



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#46-15

August 14, 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 16, 2015.

If no written objections are received in this office by September 16, 2015, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

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NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: **Posting #7-16**
Posting Expires: **September 16, 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
9.445	Maintenance Repair Specialist II	31	H	<i>9.445</i>	<i>Maintenance Repair Specialist II</i>	<i>31</i>	<i>H</i>
9.441	Maintenance Repair Specialist I	30	H	<i>9.441</i>	<i>Maintenance Repair Specialist I</i>	<i>30</i>	<i>H</i>

Basis for Recommendation

In conjunction with the Department of Conservation and Natural Resources, Parks Division, the Division of Human Resource Management recommends minor revisions to the class concepts of the Maintenance Repair Specialist class.

The reference to District Park Maintenance Supervisor title has been removed from the Maintenance Repair Specialist II class concept due to the fact that the title no longer exists. The Maintenance Repair Specialist I class concept has been revised to update titles and to remove obsolete titles.

Maintenance Repair Specialist perform a variety of skilled work in two or more of the mechanical and construction trades in order to repair, construct, and/or maintain buildings, grounds and equipment; incumbents perform skilled plumbing work to maintain, repair, and modify plumbing systems and fixtures; review blueprints and determine the best method of modifying the plumbing system in accordance with code requirements. They perform skilled carpentry work to construct, maintain, repair, and modify facilities, fixtures, furniture and woodwork. Additionally, incumbents perform skilled electrical work such as reviewing blueprints and schematics; calculating load requirements; laying out projects and installing wiring, fixtures, and equipment in accordance with code requirements; install switches, relays, and circuit breaker panels; troubleshoot and repair electric motors, generators and equipment. They also perform skilled painting work; prepare surfaces and apply paint with brushes and airless spray equipment.

The Department of Conservation and Natural Resources supports the 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 September 16, 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 14, 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>
MAINTENANCE REPAIR SPECIALIST II	31	H	9.445
MAINTENANCE REPAIR SPECIALIST I	30	H	9.441

SERIES CONCEPT

Maintenance Repair Specialists perform a variety of skilled work in two or more of the mechanical and construction trades in order to repair, construct, and/or maintain buildings, grounds and equipment.

Perform skilled plumbing work to maintain, repair, and modify plumbing systems and fixtures; review blueprints and determine the best method of modifying the plumbing system in accordance with code requirements; determine the type, quantity and cost of materials needed; replace lines by measuring and cutting pipe, assemble pipes and fittings, and join pipes by threading or soldering; install and repair hot water heaters; repair three-phase electric well pumps and controls.

Perform skilled carpentry work to construct, maintain, repair, and modify facilities, fixtures, furniture and woodwork; review plans and specifications; lay out projects in accordance with code requirements and purchase appropriate materials; construct forms and pour and finish concrete for slabs and floors; construct roofs and walls; install doors and windows.

Perform skilled electrical work such as reviewing blueprints and schematics; calculating load requirements; laying out projects and installing wiring, fixtures, and equipment in accordance with code requirements; install switches, relays, and circuit breaker panels; troubleshoot and repair electric motors, generators and equipment.

Perform skilled painting work; prepare surfaces and apply paint with brushes and airless spray equipment; apply wall coverings; stain and varnish furniture to maintain the condition and appearance of structures, furniture and fixtures.

Perform skilled equipment mechanical work to maintain equipment in proper working order; repair carburetors; overhaul automatic and standard transmissions; repair front and rear differentials; repair hydraulic systems on light, medium and heavy equipment to maintain in proper working order.

May serve as a leadworker or first line supervisor to semi-skilled or general labor staff such as maintenance repair workers, grounds service workers, ~~park-aids,~~ and custodial workers; maintain equipment maintenance and facility records and prepare related reports.

Perform related duties as assigned.

CLASS CONCEPTS

Maintenance Repair Specialist II: Under general supervision, incumbents perform the full range of duties described in the series concept and either:

- 1) function as the sole assistant to the supervisor in the area of facility management by participating in project planning; reviewing work completed by contractors for compliance with plans

CLASS CONCEPTS (cont'd)

Maintenance Repair Specialist II (cont'd)

and specifications; developing maintenance policies and procedures for the facility; providing information regarding facility needs and estimated costs for inclusion in the facility budget; and may supervise lower level staff by providing training, assigning and reviewing work, and evaluating performance; or

- 2) in a correctional environment, serve as leadworker for a regularly assigned crew of inmates the preponderance of the time. Inmate performance is documented through completion of periodic progress reports and incumbents are responsible for implementing security procedures which includes securing the work area from unauthorized inmates and accountability for assigned inmates, staff, tools, materials and equipment.

