

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: July 13, 2011

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: D. TARWATER, SECRETARY

SUBJECT: C. JOB DESCRIPTIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

JOB DESCRIPTIONS:

SEGAL CLASS/COMP STUDY REVISIONS

1. Aquatics Specialist, formerly Recreation Leader I/II (X) – Aquatics
2. Aquatics Supervisor, formerly Aquatic Coordinator
3. Engineering Associate, formerly Engineering Associate I/II (X) including Design & Street Rehabilitation, Electrical, Land Development, Planning, Special Improvement District, and Traffic
4. Engineering Project Manager
5. Engineering Technician, formerly Engineering Technician I/II (X)
6. Information Technologies Training Specialist
7. Judicial Enforcement Officer, formerly Judicial Enforcement Officer I/II (X)
8. Judicial Enforcement Supervisor
9. Pool Maintenance Supervisor
10. Project Engineer
11. Senior Engineering Associate
12. Senior Engineering Technician
13. Senior Judicial Enforcement Officer
14. Web Developer, formerly Internet Developer/Analyst

OTHER REVISIONS

15. Deputy Fire Marshal - required certifications were revised.
16. Fire Battalion Chief was revised at the request of the department.

RECOMMENDATION

The City recommends approval of the revised job descriptions.

AQUATICS SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Oversees the day-to-day operation of swimming pool facilities throughout the city; coordinates location staffing; identifies facilities maintenance needs; contacts appropriate maintenance staff as needed; provides aquatics programming.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory or management staff.

May act as a lead worker, exercising functional or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. When acting as a lead worker, ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
2. Opens and closes facility; sets up and takes down equipment and supplies needed for scheduled activities; ensures that safety equipment is in good working order and easily accessible.
3. Provides assistance to administrative offices as needed; assists at front desk when required, including answering telephones, registering participants, selling swim passes, collecting fees, preparing cash deposit and report, providing information and responding to complaints.
4. Coordinates hourly lifeguard and pool manager staff; schedules coverage and rotations.
5. Plans, schedules and monitors swim classes, meets and other activities and special events; evaluates instructional programs.

CITY OF LAS VEGAS
Aquatics Specialist (*continued*)

Essential Functions:

6. Gathers information from various sources to identify needs and trends for new programs; drafts program outlines which include the target participant group, description of the activity, estimate of staffing and equipment needs and any other costs, potential risks and plans to minimize them; submits plan to management for approval and upon approval, proceeds with implementation.
7. Coordinates aquatics facility rentals for private events including collecting payments, scheduling staff and setting up safety and recreation equipment.
8. Teaches lifeguard CPR, first aid and instructor-level certification classes.
9. Visits pool sites to ensure appropriate levels of safety, cleanliness and service; provides corrective instruction to city staff as necessary.
10. Enforces facility, department and city rules and regulations.
11. Assists in preparing promotional materials and displays.
12. Maintains inventory of equipment. Participates in the procurement process, including researching materials and equipment.
13. Participates in recruiting and training seasonal staff.
14. Administers first aid and conducts pool rescues when needed.
15. Assists in preparing pool safety audits and emergency action plans.
16. Prepares a variety of paperwork and reports.

Marginal Functions:

1. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.
2. Enters aquatics classes into the computer system; updates class information as necessary.
3. Performs safety and health related cleaning and maintenance services as needed in facilities.
4. Performs related duties and responsibilities as required.

CITY OF LAS VEGAS
Aquatics Specialist (*continued*)

QUALIFICATIONS

Knowledge of:

Water hazards and life saving techniques.
Pool staff certification requirements.
General recreation principles and practices.
Occupational hazards and standard safety practices.
Aquatic leisure activities and recreation for all ages.
Rules and regulations of various aquatic activities.
Principles of lead supervision and training.
English usage, spelling, grammar and punctuation.
Pertinent federal, state and local laws, codes and regulations.
Techniques and methods for aquatic instruction and education.
Principles and practices of a comprehensive aquatic recreation program for all ages.
Principles and practices of operating a public aquatic facility.
Office procedures and equipment.
Techniques and methods for instruction.
Methods of identifying aquatic recreational needs of the community.
Report writing techniques.
Publicity techniques.
First aid and CPR.
Principles and procedures of record keeping.

Skills in:

Swimming at a level adequate to perform essential functions and maintain certifications.
Organizing numerous details of a program.
Administering a variety of aquatic recreational programs.
Interacting effectively with all ages.
Operating a cash register or cash box.
Operating computers and basic software.
Responding to requests and inquiries from the general public.
Working independently in the absence of supervision.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.
Coaching, refereeing and organizing aquatic sports and games.
Overseeing and evaluating aquatic programs and staff.
Maintaining accurate records.
Drafting comprehensive proposals.

CITY OF LAS VEGAS
Aquatics Specialist (*continued*)

Experience and Training Requirements

Experience:

One year of experience working with aquatic recreation programs.

Training:

Associate's degree from an accredited college or university in a related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate:

Possession and maintenance of automated external defibrillator (AED), cardiopulmonary resuscitation (CPR) for the Professional Rescuer and First Aid Instructor certificates on the date of application.

