

Joe Lombardo
Governor



Joy Grimmer
Director

Mandy Hagler
Deputy Director

Bachera Washington
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
515 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 687-9085

MEMORANDUM
HR# 31-26

August 7, 2026

TO: DHRM Listserv Recipients

FROM: Bachera Washington, Administrator *Bachera Washington*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – EQUIPMENT OPERATOR
(Posting #26-26)

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 Keisha I. Harris at kiharris@admin.nv.gov no later than September 8, 2026.

If no written objections are received in this office by September 8, 2026, action will be taken to effect the changes, and a report will be made to the Human Resources Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #26-26
Posting Expires: September 8, 2026

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
9.205	Seasonal Forestry Equipment Operator	28	G	9.205	<i>Equipment Operator</i>	28	<i>G</i>

Basis for Recommendation

Subject Matter Experts from the Division of Human Resource Management (DHRM) are recommending revisions of the class (job) specification design, formatting, structure, and language. It is also recommended that the job duties be condensed.

The DHRM worked with management and subject matter experts to ensure the main duties and responsibilities of the job title remains consistent with the job's intent. The assigned EEO-4 code has not changed.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 515 East Musser Street, Suite 101 and in Las Vegas, go to 7251 Amigo Street, Suite 120. You may send a copy request to class.comp@admin.nv.gov. For additional information call (775) 684-0150.

Objections to the proposed classification changes must be received in writing through, mail (515 East Musser Street, Suite 101, Carson City, NV 89701-4298) or email (class.comp@admin.nv.gov) by September 8, 2026. Objections should be addressed to Keisha I. Harris, Deputy Administrator, Classification and Compensation Section of the Division of Human Resource Management.

POSTING DATE: August 7, 2026



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

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

JOB SUMMARY

Equipment Operators operate and transport specialized State vehicles and equipment to include aviation fuel trucks, firefighter crew transports, forklifts and other assigned vehicles and/or equipment and perform routine maintenance.

JOB DUTIES

1. Load equipment, secure load, and complete pre- and post-check paperwork
2. Drive equipment and vehicles to various destinations.
3. Transport equipment and vehicles and operate light and heavy equipment.
4. Fuel equipment and assist with establishing temporary staging of equipment.
5. Monitor and inspect bulk fuel tanks, perform filter changes, order and receive fuel, and perform minor maintenance and housekeeping of fuel storage areas.
6. Conduct visual inspections, review maintenance records, perform preventive maintenance, and repair or arrange for vehicle and equipment repair.
7. Conduct safety inspections.
8. Complete and maintain records.
9. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, rules, and agency policies and procedures.
- State Commercial Driver's License requirements; preventive maintenance.

Skill in:

- Driving long distances and in a variety of conditions.
- Operating light and heavy equipment in a variety of conditions.
- Loading, unloading, and securing cargo.
- Performing maintenance.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Complete required forms and maintain records.
- Coordinate and schedule statewide activities.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license may be required at time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations or licensures at time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.
5. Positions are subject to call-back, overtime on short notice, stand-by status, and must work various hours and/or shifts, evenings, weekends, and/or holidays as a condition of appointment and continuing employment.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)*

- | | | | | |
|---|--|--|--|---|
| ☒ standing | ☐ running | ☒ lifting, 50 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 50 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 50 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 50 lbs | ☒ stretching | ☐ smelling |

*Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)*

- | | |
|---|--|
| ☒ Ability to communicate on the telephone (hearing) | ☒ Ability to understand technical manuals |
| ☒ Ability to speak | ☒ Ability to work amicably with co-workers |
| ☒ Ability to write legibly in English | ☒ Ability to learn tasks in a reasonable amount of time |
| ☒ Ability to read instructions and numbers in English | ☒ Ability to follow supervisor's instructions |
| ☒ Ability to complete tasks with numerous interruptions | ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

Please note this section is for the sole purpose of complying with the ADAAA "Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.