

Joe Lombardo
Governor



Jack Robb
Director

Matthew Tuma
Deputy Director

Mandee Bowsmith
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

MEMORANDUM
HR# 18-23

March 7, 2023

TO: DHRM Listserv Recipients

FROM: Mandee Bowsmith, Administrator *Mandee Bowsmith*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – GROUNDS MAINTENANCE
WORKER SERIES

Attached are revised 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 Deputy Administrator Beverly Ghan at bghan@admin.nv.gov no later than April 4, 2023.

If no written objections are received in this office by April 4, 2023, 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 #14-23
Posting Expires: April 4, 2023

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
9.630	Grounds Maintenance Worker V Option A: Irrigation Option B: Grounds Services	26	H	9.630	<i>Grounds Maintenance Worker V – Irrigation</i>	26	H
	New			9.632	<i>Grounds Maintenance Worker V – Grounds Services</i>	26	H
9.633	Grounds Maintenance Worker IV	24	H		<i>No Change</i>		
9.635	Grounds Maintenance Worker III	23	H		<i>No Change</i>		
9.639	Grounds Maintenance Worker II	22	H		<i>No Change</i>		
9.641	Grounds Maintenance Worker I	20	H		<i>No Change</i>		

Basis for Recommendation

Due to the advent of collective bargaining and the implementation of a new automated system (Success Factors) that does not recognize options, the Division of Human Resource Management conducted a review of the Grounds Maintenance Worker V class to ensure positions are properly allocated to the correct bargaining unit.

Currently, Option A: Irrigation is allocated to A: labor, maintenance, custodial and institutional employees, including, without limitation, employees of penal and correctional institutions who are not responsible for security at those institutions and Option B: Grounds Services is allocated to CBU J: supervisory employees from all occupational groups.

To maintain the correct assignment to their respective CBU's it is recommended that a new class code be created for Option B: Grounds Services and that each option have their class title changed to Grounds Maintenance Worker V – Irrigation and Grounds Maintenance Worker V – Grounds Services respectively.

In addition, the Class Concepts and Minimum Qualifications for the above were amended to reflect these recommended changes.

Throughout the review management staff within the Nevada System of Higher Education and the Division of Public and Behavioral Health and analysts within the Division of Human Resource Management were made aware of the changes as the process progressed and they support the recommendation.

Changes to the class specification are noted as follows: additions in blue and deletions 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, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. You may also view the recommendations and specifications online at https://hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/ . For additional information call (775) 684-0137.

Objections to the proposed new classification must be received in writing by April 4, 2023. Objections should be addressed to Beverly Ghan, Deputy Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

POSTING DATE: March 7, 2023



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>
GROUND MAINTENANCE WORKER V - <i>IRRIGATION</i>	26	H	9.630
[OPTION A: IRRIGATION]			
[OPTION B: GROUNDS SERVICES]			
<i>GROUND MAINTENANCE WORKER V - GROUNDS SERVICES</i>	26	H	9.632
GROUND MAINTENANCE WORKER IV	24	H	9.633
GROUND MAINTENANCE WORKER III	23	H	9.635
GROUND MAINTENANCE WORKER II	22	H	9.639
GROUND MAINTENANCE WORKER I	20	H	9.641

SERIES CONCEPT

Grounds Maintenance Workers perform a wide variety of landscape, garden, and greenhouse duties such as planting, pruning, mowing, trimming, watering, fertilizing, and weeding; operate hand and power tools, and light mechanized equipment such as power mowers, tractor mowers, trenching devices, forklifts, and hoists.

Maintain grounds areas clean and free of trash, fallen leaves, and snow and ice by sweeping, raking, shoveling, picking up debris, and operating light, medium and heavy equipment such as pickup trucks, dump trucks, trash compactors, and loaders.

Prepare new landscape sites by reviewing plans with supervisor, purchasing necessary supplies, and installing sprinklers, topsoil, decorative material, and appropriate plantings according to instructions and/or landscape design plans.

Perform periodic maintenance and make minor repairs on tools, equipment, and vehicles ~~[in order]~~ to maximize efficiency and life span.

Operate, repair, and install sprinkler systems and drip systems including pipes, valves, sprinklers, and timing devices ~~[in order]~~ to provide effective and economic watering cycles.