Possession and maintenance of Lifeguard and Water Safety Instructor certificates on the date of application.

WORKING CONDITIONS

Constantly = more than 2/3 of the time; Frequently = 1/3 to 2/3 of the time; Occasionally = less than 1/3 of the time; Infrequently = less than 5% of the time.

Environmental Conditions:

Locations: Indoors within various building facilities and outdoors in or by a pool.

Hazards: Drowning. Exposure to slippery surfaces, contagious diseases, bodily fluids of participants, sharp objects, moving objects, workplace violence and inclement weather conditions.

Equipment Used: Power tools, office machinery, office equipment, arts and crafts equipment, exercise equipment, swimming and pool equipment.

Safety Equipment: CPR masks, goggles, surgical gloves, lifting belts, shepherd's hook, flotation devices.

Physical Conditions:

Essential and marginal functions require:

Standing/walking: Frequently, standing in combination with walking or running, indoors and outdoors while performing general duties , up to 1 mile per day.

Sitting: Frequently, sitting in a lifeguard chair or office while watching swimmers, planning program, class and event details, flyers, evaluations, documentation, etc.

Lift/carry: Occasionally, 10-50 lbs.. Infrequently 50-250 lbs., lifting an injured swimmer from a pool, equipment, materials. Carry up to 100 ft.

CITY OF LAS VEGAS
Aquatics Specialist (*continued*)

Physical Conditions:

Push/pull: Occasionally, using both hands and arms in moving equipment, materials or supplies, exerting a force of 25-75 lbs.

Climbing: Infrequently, in and out of lifeguard chair, stairs, bleachers, ladders, in and out of trucks, vans and buses.

Bending/twisting: Occasionally, at waist, knees and neck while performing various recreation and swimming activities.

Kneeling/crouching/crawling: Infrequently, while assisting a small child or performing repair and maintenance duties.

Hands/arms: Constantly, use of both hands and arms in rescuing, swimming, reaching, handling, grasping, gripping, typing, writing, drawing, etc.

Sight: Constantly, use of sight abilities, including hand and eye coordination and depth perception.

Speech/hearing: Constantly, in communication with co-workers, participants and the general public.

Maintaining effective audio-visual discrimination and perception needed for: Making observations. Communicating with others. Reading and writing. Operating assigned equipment.

Maintaining mental capacity which allows the capability of: Making sound decisions. Effective interaction and communication with others. Demonstrating intellectual capabilities.

SEGAL

REV 8/1/2010 (formerly Recreation Leader I/II (X)-Aquatics)

FLSA and City: nonexempt

CSB 7/13/11

AQUATICS SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Supervises the operation of all city aquatics facilities and staff, including all personnel, budgeting and reporting. Creates, implements, and evaluates aquatics programming. Develops and maintains community relationships.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Leisure Services Supervisor or other supervisory/management staff.

Acts as a formal supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Acts as first line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.
2. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
3. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials and equipment and requisitioning materials as needed.
4. Plans, directs and coordinates a variety of aquatic activities, programs and classes to meet the needs of the people in the community; reviews program outlines prepared by staff, provides suggestions for improvement and forwards to Leisure Services Supervisor.
5. Prepares a master calendar for summer and year round aquatic program and assigns staff to instruct classes and run programs.

CITY OF LAS VEGAS
Aquatics Supervisor (*Continued*)

Essential Functions:

6. Evaluates activities, programs and classes for content, techniques and special problems.
7. Provides instructor certification training to qualified aquatics staff; occasionally instructs other classes.
8. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
9. Develops and maintains positive working relationships with school administration, community groups and other agencies.
10. Coordinates aquatics facility rentals for private events and summer camps including instructing rental groups on rental and usage requirements and ensuring rental groups meet insurance requirements and adhere to all rental rules, regulations and requirements.
11. Monitors and inspects maintenance of aquatics facilities and equipment to ensure facilities adhere to standards of cleanliness and safety; prepares monthly facilities report; requests maintenance services as necessary.
12. Participates in the preparation and administration of aquatics program budget. Submits budget recommendations. Monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Prepares reports on actual and estimated revenues and expenditures.
13. Prepares marketing materials and displays; performs public relations duties including giving media interviews and presentations at public events.
14. Enforces facility, department and city rules and regulations.
15. Develops an emergency action plan and practices the plan regularly with staff.
16. Conducts regular in-service training with lifeguards and instructors to review first aid, lifeguarding and CPR procedures.
17. Prepares a variety of reports.
18. Maintains pool staff certifications on file on and monitors certification expiration dates.

Marginal Functions:

1. Maintains a variety of automated and manual logs, records and files.
2. Completes all accident and incident reports and distributes reports to supervisor.
3. Partners with community leaders and citizen groups to promote and implement water safety programs and events.

