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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR# 44-22

October 20, 2022

TO: DHRM Listserv Recipients

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

SUBJECT: PROPOSED CLASSIFICATION CHANGES – EQUIPMENT MECHANIC 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 November 18, 2022.

If no written objections are received in this office by November 18, 2022, 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 #03-23
Posting Expires: November 18, 2022

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
9.322	Equipment Mechanic IV	33	G	9.322	<i>Equipment Mechanic IV</i>	33	G
9.323	Equipment Mechanic III	32	G	9.323	<i>Equipment Mechanic III</i>	32	G
9.331	Equipment Mechanic II	31	G	9.331	<i>Equipment Mechanic II</i>	31	G
9.333	Equipment Mechanic I	29	G	9.333	<i>Equipment Mechanic I</i>	29	G

Basis for Recommendation

As a result of an Individual Classification Study (NPD-19), and at the request of analysts within the Division of Human Resource Management (DHRM), DHRM conducted a review of the Equipment Mechanic class specification. Equipment Mechanics maintain, repair, and modify fleet equipment comprised of a variety of light, medium, and heavy automotive and maintenance equipment as well as specialized mechanical equipment and machinery including landscape equipment, computerized testing equipment, and diesel-fueled electric power generators.

It is recommended that changes be made to the Class Concept of the Equipment Mechanic IV to clarify supervisory responsibilities. This change allows for positions that organize, oversee, and direct an agency equipment shop located in a rural region, whose staff is small and less varied, to be able to meet the class concepts. DHRM feels the recommended changes will improve recruitment and retention efforts without reducing the quality of candidates given the remote locations of some of the mechanic shops within the State.

It is also recommended that minor revisions be made to the Class Concept for the Equipment Mechanic III to maintain consistency with verbiage, formatting, and structure.

In addition, and at the request of the Department of Public Safety (DPS), an informational note was added to clarify that apprenticeship programs not registered with the Nevada Office of the Labor Commissioner will require a letter verifying experience gained and/or proof of successful completion from the program.

It is further recommended that the Education and Experience of the Minimum Qualifications, at every level, and the Entry Level Knowledge, Skills, and Abilities at the Equipment Mechanic III and Equipment Mechanic IV be modified to clarify requirements and to maintain consistency with verbiage, formatting, and structure.

Throughout the review, management, and staff within DPS, Fleet Services Division, Forestry Division, Parks Division, the Department of Wildlife, and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

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 November 18, 2022. 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: October 20, 2022



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>
EQUIPMENT MECHANIC IV	33	G	9.322
EQUIPMENT MECHANIC III	32	G	9.323
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EQUIPMENT MECHANIC I	29	G	9.333

SERIES CONCEPT

Equipment Mechanics maintain, repair, and modify fleet equipment comprised of a variety of light, medium, and heavy automotive and maintenance equipment as well as specialized mechanical equipment and machinery including landscape equipment, computerized testing equipment, and diesel-fueled electric power generators.

Determine the cause and extent of component or system failure through test drives, pressure and temperature checks, visual inspection, use of diagnostic equipment, and reference to technical service manuals, service information bulletins, blueprints, and schematic manuals; diagnose malfunction and order parts required for repairs by researching parts manual to locate proper parts, contact vendors if necessary, and complete purchase requisitions.

Repair and/or rebuild brake systems including disc, drum, and air brakes; replace brake shoes and pads; turn drums and rotors on a brake lathe; rebuild master cylinder and wheel cylinders and replace brake lines; repair or replace defective air brake components such as air valves, compressors, air tanks, air dryers, air lines, and air chambers.

Repair and/or replace steering and suspension system components such as manual or power-assist steering boxes, power steering pumps and lines, tie rod ends, steering columns, bushings, king pins, springs, ball joints, torsion bars, and shock absorbers.

Repair and/or replace differential and drive line components; remove and disassemble differentials; replace faulty parts, bearings, and seals; reassemble and reinstall differentials; remove drive shafts; replace universal joints; check alignment and balance and reinstall drive shafts.

Repair and service automatic and manual transmissions; replace transmission fluid and filters; replace seals; and repair or replace clutch assemblies.

