



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#43-15

August 13, 2015

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Employee Representatives

FROM: Lee-Ann Easton, Administrator *Lee-Ann Easton*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES

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 Peter Long at plong@admin.nv.gov no later than September 15, 2015.

If no written objections are received in this office by September 15, 2015, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

LE/tp

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: **Posting #4-16**
Posting Expires: **September 15, 2015**

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	EE0-4
9.117	Highway Maintenance Worker IV	31	H	9.117	No Change	31	H
9.120	Highway Maintenance Worker III	29	H	9.120	No Change	29	H
9.127	Highway Maintenance Worker II	26	H	9.127	No Change	26	H
9.130	Highway Maintenance Worker I	23	H	9.130	Highway Maintenance Worker I	23	H

Basis for Recommendation

At the request of the Department of Transportation, HR Division, Human Resource Management recommends revisions to the minimum qualifications for the Highway Maintenance Worker I to allow for Highway Construction Aids who have obtained one year of experience to qualify for the Highway Maintenance Worker I class. The Department feels this revision will assist in broadening their applicant pool and supports the change.

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 September 15, 2015. Objections should be addressed to Peter Long, Deputy Division Administrator, 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: August 13, 2015



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>
HIGHWAY MAINTENANCE WORKER IV	31	H	9.117
HIGHWAY MAINTENANCE WORKER III	29	H	9.120
HIGHWAY MAINTENANCE WORKER II	26	H	9.127
HIGHWAY MAINTENANCE WORKER I	23	H	9.130

SERIES CONCEPT

Highway Maintenance Workers are certified by the Nevada Department of Transportation (NDOT) to operate a variety of complex or specialized highway maintenance and construction equipment in order to restore and maintain the integrity of roadway surfaces; maintain roadside slopes, shoulders, culverts and ditches to restore drainage and prevent erosion; and repair or replace related roadway appurtenances such as guardrails, markers, guide posts and fences.

Operate and perform preventive maintenance and minor repair on a variety of light, medium and heavy duty highway maintenance and construction equipment such as a rotary snowplow, motor grader, crawler/tractor, backhoe/grade-all, truck mounted asphalt distributor, chip spreader, cold planer, paint striper, vacuum sweeper, and culvert cleaner.

Act as designated certified operator for certification of Highway Maintenance Worker I's and II's; demonstrate and oversee equipment operation and provide training in established safety policies and requirements.

Operate equipment or backup vehicles to install long line, solid and skip lines and gore lines; measure and install various permanent and temporary pavement markings.

Apply chip and flush seals to the construction of maintenance overlays, and cold milling and inlays with hot asphalt.

Provide information for input into the Maintenance Management System; respond to customer service requests and prepare billable accident reports.

Establish traffic controls using accepted methods to reroute traffic or control traffic speed and flow in highway maintenance areas, construction zones, and accident scenes.

Mix salt and sand stockpiles; operate loaders to load salt and sand into trucks; apply anti-icing chemicals; remove snow with medium and heavy dump trucks with snow plows, spreaders and pre-wetting equipment; operate motor graders; construct and maintain brine-making facilities.

Maintain radio contact with a base station, maintenance personnel and law enforcement agencies; use information provided by the Intelligent Transportation System and the District Operations Center; use the Incident Command System protocol and respond to emergencies outside normal working hours.

Install, repair and replace roadway signs and signposts; repair and replace bulbs, fixtures, and sensors on lighted sign structures; clean and replace overhead sign panels.

Monitor contract compliance and quality control including testing/materials and completed work performed by contractors.

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SERIES CONCEPT (cont'd)

Maintain landscaped areas and the highway right-of-way; repair, widen or reconstruct tree wells; replace dead or damaged trees, flowers, shrubs and ground cover; fertilize, mow, and re-seed lawns.

Remove roadway and roadside debris, excess dirt, vegetation and other traffic hazards; remove dead animals and biohazards.

Respond to accidents and fatalities and complete required forms and documentation.

Perform related duties as assigned.