CITY OF LAS VEGAS
Aquatics Supervisor (*Continued*)

Marginal Functions:

4. Performs safety and health related cleaning and maintenance services as needed.
5. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of aquatic recreation programming.
6. Reviews designs for pool construction and remodeling and provides recommendations.
7. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles and practices of aquatic activities.
Functions and activities of an aquatic facility.
Principles and practices of maintaining a public aquatic facility.
Principles of supervision, performance evaluation and training.
Modern and complex principles and practices of maintaining a public aquatic facility.
Occupational hazards and standard safety practices.
Lifeguard techniques.
Pool staff certification requirements.
Modern office procedures and equipment.
Pertinent federal, state and local laws, codes and regulations.
Basic first aid and CPR.

Skills in:

Swimming at a level adequate to perform essential and maintain certifications.
Maintaining a variety of records.
Preparing reports.
Analyzing problems, identifying alternative solutions and projecting consequences of proposed actions.
Using initiative and independent judgment within established guidelines.
Independently performing the most difficult work assigned.
Interpreting, explaining and enforcing policies and procedures.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in aquatic program development and management experience, including lead responsibility.

CITY OF LAS VEGAS
Aquatics Supervisor (Continued)

Training:

Bachelor's degree from an accredited college or university with a major in recreation management or a related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Possession of an appropriate valid driver's license on the date of application, and maintenance thereafter.

Possession and maintenance of CPR-Professional Rescuer and First Aid Instructor certificates on the date of application.

Possession and maintenance of Lifeguard Training and Water Safety Instructor certifications on the date of application.

WORKING CONDITIONS

Environmental Conditions:

Location: Indoor and outdoor aquatic recreational facilities; travel from site to site.

Hazards: Exposure to inclement weather conditions, water, noise.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, bending, stooping, kneeling or sitting for extended periods of time;*
- *Moderate to heavy lifting; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL

REV 8/19/2010 (formerly Aquatic Coordinator)

Nonexempt CSB 7/13/11

ENGINEERING ASSOCIATE

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Performs a variety of tasks involved in the production of work associated with engineers and contractors; researches and coordinates projects and activities with other departments and outside agencies; and performs technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Engineering Associate series. Employees within this class perform the full range of duties as assigned including conducting independent plan reviews and reviewing complex construction drawings. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from higher level supervisory or management staff.

May receive functional and technical supervision from Sr. Engineering Associates or higher level staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Monitors the work of developers, contractors, surveyors and engineers; ensures compliance with applicable laws, statutes, codes and regulations.
2. Prepares, reviews, approves, and processes a variety of contracts, applications, plans, drawings, specifications, maps, and related documents and contracts to ensure compliance with engineering standards and applicable city, county, and state laws, statutes, codes, and regulations. Provides revisions or conditions of approval if necessary. Prepares and issues permits as applicable.
3. Reviews and prepares engineering quantities and estimates costs; ensures the accuracy of computations, preliminary layout and design work from field and survey data; recommends changes as appropriate.

CITY OF LAS VEGAS
Engineering Associate (Continued)

Essential Functions:

4. Prepares legal descriptions and maps of existing and proposed developments using survey data, on-site inspections, aerial photographs, and other supporting documentation.
5. Coordinates projects and the review of plans with other offices and outside agencies; acts as the point of contact to ensure efficient review and approval of documentation.
6. Investigates and responds to inquiries from other city staff and the public, including engineers, developers, and private citizens.
7. Maintains databases using a variety of information and data; performs database audits to ensure data accuracy. Creates and maintains GIS databases.
8. Assembles data, and prepares project and planning reports of varying complexity.
9. Conducts on-site inspections; documents findings and necessary adjustments.
10. Attends various meetings throughout the lifecycle of a project. Records minutes of meetings for project files. Distributes documents to contractors, staff, and other city departments.
11. Assists in negotiating and administering consultant agreements.
12. Operates a full range of survey equipment including computer aided design and drafting systems.
13. Prepares designs, reports, displays, and exhibits to support staff projects at public meetings and special events. Answers questions during public forums.

Marginal Functions:

1. Maintains records and files on agreements and other documentation.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

General engineering and land surveying principles and practices.

Survey principles and practices.

Construction practices and terminology.

Materials, tools and equipment used in surveying and civil engineering.

Principles of mathematics as applied to surveying and engineering work.

Modern office procedures, methods and computer equipment.

Pertinent federal, state and local laws, codes and regulations including civil engineering laws and regulations.

CITY OF LAS VEGAS
Engineering Associate (Continued)

Skills in:

Operating computer equipment.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining cooperative working relationships with those contacted in the course of work.

Using initiative and independent judgment within established guidelines.

Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.

Communicating with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.

Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.

Experience and Training Guidelines

Experience:

No previous experience is required.

Training:

Bachelor's degree from an accredited college or university with a major in civil engineering or a related field.

May substitute combination of equivalent education and experience. The city assesses 1.5 years of fulltime related experience as equivalent to one year of education.

WORKING CONDITIONS

Environmental Conditions:

Location: Office and field environment.