Maintain and repair electrical and wiring systems; repair or replace generators and alternators; test and replace batteries; locate and replace faulty fuses and wiring in electrical circuitry; replace ignition system components; service and repair starters; and replace or install wiring, connectors, switches, motors, and lamps.

Fabricate and install parts, components, and special use items; measure and draw plans; calculate material requirements; cut and assemble the item by either welding or bolting together; and install the finished product.

Perform related duties as assigned.

EQUIPMENT MECHANIC IV	33	G	9.322
EQUIPMENT MECHANIC III	32	G	9.323
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EQUIPMENT MECHANIC I	29	G	9.333

Page 2 of 6

CLASS CONCEPTS

Equipment Mechanic IV: Under general supervision, incumbents organize, oversee, and direct an agency equipment shop [~~; supervise equipment shop personnel; and may perform the full range of duties described in the series concept including~~] *and are expected to perform the full range of duties described in the series concept to include* complex diagnosis and rebuilding work and performing specialized design and fabrication.

Schedule and oversee equipment repair and maintenance for the agency's fleet by inspecting equipment or consulting with agency personnel; determine type and complexity of work; write work orders; determine priority of repairs and either assign work to agency personnel or arrange for an outside vendor to complete; ensure repairs are completed correctly and in a safe and timely manner; charge labor, parts, and material to the appropriate cost center.

Supervise [~~a crew of~~] subordinate *Equipment Mechanic position(s) and* [~~; typically three or more, and in addition, supervise other equipment shop personnel such as Fleet Service Workers as assigned;~~] *may supervise other shop personnel as assigned. Supervision includes, but is not limited to, performance evaluations, work performance standards, work assignment and review, scheduling, training, and disciplinary actions as required.* [~~hire staff and provide training and technical assistance; assign and review work; initiate disciplinary action and evaluate performance; ensure personnel comply with federal and State laws and regulations and State, agency, and division policies and procedures.~~]

[~~Provide training and~~] *Ensure compliance with federal and State statutes and regulations; agency and division policy and procedures;* [~~ensure compliance with~~] *and* procedures established for the use and disposal of hazardous materials.

Purchase or request authorization to purchase equipment, tools, supplies, and materials including agency fuel required for equipment shop operations, facilities, and vehicle maintenance and operation; monitor inventory, estimate future needs, and locate vendors; locate and examine used equipment suitable for agency needs and make recommendations for purchase to agency management as needed.

Maintain records and prepare reports regarding work orders, purchases, vehicle usage, and fuel usage to be used by agency management for future planning, budget development, and budget monitoring.

Equipment Mechanic III: Under general supervision, incumbents perform the full range of duties described in the series concept at the advanced journey level, and in addition, either:

- 1) Function as a lead worker for lower-level skilled Equipment Mechanics on a regular basis by providing training and technical assistance, [~~assigning and reviewing~~] work *assignment and review*, and providing input to performance evaluations. Positions at this level are distinguished from the lower level of the series by the lead worker responsibilities for skilled Equipment Mechanic II's and journey level skilled trades workers; or
- 2) In a correctional environment, function as a lead worker for an inmate crew on a regular basis and document inmate performance through completion of periodic performance reports. Incumbents are also responsible for implementing security procedures which include securing the work area from unauthorized inmates and accountability for assigned inmates, staff, tools, and equipment. Supervision of a crew of inmates must be within the institution and must be a regular and recurring duty of a position to warrant allocation to this class.

Equipment Mechanic II: Under general supervision, incumbents perform the full range of duties described in the series concept to include journey level duties such as extensive electrical and fuel system diagnosis and repair work, rebuilding complete transmissions, converting surplus military vehicles to fire apparatus, and performing mechanical inspections of vehicles involved in accidents.

EQUIPMENT MECHANIC IV	33	G	9.322
EQUIPMENT MECHANIC III	32	G	9.323
EQUIPMENT MECHANIC II	31	G	9.331
EQUIPMENT MECHANIC I	29	G	9.333

CLASS CONCEPTS (cont'd)

Equipment Mechanic II: (cont'd)

Incumbents may provide training, work direction and review to semi-skilled equipment shop staff such as Equipment Mechanic I's, Fleet Service Workers, students, and inmate workers. This is the journey level in the series.