Identify plant diseases, undesirable pests and noxious weeds associated with landscaping and apply corrective measures to eradicate them ~~[through the use of]~~ **using** hand and power tools and application of appropriate chemicals.

Perform specialized horticulture tasks such as plant propagation, transplanting, climate control, and irrigation in a greenhouse on a university campus.

Perform related duties as assigned.

CLASS CONCEPTS

Grounds Maintenance Worker V - Irrigation: Under general supervision, incumbents ~~[either perform specialized irrigation duties or assist a grounds supervisor at a university or community college campus.]~~ ~~[OPTION A - Irrigation: Incumbents]~~ prepare designs for new irrigation systems or modifications to existing irrigation systems and serve as lead workers in the construction, maintenance, and repair of irrigation systems; draw irrigation system plans to scale, calculate flow rates, determine components needed for optimum coverage,

GROUNDS MAINTENANCE WORKER V - IRRIGATION	26	H	9.630
[OPTION A: IRRIGATION OPTION B: GROUNDS SERVICES]			
GROUNDS MAINTENANCE WORKER V – GROUNDS SERVICES	26	H	9.632
GROUNDS MAINTENANCE WORKER IV	24	H	9.633
GROUNDS MAINTENANCE WORKER III	23	H	9.635
GROUNDS MAINTENANCE WORKER II	22	H	9.639
GROUNDS MAINTENANCE WORKER I	20	H	9.641

Page 2 of 6

CLASS CONCEPTS (cont'd)

Grounds Maintenance Worker V - Irrigation: (cont'd)

prepare estimates for amount and cost of material needed and oversee and participate in project implementation; research product publications and attend seminars to keep current on irrigation system design and maintenance.

Perform or oversee the more technical repairs to irrigation systems including repairs to controllers, remote valves, pumps, and vacuum breakers; determine when irrigation system components should be repaired or replaced, what types of components and materials are best suited for the job and when a project requires the services of an outside contractor.

Positions in this class are distinguished from those at the lower level by the knowledge, skills and abilities required to design, construct and repair irrigation systems and determine appropriate system components.

Grounds Maintenance Worker V – Grounds Services: ~~**[OPTION B – Grounds Service: Incumbents]**~~ **Under general supervision, incumbents** assist Grounds Supervisors at a large facility such as a community college or main college campus by performing the higher-level duties described in the series concept. Incumbents prioritize and schedule grounds maintenance functions, purchase supplies, maintain inventory and may direct the work of contractors. ~~**[They also]**~~ **Incumbents** supervise a small subordinate staff ~~**[including work assignment, work review, performance evaluation and training.]**~~ **to include performance evaluations, work performance standards, work assignment and review, scheduling, training, and discipline.**

Positions in this class are distinguished from those at the lower level by the knowledge, skills and abilities required and responsibility for a specified aspect of grounds maintenance program such as maintaining turf and planting and caring for trees.

Grounds Maintenance Worker IV: Under general supervision, incumbents assist in a specialized phase of grounds service to a Grounds Supervisor at a large facility such as a main college campus. They plan and schedule some routine activities and oversee a small permanent subordinate staff including work assignment, work review, and training, or under general supervision of a Grounds Supervisor, perform technical work on facility irrigation systems on a full-time basis including assisting higher level Grounds Maintenance Workers in laying out new construction or modifications to existing systems; inspect system for proper function and diagnose malfunctions; and schedule irrigation according to campus events, seasonal demands and adverse weather conditions. In addition, incumbents may perform preventive maintenance and make repairs by maintaining and cleaning wells and storage tanks and repairing controllers, valves lines, sprinklers, and backflow preventors.

Positions in this class are distinguished from those at the lower level by responsibility for other permanent staff to include the timely and accurate completion of tasks assigned to the work unit; or by the technical knowledge required to construct, maintain, and repair a complex network of irrigation systems that have a greater impact on the grounds service budget and the overall landscape program. Some positions may be required to have specialized training and experience in horticulture, tree care, or greenhouse gardening.

Grounds Maintenance Worker III: Under general supervision, incumbents perform all or part of the duties in the series concept and perform a wide variety of landscape, gardening, and greenhouse duties such as planting, pruning, mowing, trimming, watering, fertilizing, pesticide and herbicide application, weeding, operating hand and power tools and light mechanized equipment such as power mowers, tractor mowers, trenching devices, forklifts, and hoists. Incumbents are distinguished from those at the lower levels by the variety of duties and the equipment used.