Hazards: Exposure to dust, noise and construction equipment.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or sitting for extended periods of time;*
- *Moderate lifting; and*
- *Operating assigned equipment and vehicles.*

CITY OF LAS VEGAS

Engineering Associate (Continued)

Physical Conditions:

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing;*
- *Distinguishing colors and shapes;*
- *Operating assigned equipment; and*
- *Using drafting tools and materials.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL

Revised 4/13/11 [combining all disciplines of Engineering Associate I/II (X), including Design & Street Rehabilitation, Electrical, Land Development, Planning, Special Improvement District, and Traffic]

FLSA & City: nonexempt

CSB 7/13/11

ENGINEERING PROJECT MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Coordinates, manages and administers various city engineering programs and projects; prepares and administers the city's five-year capital improvement program; coordinates programs and projects with other city departments and outside agencies; and provides highly responsible staff assistance to the assigned division manager or section supervisor.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from higher level management staff.

Acts as a formal supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Coordinates and administers various city engineering programs and projects as assigned; meets with staff to identify and resolve problems; prioritizes and assigns work activities, projects, resources, and programs; monitors work flow; and reviews and evaluates work products, methods and procedures.
2. Plans, directs and participates in preparing special engineering studies, calculations, and reports; conducts special costs and needs analyses, and field surveys as necessary; prepares recommendations for improvements; and seals in-house design plans, reports and certifications.
3. Oversees ongoing programs and special projects assigned by division manager. Monitors program or project performance and ensures adequate resource allocation and usage. Maintains accurate records. Prepares various reports to track program/project performance and ensure compliance with engineering standards and applicable city, county, and state laws, statutes, codes, and regulations.

CITY OF LAS VEGAS
Engineering Project Manager (*continued*)

Essential Functions:

4. Prepares and administers the assigned area of the city's five-year capital improvement program (CIP); works with city departments and division staff to identify and prioritize needs; formulates cost estimates and develops implementation strategies.
5. Acts as first line supervisor for designated staff responsible for complex engineering work, including interviewing and selecting job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.
6. Researches, analyzes and prepares new funding source applications for public works projects.
7. Ensures employees, design consultants and contractors, adhere to established work methods, techniques and schedules, and comply with applicable city and division policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
8. Recommends and assists in the implementation of division goals, objectives, policies and procedures. Assists with the annual development and submission of business plan measures. Prepares and presents monthly performance statistics and reports. Recommends and implements approved policies and procedures.
9. Oversees and participates in the review of a variety of contracts, studies, plans, drawings, specifications, maps, and related documents and contracts for public works projects according to engineering standards and applicable city, county, and state laws, statutes, codes, and regulations. Proposes and negotiates plan design changes. Provides revisions or conditions of approval if necessary.
10. Participates in the procurement process, including researching materials, equipment, and vendors, and assisting with specifications; participates in contract negotiation, preparation and administration; assists in the coordination and review of consultants' design work. Manages consultant, contractor, and vendor contracts to ensure compliance with project budget and schedule, and assesses completeness of work. Ensures proper permitting.
11. Serves as liaison for the division with other city departments, divisions, public and outside agencies and businesses. Represents the division in various committees and work groups. Receives and responds to complex and sensitive issues, such as sensitive citizen inquiries or contractor claims against the city. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
12. Provides responsible administrative and analytical support to an assigned division manager or section supervisor; prepares and presents special reports and analyses as required.
13. Prepares applications and other documentation to obtain appropriate project permits, or approvals from local, county and state authorities.

CITY OF LAS VEGAS
Engineering Project Manager (*continued*)

Marginal Functions:

1. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive civil engineering program in the area of assignment.

Advanced terminology, methods, practices and techniques used in technical civil engineering report preparation, especially in the area of assignment.

Advanced principles of mathematics as applied to engineering work.

Recent developments, current literature and sources of information regarding civil engineering.

Materials, tools and equipment used in civil engineering.

Advanced techniques of developing, reviewing and modifying civil engineering plans, designs and specifications.

Modern and complex principles and practices of engineering.

Principles of budget preparation and control.

Principles of supervision, training and development, and performance evaluation.

Pertinent federal, state and local laws, codes and regulations.

Modern office procedures, methods and computer equipment and software.

When assigned to City Engineer Division: Engineering design and construction guidelines and requirements including Clark County Uniform Standard Drawings and Specifications, American Association of State Highway and Transportation (AASHTO) standards, the Manual on Uniform Traffic Control Devices (MUTCD), the Design and Construction Standards for Wastewater Collection Systems (DCSWCS), surveying principles and standards, the evaluation of geotechnical data and reports, and construction material testing results.

When assigned to Flood Control: Engineering software related to flood control engineering, such as HEC-1, HEC-RAS, WSPG, Culvert Master, Flow Master, ArcGIS, AutoCAD and other industry standard drainage software.

When assigned to the Traffic Engineering Division: the Manual on Uniform Traffic Control Devices (MUTCD); the American Association of State Highway and Transportation Officials (AASHTO) standards; traffic modeling software.

When assigned to the Environmental Division: Environmental regulations and requirements pertaining to wastewater treatment or water treatment plant design.

