



**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#31-16**

April 1, 2016

**TO:** DHRM Listserv Recipients

**FROM:** Peter Long, Interim 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 Rachel Baker at [rbaker@admin.nv.gov](mailto:rbaker@admin.nv.gov) no later than April 29, 2016.

If no written objections are received in this office by April 29, 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 #39-16  
Posting Expires: April 29, 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
	<i>New</i>			9.205	<i>Seasonal Forestry Equipment Operator</i>	28	<i>G</i>

## ***Basis for Recommendation***

As a result of an Individual Classification Study (NPD-19) and in partnership with Subject Matter Experts from the Department of Conservation & Natural Resources, Division of Forestry and the Division of Human Resource Management, it was determined that a new class specification be created for seasonal staff that operate specialized forestry vehicles and equipment.

Under general supervision, a Seasonal Forestry Equipment Operator will operate specialized forestry vehicles and equipment on a statewide basis, to include aviation fuel trucks, firefighter crew transports, forklifts and other assigned vehicles and/or equipment; and perform routine equipment maintenance.

In reviewing the job duties and responsibilities, it was determined that a grade 28 was warranted as the duties, responsibilities and minimum qualifications, while not exact, are similar to the Special Equipment Operator II, 7.203, grade 28. The preponderance of duties allows for this class to be assigned to the Mechanical & Construction Trades Occupational Group, Equipment Operations subgroup. As this position performs work which requires special manual skills and a thorough comprehensive knowledge of the processes involved in the work, this class will be assigned to the following EEO-4 category: G – Skilled Craft Workers

Both management and agency human resource personnel within the division 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 April 29, 2016.** Objections should be addressed to Rachel Baker, Supervisory Personnel Analyst, 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: April 1, 2016**



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

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**CLASS SPECIFICATION**

<u><b>TITLE</b></u>	<u><b>GRADE</b></u>	<u><b>EEO-4</b></u>	<u><b>CODE</b></u>
<b>SEASONAL FORESTRY EQUIPMENT OPERATOR</b>	<b>28</b>	<b>G</b>	<b>9.205</b>

*Seasonal Forestry Equipment Operators, under general supervision, operate specialized forestry vehicles and equipment on a statewide basis, to include aviation fuel trucks, firefighter crew transports, forklifts and other assigned vehicles and/or equipment; and perform routine equipment maintenance.*

*Load aviation fuel trucks and equipment using proper loading and placement procedures; secure load; conduct Department of Transportation (DOT) safety inspections prior to operation; complete appropriate pre-and post-check paperwork.*

*Drive aviation fuel trucks to various destinations within or outside the State; fuel helicopters for firefighting or project work as needed to accomplish the mission; assist Helitack crew with establishing temporary helicopter bases as needed.*

*Monitor aviation bulk fuel tanks to ensure fuel levels stay above minimum authorized stock levels; perform annual filter changes on bulk tanks; monitor and inspect tanks to ensure proper working condition; order fuel as needed; receive bulk fuel from commercial vendors; perform minor maintenance and housekeeping of fuel storage area; complete and maintain records in accordance with record and retention procedures.*

*Perform preventive maintenance to ensure vehicles and equipment are in proper working condition including changing fluids and filters; conduct visual inspections; review maintenance records; perform and/or schedule needed service or repair; arrange for emergency repairs if needed; conduct safety inspections on assigned vehicles; complete and maintain records in accordance with record and retention procedures.*

*Perform related duties as assigned*

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- \* A valid Class A or Class B Nevada Commercial Driver's License (CDL) is required at the time of appointment and as a condition of continuing employment.*
- \* Positions required to drive the aviation fuel truck will be required to have both a HAZMAT and Tanker endorsement at the time of appointment and as a condition of continuing employment.*
- \* Statewide travel for extended periods and call-out in emergencies is required.*
- \* Positions are subject to call-out or call-back.*

**INFORMATIONAL NOTES:**

- \* Incumbents are expected to move equipment both for short and long distances under minimum supervision.*
- \* Incumbents may be required to operate equipment under extremely difficult and hazardous conditions where skill and judgment are essential.*

**MINIMUM QUALIFICATIONS (cont'd)****INFORMATIONAL NOTES (cont'd)**

- \* *Incumbents may be required to operate vehicles and/or equipment in adverse weather conditions, mountainous terrain, rough terrain or where no roadways exist, multi-lane freeways, narrow two-lane roads, residential areas, and heavy urban traffic.*

**EDUCATION AND EXPERIENCE:** *Graduation from high school or equivalent education and one year of commercial freight and/or commercial fuel delivery experience which included responsibility for loading freight and/or fuel and operating a Class B commercial motor vehicle; 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: State CDL requirements; applicable DOT rules and regulations; loading/unloading operations. General knowledge of: preventative maintenance. Ability to: work independently and follow through on assignments with minimal direction; understand and carry-out oral and written instructions; communicate effectively both verbally and in writing; complete required forms and maintain records. Skill in: driving fuel truck and crew carrier vehicles over long distances and in a variety of driving conditions; loading, unloading and securing cargo; performing required service and maintenance.*

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

*Detailed knowledge of: State and federal regulations pertaining to commercial vehicle operations. Working knowledge of: agency policies and procedures pertaining to the transport of equipment and aviation fuel. Ability to: establish priorities; communicate with customers, vendors and staff effectively.*

*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.*

**9.205**

**ESTABLISHED: 4/29/16UC**