CLASS CONCEPTS

Highway Maintenance Worker IV: Under general supervision, incumbents function as leadworkers and as an assistant to the Highway Maintenance Supervisor I. Incumbents plan and schedule maintenance activities including determining what equipment and materials are required, assigning personnel, and completing required records. As the assistant supervisor, they participate in the duties described in the series concept; assign and review the work of lower level personnel; provide input into performance evaluations; assist the supervisor in laying out a variety of roadway or specialty maintenance work; organize equipment, materials, personnel and procedures; and respond to emergencies.

Positions in this class are distinguished from the lower levels by ongoing responsibility to provide assistance to the crew supervisor. These responsibilities require a greater depth of knowledge of equipment, materials, methods and procedures relative to highway maintenance and a greater degree of skill in overseeing the work of others, preparing reports and making decisions that impact production and safety.

Incumbents interpret a variety of departmental manuals or industry standards relative to the Maintenance Management System, standard plans, hazardous material, traffic control and equipment repair in order to promote efficiency and safety; and may conduct or oversee sampling and testing of materials such as salt/sand or aggregate.

Highway Maintenance Worker III: Under general supervision, incumbents perform the duties described in the series concept at the journey level. Positions in this class are distinguished from those at the lower levels by the complexities involved in operating and training others in the use of specialized or complex highway maintenance and construction equipment as determined by NDOT. This is the journey level in the series.

Incumbents instruct other employees in the operation of equipment associated with highway maintenance and construction crews including specialty areas such as striping, landscaping, and lighting and signs. They also observe and verify the proficiency of other employees who are working toward certification. Incumbents review written procedures on traffic control, activities coding, sign configuration and placement, highway lighting, pavement marking/striping, chemical spraying, and snow and ice prevention and removal.

Highway Maintenance Worker II: Under supervision, incumbents continue to receive training in performing the duties described in the series concept. This is the continuing trainee level, and incumbents may progress to the next level after one year of being certified as a fully trained operator of complex or specialized highway maintenance and construction equipment as designated by NDOT and with the approval of the appointing authority.

HIGHWAY MAINTENANCE WORKER IV	31	H	9.117
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CLASS CONCEPTS (cont'd)

Highway Maintenance Worker I: Under close supervision, incumbents work with experienced staff while learning to perform the duties described in the series concept. This is the entry level in the series and incumbents may progress to the next level upon meeting the minimum qualifications and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, 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.

INFORMATIONAL NOTES:

- * A class A or B commercial driver's license, including appropriate endorsements, will be required within six months of appointment for positions that are required to operate a commercial vehicle or transport hazardous materials. These positions will be identified at the time of recruitment.
- * In order to meet the needs of specialized disciplines within the highway maintenance field, certified equipment proficiency or specialized skills may be required for Highway Maintenance Worker III's and IV's and will be identified at the time of recruitment.

HIGHWAY MAINTENANCE WORKER IV

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience as a Highway Maintenance Worker III in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirements and Informational Notes)*

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

Detailed knowledge of: materials, methods and equipment commonly used in reconstructing, renovating or repairing highway roadbed, surface, shoulders, drainage facilities, and fixtures; pruning and watering techniques for landscaped areas; traffic paints and beads and retroreflectivity qualities of these materials; hazardous materials isolation zones as first responders to hazardous material spills; Maintenance Management System Manual; dust control techniques; endangered species habitats, protection techniques and safe removal of non-native species; environmental regulations that impact the method of work at job sites; incident command system and operational controls during emergency operations; *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: supervisory principles and practices; procedures related to payroll records, activity reports and status reports associated with a highway maintenance crew; Maintenance Management System Manual and associated coding elements; policies, procedures and regulations affecting roadway and specialty maintenance crew activities.