CITY OF LAS VEGAS
Engineering Project Manager (*continued*)

Skills in:

Interpreting, applying and enforcing pertinent federal, state and local laws, codes, rules and regulations, and policies and procedures.
Resolving complex civil engineering problems.
Reviewing and developing designs, plans, long range capital improvement plans and specifications.
Resolving regulatory, public relations and systems design questions.
Exercising professional engineering judgment to achieve results consistent with objectives.
Operating computer-based engineering systems.
Planning, organizing and prioritizing assignments.
Meeting critical deadlines.
Managing multiple assignments.
Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
Defining issues, collecting and analyzing pertinent data, identifying alternative solutions, projecting consequences of proposed actions, drawing valid conclusions, proposing sound recommendations, and implementing approved solution in support of goals.
Working independently with minimal supervision.
Using initiative and independent judgment within established guidelines.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

One year of professional (post-license) civil engineering experience in one or more of the following areas, depending on assignment: sanitary sewer planning, transportation planning, roadway planning, design, flood control engineering or traffic engineering.

Training:

Bachelor's degree from an accredited college or university with a major in civil engineering, or a field closely related to the essential functions.

May substitute combination of equivalent education and experience. The city assesses 1.5 years of fulltime related experience as equivalent to one year of education.

License or Certificate

Possession of a valid certificate of registration as a licensed civil engineer in any state on the date of application, and acquisition of certificate as a licensed civil engineer in the state of Nevada within six months of the date of appointment, and maintenance thereafter.

For Traffic Engineering assignments: Possession of a Professional Traffic Operations Engineer certification from the Transportation Professional Certification Board, Inc., is desirable.

CITY OF LAS VEGAS
Engineering Project Manager (*continued*)

WORKING CONDITIONS

Environmental Conditions

Location: Field, office and construction site environments.

Hazards: Exposure to computer screens; exposure to inclement weather conditions when conducting site inspections.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or sitting for extended periods of time;*
- *Moderate lifting; and*
- *Operating assigned equipment and vehicles.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing;*
- *Distinguishing colors and shapes;*
- *Operating assigned equipment; and*
- *Using drafting tools and materials.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL
REV 6/13/11
FLSA: exempt; City: nonexempt
CSB 7/13/11

ENGINEERING TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Performs a variety of technical work involving civil, traffic, mechanical and environmental engineering; performs duties involved in drafting, maintaining GIS data, developing cost estimates, engineering plans research, plan review, field inspection, data gathering and customer assistance; and provides assistance to professional and technical level engineering staff.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Engineering Technician series. Employees are fully competent to independently perform the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory or management staff.

May receive functional and technical supervision from a Sr. Engineering Technician or higher level staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Researches information for assigned projects and as requested by engineering firms, contractors, developers, government agencies and the public; prepares and reviews applications and other documentation; provides information and requested data; reproduces design drawings upon request; maintains information for billing purposes; collects fees for reproductions; produces documents for project committee groups and public meetings.
2. Provides engineering records management, including collecting designs, drawings, maps, plans and other related documentation, reviewing for accuracy and compliance, indexing and assigning file numbers, scanning documents, and maintaining electronic and paper files and reference systems.

CITY OF LAS VEGAS
Engineering Technician (continued)

Essential Functions:

3. Compiles, reduces, interprets and applies field notes and rough technical data to complete skilled drafting, drawings, plot plans, profiles, elevations and improvements; assists engineering staff in preparing engineering designs, maps, drawings, specifications and project estimates.
4. Investigates and responds to inquiries from other city staff and the public, including engineers, developers, and private citizens.
5. Participates in a variety of engineering studies; conducts research and analyzes complex technical data; reads and interprets engineering data; performs site visits and audits; writes statistical and narrative reports and presents findings to citizens and committee groups.
6. Performs complex calculations to determine angles, elevations and volume; assists in preparation of project budgets and cost estimates; calculates fees and project costs; submits billing information.
7. Operates computer equipment using software packages such as GIS and AutoCAD to produce engineering drawings and exhibits; updates geographic information systems (GIS) database.
8. Gathers, analyzes, records, and maintains a variety of project data to assist engineers with project management activities, and provide general information to the public; maintains and updates databases; and prepares a variety of reports and exhibits for management and public viewing.
9. Attends various meetings to represent the division. Records minutes of meetings for project files; distributes documents to contractors, staff, and other city departments.
10. Generates and monitors work orders for new and existing plans to ensure timely and accurate completion of work.
11. Maintains a technical library of information.
12. Revises and edits construction drawings to maintain accurate reference drawings that reflect completed or modified facilities.

Marginal Functions:

1. Performs related duties and responsibilities as required.

CITY OF LAS VEGAS
Engineering Technician (continued)

QUALIFICATIONS

Knowledge of:

Terminology, methods, practices and techniques of drafting and computer aided design.
Trigonometry as applied to the computation of angles, areas, distances and traverses.
Modern office procedures, methods and computer equipment.
Techniques and practices of civil or traffic engineering planning and design or wastewater treatment plant maintenance, depending on assignment.
Applicable engineering design standards in area of assignment.
Materials, methods and techniques of modern construction.
Applicable laws, regulations, codes and department policies governing assigned engineering duties.
Basic safety procedures when working in roadway.