Equipment Mechanic I: Under close supervision, incumbents receive training in the more complex or specialized duties in preparation for advancement to the next level in the series and perform standard equipment maintenance and repair duties such as air conditioning repairs, repair and rebuilding brakes, disassembling engines, replacing components, and reassembling engines. This is the entry level in the series and progression to Equipment Mechanic II may occur upon meeting minimum qualifications and with approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require incumbents to furnish their own mechanic's tools.
- * In order to meet the needs of each agency, some positions may require specialized background, consistent with the parameters of the class specification.
- * A valid driver's license is required at the time of appointment and as a condition for continuing employment.
- * Some positions require a valid Class A or B commercial driver's license at the time of appointment and as a condition of continuing employment.
- * 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 a pre-employment screening for controlled substances. In addition, federal law requires random testing for controlled substances during employment.
- * Positions in the Division of Forestry must pass a physical agility test, medical examinations, and background investigations provided by the agency.

INFORMATIONAL NOTE:

- * *Applicants must attach verification of successful completion of an apprenticeship program and/or experienced gained through an apprenticeship program at the time of application.*

EQUIPMENT MECHANIC IV

EDUCATION AND EXPERIENCE: Completion of a recognized automotive/equipment repair apprenticeship program followed by two years of journey level experience *equivalent to the Equipment Mechanic II*; **OR** completion of Equipment-Mechanic-In-Training in Nevada State service followed by two years of journey level experience *equivalent to the Equipment Mechanic II*; **OR** one year of experience as an Equipment Mechanic III in Nevada State service; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Detailed knowledge: methods, materials, tools, and equipment used in the assembly, overhaul, repair, and adjustment of automotive maintenance equipment; electrical and mechanical theories and design applicable to the repair and maintenance of equipment; equipment safety, safe work methods and the proper use, storage, and disposal of hazardous materials. *General knowledge of: State administrative regulations, policies, and procedures regarding personnel and purchasing.* **Ability to:** communicate effectively both orally and in writing to provide training, obtain and provide information and explain and interpret policies and procedures;

EQUIPMENT MECHANIC IV	33	G	9.322
EQUIPMENT MECHANIC III	32	G	9.323
EQUIPMENT MECHANIC II	31	G	9.331
EQUIPMENT MECHANIC I	29	G	9.333

Page 4 of 6

MINIMUM QUALIFICATIONS (cont'd)

EQUIPMENT MECHANIC IV (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
 establish and maintain records and files and prepare reports pertaining to shop operations, equipment, materials, and supplies; design and fabricate specialized equipment components and systems; train personnel in new methods and procedures; *determine what equipment changes and modifications are required and write specifications for equipment and parts which reflect those requirements; 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: the principles and practices of supervision. **Ability to:** supervise staff including hiring, training, assigning and reviewing work, establishing work schedules and priorities, administering discipline and evaluating performance; set priorities which reflect the relative importance of the needs of the agency and the capacity of the shop to meet those needs within established policies and guidelines; modify and/or adapt designs, procedures, or methods in order to design new systems, modify existing systems, or accomplish tasks more efficiently; diagnose and determine what repairs are necessary to repair a system to proper working condition, estimate the cost of the repairs, and determine the cost effectiveness and feasibility.

