews; **OR** one year as a Conservation Crew Supervisor I – Option A to include successful completion of the NDF FALA Task Book; **OR** an equivalent combination of education and experience as described above to include successful completion of the NDF FALA Task Book. *(See Special Requirements and Informational Notes)*

**OPTION B: FIRE SUPPRESSION:** NWCG Firefighter I qualified and graduation from high school or equivalent education and two years of general work experience, one year of which included experience in fire suppression and supervision of staff and/or inmate crews; **OR** one year as a Conservation Crew Supervisor – Option B to include NWCG Firefighter I qualification; **OR** an equivalent combination of education and experience as described above to include NWCG Firefighter I qualification. *(See Special Requirements and Informational Notes)*

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

**BOTH OPTIONS:**

**General knowledge of:** safety procedures used in wildland fire suppression or resource conservation; area topography, environment, fuel loads, structures and resources; Division rules, regulations, policies and procedures; conservation policies and procedures; Nevada Revised Statutes related to division operations and preservation of Nevada resources; Department rules, regulations and cooperative agreements with the Division governing outside work assignments; fire suppression techniques used in wildland fires. **Ability to:** train and supervise staff and/or inmate crews; implement established safety policies and procedures; oversee projects in resource conservation or fire suppression; maintain records and prepare reports; *and all knowledge, skills and abilities required at the lower level.*

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**OPTIONS FOR ALL LEVELS**

**MINIMUM QUALIFICATIONS (cont'd)**

**CONSERVATION CREW SUPERVISOR II** (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):  
*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Conservation Crew Supervisor III – Both Options.)*

**CONSERVATION CREW SUPERVISOR I**

EDUCATION AND EXPERIENCE:

**BOTH OPTIONS:** Graduation from high school or equivalent education and two years of general work experience; **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):

**BOTH OPTIONS:**

**Ability to:** use carpentry, plumbing, electrical and automotive tools to perform minor repair and construction work; use a compass and read maps; recognize unsafe work practices and take necessary precautions to reduce possible injury; communicate effectively both orally and in writing; maintain routine records; lead and train staff and/or inmates in accomplishing objectives.

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

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.

|              | <u>1.817</u> | <u>1.820</u> | <u>1.825</u> |
|--------------|--------------|--------------|--------------|
| ESTABLISHED: | 7/1/74       | 9/1/64       | 9/1/64       |
| REVISED:     |              | 9/9/69       | 9/1/69       |
| REVISED:     |              |              | 9/16/71      |
| REVISED:     |              |              | 10/21/71     |
| REVISED:     |              | 7/1/74       | 7/1/74       |
| REVISED:     | 10/14/76     |              |              |
| REVISED:     |              |              | 12/3/76      |
| REVISED:     | 2/22/77      |              |              |
| REVISED:     | 1/7/83       | 1/7/83       | 1/7/83       |
| REVISED:     | 10/28/83-3   |              |              |
| REVISED:     | 7/1/85R      | 7/1/85R      |              |
|              | 7/22/85PC    | 7/22/85PC    |              |
| REVISED:     | 10/25/85-3   | 10/25/85-3   | 10/25/85-3   |
| REVISED:     | 12/19/85-12  | 12/19/85-12  | 12/19/85-12  |
| REVISED:     | 7/1/87-19P   | 7/1/87-19P   | 7/1/87-19P   |
|              | 10/17/86PC   | 10/17/86PC   | 10/17/86PC   |
| REVISED:     | 11/13/87-3   | 11/13/87-3   | 11/13/87-3   |
| REVISED:     | 5/24/91-3    | 5/24/91-3    | 5/24/91-3    |
| REVISED:     | 7/1/91LG     | 7/1/91LG     | 7/1/91LG     |
| REVISED:     | 8/31/92PC    | 8/31/92PC    | 8/31/92PC    |
| REVISED:     | 7/1/97P      | 7/1/97P      | 7/1/97P      |
|              | 6/4/96PC     | 6/4/96PC     | 6/4/96PC     |

**CONSERVATION CREW SUPERVISOR III  
CONSERVATION CREW SUPERVISOR II  
CONSERVATION CREW SUPERVISOR I  
OPTIONS FOR ALL LEVELS**

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| REVISED: | 3/23/99UC  | 3/23/99UC  | 3/23/99UC  |
| REVISED: | 12/12/06UC | 12/12/06UC | 12/12/06UC |
| REVISED: | 11/3/11UC  | 11/3/11UC  | 11/3/11UC  |
| REVISED: | 7/6/12UC   | 7/6/12UC   | 7/6/12UC   |
| REVISED: | 7/1/16P    | 7/1/16P    | 7/1/16P    |
|          | 4/13/16UC  | 4/13/16UC  | 4/13/16UC  |
| REVISED: | 6/27/19UC  | 6/27/19UC  | 6/27/19UC  |