Skills in:

Understanding and reading engineering and construction plans and specifications.
Applying applicable laws, regulations, codes and department policies governing assigned engineering duties.
Using traffic count software to perform traffic studies.
Basic safety procedures appropriate for working in the roadway.
Meeting deadlines.
Organizing assignments.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.
Communicating tactfully with contractors, engineers and property owners.
Using algebraic formulas, trigonometry tables and statistical mathematics to accomplish the level of work described herein.

Experience and Training Requirements

Experience and Training:

Six months of technical civil engineering experience in drafting, design, or traffic. One college or vocational school course in an area related to assignment may be substituted for the work experience.

WORKING CONDITIONS

Environmental Conditions:

Location: Field and office environments.

Hazards: Exposure to computer screen and inclement weather conditions; work in and near roadways.

CITY OF LAS VEGAS
Engineering Technician (continued)

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or sitting for extended periods of time;*
- *Moderate lifting; and*
- *Operating assigned equipment and vehicles.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing;*
- *Distinguishing colors and shapes;*
- *Operating assigned equipment; and*
- *Using drafting tools and materials.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL

REV 5/4/11[formerly Engineering Technician I and II (X)]

FLSA & City: nonexempt

CSB 7/13/11

INFORMATION TECHNOLOGIES TRAINING SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Develops, coordinates, and directs training programs for city of Las Vegas software systems; maintains accurate records of each training program offered; monitors the attendance of each employee; and researches and develops additional training courses as necessary.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned Information Technologies Manager and higher level management staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Develops materials for training programs; presents training course material in a classroom setting; oversees and supports computer-based training courses; monitors employees in online training programs; develops on-the-job training lessons.
2. Researches and develops proper training vehicle/media for optimal training; coordinates with applicable user departments to include relevant business processes in training material; assists with software testing as it relates to the development of computer-based training.
3. Schedules training classes; distributes training announcements and calendar; coordinates training logistics including securing facilities and instructors as needed; produces and distributes certificate of completion to employees.
4. Maintains training records including database records via Oracle Learning Management and other online training applications.
5. Maintains training materials library.
6. Collects, compiles and analyzes information from various sources on a variety of specialized topics related to system training issues; prepares reports; makes recommendations as to the most effective mode of training.
7. Participates in enterprise software teams; attends meetings and conferences to stay up to date on technology changes.

CITY OF LAS VEGAS
Information Technologies Training Specialist (*continued*)

Essential Functions:

8. Participates with project managers and department managers and supervisors to identify organizational needs, new technology, newly identified training concerns; develops training to address such needs.
9. Answers training related questions as necessary; maintains a FAQ page on the city intranet in order to communicate more effectively; modifies training classes based on commonality of questions.

Marginal Functions:

1. Maintains a variety of automated and manual logs, records and files.
2. Attends and participates in professional group meetings; stays abreast of current trends, programs and innovations.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Various enterprise software applications, such as Oracle, Hansen, and Class.
The Microsoft Office product suite.
Modern training principles, methods and techniques used in adult education.
Group dynamics and human behavior.
Principles and practices of conducting technical training needs analysis.
Techniques of curriculum planning, development and evaluation.
Basic methods of research and program analysis.
Methods and techniques of report preparation.
English sentence structure, usage, spelling, grammar and punctuation.
Modern office procedures, methods and common office hardware and software, including word processing, spreadsheets and presentation.
Principles and procedures of record keeping.
Pertinent federal, state and local laws and regulations.

Skills in:

Learning new enterprise software applications as they are brought online, as necessary to perform essential functions.
Staying current with the Microsoft Office product suite currently in use, and as it is updated.
Learning the organization and operation of the department and the software training needs of the city as necessary to assume assigned responsibilities.
Interpreting and applying city, department and division policies and procedures.
Working independently with minimal supervision.

CITY OF LAS VEGAS
Information Technologies Training Specialist (*continued*)

Skills in:

Delivering effective oral training presentations.
Instructing adults in a classroom setting.
Using initiative and independent judgment within established guidelines.
Defining issues, collecting and analyzing pertinent data, identifying alternative solutions, projecting consequences of proposed actions, drawing valid conclusions, proposing sound recommendations, and implementing approved solution in support of goals.
Demonstrating respect and sensitivity for cultural differences.
Communicating with individuals from a variety of social, cultural, economic and educational backgrounds.
Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Two years of experience developing and delivering adult training.

Experience with Oracle Applications, Oracle Learning Management, Hansen or Class software applications highly desirable. Enterprise software implementation experience is desirable.

Training:

Bachelor's degree from an accredited college or university with major in education, psychology, sociology, public administration, business administration, or a field related to the essential functions.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

WORKING CONDITIONS

Environmental Conditions

Location: Office and classroom environments.
Hazards: Exposure to computer screens.