EQUIPMENT MECHANIC III

EDUCATION AND EXPERIENCE: Completion of a recognized automotive/equipment repair apprenticeship program followed by one year of journey level experience *equivalent to the Equipment Mechanic II*; **OR** one year of experience as Equipment Mechanic II in Nevada State Service; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: equipment systems and operating characteristics of equipment; methods, materials, tools, and equipment used in the assembly, overhaul, repair, and adjustment of automotive and maintenance equipment; equipment safety, safe work methods, and the proper use, storage, and disposal of hazardous materials. **Ability to:** read and understand service manuals, operating systems manuals, hydraulic and electrical schematics, and policy and procedure manuals; set priorities which reflect the relative importance of job assignments; establish and maintain effective working relationships with vendors and other sources of technical information; *Skill in: improvising as necessary to perform repairs in the field; and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
~~**General knowledge of:** State administrative regulations, policies and procedures regarding personnel and purchasing. **Ability to:** determine what equipment changes and modifications are required and write specifications for equipment and parts which reflect those requirements; establish and maintain records and files and prepare reports pertaining to shop operations, equipment, materials and supplies; Assign and review the work of others.~~ (These are identical to the Entry Level Knowledge, Skills, and Abilities required for Equipment Mechanic IV.)

EQUIPMENT MECHANIC II

EDUCATION AND EXPERIENCE: Completion of a recognized automotive/equipment repair apprenticeship program; **OR** completion of the Equipment Mechanic-In-Training program in Nevada State service; *OR one year as an Equipment Mechanic I in Nevada State service*; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements and Informational Note*)

EQUIPMENT MECHANIC IV	33	G	9.322
EQUIPMENT MECHANIC III	32	G	9.323
EQUIPMENT MECHANIC II	31	G	9.331
EQUIPMENT MECHANIC I	29	G	9.333

Page 5 of 6

MINIMUM QUALIFICATIONS (cont'd)

EQUIPMENT MECHANIC II (cont'd)

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

Working knowledge of: equipment systems and operating characteristics of equipment; methods, materials, tools, and equipment used in the assembly, overhaul, repair, and adjustment of automotive equipment. **Ability to:** read and understand repair orders, service manuals, operating systems manuals, and hydraulic and electrical schematics; diagnose and determine repairs necessary to restore a system to proper working condition; use various diagnostic and testing equipment and precision measuring devices; work independently and follow through on assignments with minimal direction. **Skill in:** repairing, rebuilding, and modifying all components of vehicles/equipment including rebuilding transmissions and performing extensive electrical and fuel system diagnosis and repair; *and all knowledge, skills and abilities required at the lower level.*

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

~~[Working knowledge of: agency and division rules, policies, and procedures; the equipment operating systems and operating characteristics of the specialized equipment maintained by the agency to which assigned. Skill in: improvising as necessary to perform repairs in the field.]~~ *(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Equipment Mechanic III.)*

EQUIPMENT MECHANIC I

EDUCATION AND EXPERIENCE: Three years of supervised experience in an automotive/equipment repair apprenticeship program; **OR** three years of training as an Equipment Mechanic-In-Training in Nevada State service; **OR** equivalent combination of education and experience *as described above.* (See *Special Requirements and Informational Note*)

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

Working knowledge of: automatic and manual transmissions and power trains; automotive emission control; automotive ignition system diagnosis and repair. **General knowledge of:** basic principles of diesel mechanics. **Ability to:** write to prepare work orders, requisition supplies, and document conditions of equipment; read and understand repair orders, service manuals, operating system manuals, and hydraulic and electrical schematics; use various diagnostic and testing equipment and precision measuring devices. **Skill in:** performing maintenance and repair work on air conditioning and hydraulic systems; performing repairs on automatic and manual transmissions and power trains, automotive emission controls, and ignition systems; the use of tools, gauges, and special test equipment used in automotive equipment diagnosis and repair the equipment systems and operating characteristics of automotive equipment methods, materials, tools, and equipment used in the construction, assembly, overhaul, repair, and adjustment of automotive and/or construction and maintenance equipment; safe working procedures and the proper use, storage, and disposal of hazardous materials; applying basic arc and acetylene welding and cutting and basic machining; rebuilding and repair work on vehicle engines, brakes, suspensions, and steering; fuel, lubrication, and cooling systems; ignition and emission systems; transmission work and hydraulic repairs.

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Equipment Mechanic 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.

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EQUIPMENT MECHANIC IV
EQUIPMENT MECHANIC III
EQUIPMENT MECHANIC II
EQUIPMENT MECHANIC I

33 G 9.322
32 G 9.323
31 G 9.331
29 G 9.333

Page 6 of 6

9.322

9.323

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