GROUNDS MAINTENANCE WORKER V - <i>IRRIGATION</i>	26	H	9.630
[OPTION A: IRRIGATION			
[OPTION B: GROUNDS SERVICES]			
<i>GROUNDS MAINTENANCE WORKER V – GROUNDS SERVICES</i>	26	H	9.632
GROUNDS MAINTENANCE WORKER IV	24	H	9.633
GROUNDS MAINTENANCE WORKER III	23	H	9.635
GROUNDS MAINTENANCE WORKER II	22	H	9.639
GROUNDS MAINTENANCE WORKER I	20	H	9.641

Page 3 of 6

CLASS CONCEPTS (cont'd)

Grounds Maintenance Worker II: Under general supervision, incumbents perform all or part of the duties in the series concept to include gardening and landscaping. This class is distinguished from the lower-level class by the variety and complexity of duties performed; the variety of tools, equipment and techniques used; and the supervision received which allows incumbents to identify and perform routine tasks, prioritize daily assignments, and select methods, materials, and equipment to perform assignments.

Grounds Maintenance Worker I: Under close supervision, incumbents perform the most routine duties described in the series concept such as weed and trash removal, sweeping sidewalks, debris, and snow removal, and perform general labor in maintaining grounds using hand tools such as rakes and shovels.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to pre-employment screening for controlled substances.

GROUNDS MAINTENANCE WORKER V - *IRRIGATION*

[OPTION A – Irrigation:]

EDUCATION AND EXPERIENCE: Three years of grounds maintenance experience, one year which included installing, maintaining, and repairing irrigation systems and related equipment; **OR** one year of experience as a Grounds Maintenance Worker IV in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement)*

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

Working knowledge of: principles, methods and materials used in irrigation system installation, maintenance, and repair. **Ability to:** prepare sprinkler system drawings to scale, calculate flow rates, and determine compatible components; perform technical repairs on irrigation system controllers, valves, and vacuum breakers; prepare written estimates of materials and costs; read technical publications related to irrigation system installation, maintenance, and repair.

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

Working knowledge of: the facility irrigation systems including the location of the irrigation network of controllers, valves, lines, and heads; the publications available that provide technical assistance in the design, installation, and repair of irrigation systems. **General knowledge of:** area vendors that supply irrigation system components. **Ability to:** prepare a scale sprinkler system drawing, calculate flow rates, and determine compatible components; perform technical repairs on irrigation system controllers, valves, and vacuum breakers; prepare written estimates of materials and costs; read technical publications related to irrigation system installation, maintenance, and repair.

GROUNDS MAINTENANCE WORKER V - IRRIGATION	26	H	9.630
[OPTION A: IRRIGATION			
OPTION B: GROUNDS SERVICES]			
GROUNDS MAINTENANCE WORKER V – GROUNDS SERVICES	26	H	9.632
GROUNDS MAINTENANCE WORKER IV	24	H	9.633
GROUNDS MAINTENANCE WORKER III	23	H	9.635
GROUNDS MAINTENANCE WORKER II	22	H	9.639
GROUNDS MAINTENANCE WORKER I	20	H	9.641

Page 4 of 6

MINIMUM QUALIFICATIONS (cont'd)

GROUNDS MAINTENANCE WORKER V – GROUNDS SERVICES

[OPTION B – Grounds Services:]

EDUCATION AND EXPERIENCE: Three years of experience providing grounds maintenance service including landscape, garden, or greenhouse maintenance; **OR** one year of experience as a Grounds Maintenance Worker IV in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special requirement)*

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

Ability to: independently prioritize and schedule agency-wide grounds maintenance activities; communicate orally and in writing with varying levels of agency staff and outside vendors; *and all knowledge, skills, and abilities required at the lower levels.*

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

Working knowledge of: agency purchasing policies and procedures. **General knowledge of:** area vendors that supply grounds maintenance products and equipment. **Ability to:** maintain adequate inventories of frequently used grounds maintenance supplies.