CITY OF LAS VEGAS

Information Technologies Training Specialist (*continued*)

Physical Conditions

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL

REV 5/10/11

FLSA & City: nonexempt

CSB 7/13/11

JUDICIAL ENFORCEMENT OFFICER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Performs a variety of technical tasks relative to non-compliant defendants, enforcing payment of court ordered monetary sanctions. Contacts defendants to create and enforce payment plans, answers questions, and monitors payment progress. Processes payments and maintains accounts. Makes adjustments based on court orders.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Judicial Enforcement Officer series. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit and the Court.

SUPERVISION RECEIVED

Receives general supervision from the Judicial Enforcement Supervisor, or higher level management staff.

Receives functional and technical supervision from the Sr. Judicial Enforcement Officer.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Participates with management, judges, courtroom staff, court marshals and attorneys in evaluating, enforcing and resolving the payment of monetary sanctions by defendants.
2. Contacts defendants in person, by telephone or through written correspondence to set up payment plans and monitor payment progress. Responds to inquiries in a courteous and assertive manner; explains procedures and provides information within the area of assignment; resolves complaints in an efficient and timely manner.
3. Conducts financial reviews with defendants and determines defendant's ability to pay; negotiates installment plans based on court policy; participates in adjusting installment plans as necessary, including offering settlement or lowering monthly payments; authorizes continuances, refers defendant to work program when appropriate; refers non-compliant defendant cases to the appropriate marshal unit.

CITY OF LAS VEGAS

Judicial Enforcement Officer (*continued*)

Essential Functions:

4. Locates non-complaint defendants using a variety of search methods, which may include subpoenaing public utility companies for information and searching various directories, public and government websites, on-line databases, credit bureau and criminal justice systems.
5. Maintains strict confidentiality regarding defendant cases, credit bureau reports and criminal justice information received from law enforcement databases.
6. Processes payments and returned checks; enters data into the court case management system and ensures accuracy of data; clears and reinstates warrant status in accordance to court policies and procedures; corrects court records when discrepancies are found based on court policy.
7. Enters, updates and retrieves data from a variety of databases and computer systems, including law enforcement databases; generates reports.
8. Assists in the development and maintenance of policies and procedures for Judicial Enforcement Unit to enforce monetary sentence compliance; stays abreast of changes in collection processes and court procedures.

Marginal Functions:

1. May assist in the training of new employees in court collection procedures, methods, techniques and procedures.
2. Responds to correspondence received from other jurisdictions.
3. Testifies in court as necessary.
4. Participates in resolving case issues with external collection agencies.
5. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Effective telephone techniques.

Operation of a personal computer including common office software.

Basic arithmetic principles.

Techniques for keeping detailed records.

General office procedures.

Business English grammar, spelling and punctuation.

Business letter writing techniques.

Techniques for report preparation.

Operations, procedures and activities of a court judicial enforcement program.

CITY OF LAS VEGAS

Judicial Enforcement Officer (*continued*)

Knowledge of:

Techniques of skip tracing individuals and tracing their assets in order to ascertain their location.
Methods and techniques of conflict resolution.
Techniques of evaluating financial information.
Techniques of negotiating payment agreements.
Techniques of interviewing effectively to obtain financial information.
Generally accepted collection practices and procedures.
Federal, state and local laws, statutes and ordinances as they pertain to collection programs.
Las Vegas Municipal Court policies and procedures.
Las Vegas Municipal Court Work Rules
Law enforcement policies and procedures.
Judicial enforcement procedures.
A variety of specialized law enforcement and related computer systems and databases.

Skills in:

Maintaining confidentiality.
Meeting established deadlines.
Exercising good judgment and make sound decisions in sensitive situations.
Effectively communicating with uninformed, stressed, upset, and irate defendants in potentially confrontational situations.
Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with the public and fellow employees.
Working independently without direct supervision.
Working effectively with other court staff, law enforcement personnel and Municipal Court judges.
Explaining and enforcing Las Vegas Municipal Court and city laws, ordinances, policies and procedures.
Operating a variety of court and commercial software and case management programs.

Experience and Training Requirements

Experience:

One year of collections experience or two years of increasingly responsible court support experience.

Training:

Associate's degree or two years of college-level course work in criminal justice, business administration or a closely related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

CITY OF LAS VEGAS
Judicial Enforcement Officer (*continued*)

License or Certificate

Must obtain applicable level of National Criminal Justice Information System (NCJIS) certification and/or training within 6 months of the date of appointment and maintain proficiency as needed.

WORKING CONDITIONS

Environmental Conditions:

Location: Office and courtroom environments.

Hazards: Exposure to computer screens; exposure to hostile and aggressive individuals.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time;*
- *Light to moderate lifting; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL

REV 6/13/2011 [formerly Judicial Enforcement Officer I and II (X)]

FLSA & CITY: nonexempt

CSB 7/13/11

JUDICIAL ENFORCEMENT SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Oversees the work of staff responsible for enforcement of court ordered sentence compliance. Coordinates and evaluates programs for the collection of delinquent fine and fees.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned division manager and higher level management staff. Acts as a formal supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plans, prioritizes, assigns, reviews and supervises the work of staff responsible for enforcement activities of the Municipal Court through the judicial enforcement program.
2. Acts as first line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.
3. Recommends and assists in the implementation of division goals, objectives, policies and procedures. Assists with the annual development and submission of business plan measures. Prepares and presents monthly performance statistics and reports. Recommends and implements approved policies and procedures.
4. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and court policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
5. Oversees daily operations of the judicial enforcement program including contacting defendants with outstanding arrest warrants and assisting defendants in complying with the court's orders.
6. Monitors and evaluates the judicial enforcement program, its effectiveness and the services provided to defendants.