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MINIMUM QUALIFICATIONS (cont'd)

HIGHWAY MAINTENANCE WORKER III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience following certification in the operation of complex or specialized highway maintenance and construction equipment as designated by NDOT; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Notes*)

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

Detailed knowledge of: traffic control and routing through highway maintenance and construction zones; snow removal and anti-icing techniques, materials and equipment; proper drainage and erosion control methods. **Working knowledge of:** materials, methods and equipment commonly used in reconstructing, renovating or repairing highway roadbed, surface, shoulders, drainage facilities, and fixtures; pruning and watering techniques for landscaped areas; traffic paints and beads and retroreflectivity qualities of these materials; hazardous materials isolation zones as first responders to hazardous material spills; Maintenance Management System Manual; dust control techniques; endangered species habitats, protection techniques and safe removal of non-native species; environmental regulations that impact the method of work at job sites; incident command system and operational controls during emergency operations. **Ability to:** train others in the operation of complex or specialized highway maintenance and construction equipment; estimate quantities of labor and material needed for a project; read, interpret and explain policies, procedures, regulations and standard plans associated with maintenance activities; operate and maintain complex or specialized highway maintenance and construction equipment; work effectively with staff and representatives of other agencies and companies; diagnose the cause and extent of common equipment, component or basic system malfunctions; *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 Highway Maintenance Worker IV.)

HIGHWAY MAINTENANCE WORKER II

EDUCATION AND EXPERIENCE: One year of experience performing basic highway maintenance work; **OR** one year of experience as a Highway Maintenance Worker I in Nevada State service. (*See Special Requirements and Informational Notes*)

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

Working knowledge of: herbicide/insecticide application procedures and equipment. **General knowledge of:** repairing highway roadbed, surface, shoulders, drainage facilities, and fixtures; materials, methods, and equipment used in routine highway maintenance activities; traffic control and routing through highway maintenance and construction zones; proper drainage and erosion control methods; snow removal and anti-icing techniques, materials and equipment; pruning and watering techniques for landscaped areas; traffic paints and beads and retroreflectivity qualities of these systems; dust control techniques; endangered species habitats, protection techniques and safe removal of non-native species; environmental regulations that control the method of work at job sites; incident command system and operational controls used during emergency operations. **Ability to:** safely operate and maintain a variety of hand and power tools associated with routine highway maintenance tasks; read and understand the Maintenance Management System Manual; *and all knowledge, skills and abilities required at the lower level.*

HIGHWAY MAINTENANCE WORKER IV	31	H	9.117
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MINIMUM QUALIFICATIONS (cont'd)

HIGHWAY MAINTENANCE WORKER 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 Highway Maintenance Worker III.)

HIGHWAY MAINTENANCE WORKER I

EDUCATION AND EXPERIENCE: One year of general labor or semi-skilled work experience that required the ability and dexterity to operate tools and equipment [-]; ***OR one year of experience as a Highway Construction Aid in Nevada State service.*** (See Special Requirements and Informational Notes)

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

Ability to: read at a sufficient level to understand written instructions on vehicle operation, vehicle maintenance, work procedures, and hazardous material handling; follow oral and written instructions; use common hand tools such as rakes and shovels; work as a member of a team; effectively communicate with co-workers and the public; work under adverse conditions such as extreme heat or extreme cold, in or near the path of moving vehicles, or on difficult or steep terrain; perform heavy physical labor; write sufficiently to keep simple records.

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

	<u>9.117</u>	<u>9.120</u>	<u>9.127</u>	<u>9.130</u>
ESTABLISHED:	2/19/82	8/31/73	1/1/61	1/1/61
REVISED:		12/13/77	4/1/70	4/1/70
REVISED:		4/8/83	2/17/77	3/22/71
REVISED:				12/7/76
REVISED:	7/1/91P	7/1/91P	7/1/91P	7/1/91P
REVISED:	11/29/90PC	11/29/90PC	11/29/90PC	11/29/90PC
REVISED:	5/16/94UC	5/16/94UC	5/16/94UC	5/16/94UC
REVISED:	3/18/98UC	3/18/98UC	3/18/98UC	3/18/98UC
REVISED:	7/1/07P	7/1/07P	7/1/07P	7/1/07P
	8/11/06PC	8/11/06PC	8/11/06PC	8/11/06PC
REVISED:	9/15/15RNC	9/15/15RNC	9/15/15RNC	9/15/15UC