Positions allocated to this class are distinguished from Maintenance Repair Specialist I by ongoing leadworker and administrative duties. This is the advanced journey level in the series.

This class differs from the Facility Supervisor ~~[and the District Park Maintenance Supervisor]~~ class~~[es]~~ in that positions allocated to ~~[those]~~ **this** class~~[es]~~ are principally responsible for overall management of facilities, making determinations as to needed repairs and modifications, and arranging and supervising repair and maintenance work performed by agency staff or contractors. In contrast, performing skilled work in two or more major trades is the primary duty of incumbents allocated to the Maintenance Repair Specialist series and administrative and supervisory duties are subordinate to that responsibility.

Maintenance Repair Specialist I: Incumbents in this class typically work under the general supervision of a facility supervisor, ~~[maintenance manager]~~ **facility manager**, ~~[park supervisor, district park maintenance supervisor]~~ or division head and perform the range of duties described in the series concept. Incumbents plan, lay out and prepare cost estimates for projects; perform most repair and maintenance activities independently and are assigned to facilities ~~[or districts]~~ having varied building and mechanical systems, equipment, and structures. The majority of skilled maintenance and repair work is performed in-house. This is the journey level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * 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.
- * Some positions require a valid commercial driver's license is required at the time of appointment and as a condition of continuing employment.

MAINTENANCE REPAIR SPECIALIST II

EDUCATION AND EXPERIENCE: Four years of progressively responsible experience under the supervision of journey level trades persons in two or more of the major building or mechanical trades and one year of journey level experience which included responsibility for performing a variety of repair and maintenance activities, laying out jobs and ordering materials; **OR** one year of journey level experience as a Maintenance Repair Specialist I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

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

Working knowledge of: advanced practices, methods, materials, tools, and equipment used in the building and mechanical trades, and one year of journey level experience as related to the maintenance

MINIMUM QUALIFICATIONS (cont'd)

MAINTENANCE REPAIR SPECIALIST II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

and repair of buildings, grounds and equipment; State and local building and fire codes relevant to the requirements of the position. **Ability to:** set priorities of job assignments based on agency needs; modify and/or adapt designs, procedures, or methods in order to design new systems, modify existing systems, or accomplish tasks more efficiently; inspect and review the work of subordinates and contractors; *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: State and agency policies and procedures pertaining to facility operations, personnel, and purchasing. **Ability to:** provide technical guidance to staff including training, assigning and reviewing work, and evaluating performance; establish and maintain records and files and prepare reports pertaining to facility operations, materials, and supplies.

MAINTENANCE REPAIR SPECIALIST I

EDUCATION AND EXPERIENCE: Four years of progressively responsible experience under the supervision of journey level trades persons in two or more of the major building or mechanical trades which included responsibility for performing a variety of repair and maintenance activities, laying out jobs and ordering materials; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

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

Working knowledge of: safety hazards and safe working procedures; standard practices, methods, materials, tools, and equipment used in the building and mechanical trades as related to the maintenance and repair of buildings, grounds, and equipment. **Ability to:** prepare written work orders, requisition supplies, and prepare specifications; read and interpret repair orders, service manuals and building codes; read and interpret blueprints, construction drawings, and electrical schematics; plan projects, sketch working drawings, and lay out materials; estimate the materials and time required to complete projects; add, subtract, multiply and divide whole numbers, fractions and decimals to calculate dimensions, volumes, capacities, material needs and lay out projects; work on ladders and scaffolding and in confined building access areas; use various diagnostic and testing equipment. **Skill in:** safely operating and maintaining hand and power tools used in the building and mechanical trades; performing a variety of work in two or more of the major building or mechanical trades to include plumbing, electrical, carpentry, painting, welding and equipment mechanics; operating and maintaining vehicles and equipment as required by the agency to which assigned.

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

Working knowledge of: agency structures, facilities, systems, and equipment. **General knowledge of:** agency policies and procedures pertaining to facility operations; national, State and local building codes and fire codes. **Ability to:** conduct inspections and identify the maintenance and repair needs of buildings, grounds and equipment.

MAINTENANCE REPAIR SPECIALIST II

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MAINTENANCE REPAIR SPECIALIST I

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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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9.441

ESTABLISHED:

7/1/91P

1/1/61

11/29/90PC

REVISED:

9/9/69

REVISED:

10/25/85-3

REVISED:

7/1/91P

11/29/90PC

REVISED:

9/19/03PC

9/19/03PC

REVISED:

2/10/06PC

2/10/06PC

REVISED:

9/16/15UC

9/16/15UC