GROUNDS MAINTENANCE WORKER IV

EDUCATION AND EXPERIENCE: Two years of experience performing grounds maintenance work using a variety of tools and techniques; **OR** one year of experience as a Grounds Maintenance Worker III in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement)*

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

Working knowledge of: efficient irrigation methods; landscape methods, materials, equipment, and techniques; automatic irrigation systems and related equipment; sprinkler systems and related equipment. **General knowledge of:** the principles and practices of supervision. **Ability to:** supervise and direct the work of subordinate staff; *and all knowledge, skills, and abilities required at the lower levels.*

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Grounds Maintenance Worker V.)

GROUNDS MAINTENANCE WORKER III

EDUCATION AND EXPERIENCE: One year of experience performing grounds maintenance work using a variety of tools, equipment, and techniques; **OR** six months of experience as a Grounds Maintenance Worker II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement)*

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

Working knowledge of: gardening and landscape methods, techniques, material, and equipment; irrigation methods and practices; methods, materials and tools used in grounds service work; identification and eradication of common weeds, pests and plant diseases associated with gardening; health and safety practices applicable to grounds maintenance work. **Ability to:** plan and schedule routine grounds service activities;

GROUNDS MAINTENANCE WORKER V - IRRIGATION	26	H	9.630
OPTION A: IRRIGATION			
OPTION B: GROUNDS SERVICES			
GROUNDS MAINTENANCE WORKER V – GROUNDS SERVICES	26	H	9.632
GROUNDS MAINTENANCE WORKER IV	24	H	9.633
GROUNDS MAINTENANCE WORKER III	23	H	9.635
GROUNDS MAINTENANCE WORKER II	22	H	9.639
GROUNDS MAINTENANCE WORKER I	20	H	9.641

Page 5 of 6

MINIMUM QUALIFICATIONS (cont'd)

GROUNDS MAINTENANCE WORKER III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
safely and properly operate a wide variety of grounds maintenance tools and equipment; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Grounds Maintenance Worker III.)

GROUNDS MAINTENANCE WORKER II

EDUCATION AND EXPERIENCE: Six months of experience performing basic grounds maintenance work; **OR** six months of experience as a Grounds Maintenance Worker I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
General knowledge of: gardening and landscape methods, techniques, material, and equipment; irrigation methods and practices; methods, materials and tools used in grounds service work; identification and eradication of common weeds, pests and plant diseases associated with gardening; health and safety practices applicable to grounds maintenance work. **Ability to:** operate and perform preventive maintenance on equipment used in grounds service work; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Grounds Maintenance Worker III.)

GROUNDS MAINTENANCE WORKER I

EDUCATION AND EXPERIENCE: Six months of experience as a general laborer that included the operation of tools and small equipment; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Ability to: follow oral and written instructions; perform heavy physical labor; use common hand tools such as rakes and shovels.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Grounds Maintenance Worker II.)

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>9.630</u>	<u>9.632</u>	<u>9.633</u>	<u>9.635</u>	<u>9.639</u>	<u>9.641</u>
ESTABLISHED:	7/1/91P	XX/XXUC	7/1/91P	7/1/91P	11/16/72	11/16/72

GROUNDS MAINTENANCE WORKER V - IRRIGATION	26	H	9.630
[OPTION A: IRRIGATION			
OPTION B: GROUNDS SERVICES]			
<i>GROUNDS MAINTENANCE WORKER V – GROUNDS SERVICES</i>	26	H	9.632
GROUNDS MAINTENANCE WORKER IV	24	H	9.633
GROUNDS MAINTENANCE WORKER III	23	H	9.635
GROUNDS MAINTENANCE WORKER II	22	H	9.639
GROUNDS MAINTENANCE WORKER I	20	H	9.641

Page 6 of 6

	<u>9.630</u>	<u>9.632</u>	<u>9.633</u>	<u>9.635</u>	<u>9.639</u>	<u>9.641</u>
	11/29/90PC		11/29/90PC	11/29/90PC	7/1/91P	7/1/91P
REVISED:	7/1/91P		7/1/91P	7/1/91P	11/29/90PC	11/29/90PC
	2/15/91-3		2/15/91-3	2/15/91-3		
REVISED:	10/1/04PC		10/1/04PC	10/1/04PC	10/1/04PC	10/1/04PC
REVISED:	3/19/21PC		3/19/21PC	3/19/21PC	3/19/21PC	3/19/21PC
<i>REVISED:</i>	<i>XX/XXUC</i>					