CITY OF LAS VEGAS

Judicial Enforcement Supervisor (*continued*)

Essential Functions:

7. Develops new or improved methods of enforcing monetary sanctions ordered by the court, and of determining the defendant's financial ability and willingness to pay in full, to make installment payments or be placed in the work program.
8. Supervises, approves and coordinates the arrest of delinquent defendants with the Marshal Units.
9. Participates in the preparation and administration of the division or function budget. Submits budget recommendations. Monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Prepares reports on actual and estimated revenues and expenditures.
10. Prepares and presents analytical and statistical reports.
11. Serves as liaison for the court and the city with other city departments, other state and local governments, the public and outside agencies. Represents the unit and division in various committees and work groups. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
12. Provides technical assistance and training to other city staff.

Marginal Functions:

1. Participates in the procurement process, including researching vendors and drafting bid specifications. Monitors performance of the vendor; recommends and coordinates renewal of the contract at allowed intervals, including adjustment to the fee structure.
2. Reviews and drafts responses to pending legislation related sections, initiates procedural changes resulting from new legislation.
3. Participates in multi-jurisdictional efforts to improve Judicial Enforcement programs.
4. Attends and participates in professional group meetings and workshops; stays abreast of new trends and innovations in the field of court, criminal justice and private industry collections and related areas.
5. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, procedures and activities of a collections or judicial enforcement program.
Principles and practices of supervision, training and performance evaluation.
Principles and techniques of program planning, development and evaluation.

CITY OF LAS VEGAS

Judicial Enforcement Supervisor (*continued*)

Knowledge of:

Accepted collection or judicial enforcement practices, techniques and procedures.
Basic accounting principles and practices.
Pertinent federal, state and local laws, codes and regulations.
Operational characteristics of computer systems and databases.
Report writing principles and practices.
Business English grammar, spelling and punctuation.
Business letter writing techniques.
Basic arithmetic principles.
Operation of a personal computer, including common office software.
Techniques of report preparation.

Skills in:

Making objective analyses and sound recommendations.
Learning the criminal justice system and general criminal justice procedures.
Learning the laws, techniques, policies and practices of the Las Vegas Municipal Code and the Municipal Court as they pertain to enforcement of court orders.
Interpreting, applying, explaining and enforcing city, court and department laws, codes, policies and procedures.
Working effectively with other court staff and judges to resolve cases and related issues.
Operating a variety of court, city and commercial software programs.
Accessing a variety of specialized law enforcement and related computer systems.
Using initiative and independent judgment within established guidelines.
Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, recommending best options and implementing approved solution in support of goals.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Four years of increasingly responsible revenue collection experience involving difficult public contact in a financial institution, collection agency, retail company, court or other government agency, including at least two years of supervisory or lead responsibility.

Training:

Associate's degree from an accredited college or university with major in criminal justice, business administration or related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

CITY OF LAS VEGAS

Judicial Enforcement Supervisor (*continued*)

License or Certificate

Must obtain applicable level of National Criminal Justice Information System (NCJIS) certification and/or training within 6 months of the date of appointment and maintain proficiency as needed.

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment.

Hazards: Exposure to computer screens, exposure to potentially hostile and aggressive individuals.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time;*
- *Light to moderate lifting; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL

REV 5/9/2011

FLSA: exempt; City: nonexempt

CSB 7/13/11

POOL MAINTENANCE SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Plans, coordinates, supervises, and participates in all repairs, maintenance and renovations to city aquatic facilities; supervises and schedules staff responsible for the maintenance of the pools; and performs a variety of tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the division supervisor or higher level management.

Acts as a formal supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plans, coordinates, supervises and participates in a wide variety of maintenance, repairs and renovations to city aquatic facilities; schedules and coordinates with Building Services Division staff and outside vendors to obtain, install, maintain and repair equipment, parts, and supplies.
2. Acts as first line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.
3. Conducts site visits each day to monitor condition of facilities, assist and train staff, identify and resolve general and safety problems and repairs or arranges for the repair of equipment.
4. Tests pool water for chlorine, pH, total alkalinity and cyan uric acid; treats water with chemicals to maintain safe and healthy water quality, adhering to health district standards; backwashes multiple filter systems and skims water surface to remove floating matter.

CITY OF LAS VEGAS
Pool Maintenance Supervisor (*Continued*)

Essential Functions:

5. Operates and maintains computerized circulation and filtration systems and chemical feeder pumps, including adjustment, calibration and downloading information; uses data to prepare reports for management, risk management, health district officials and to address customer service issues.
6. Performs safety and health related cleaning and maintenance services as needed.
7. Participates in the preparation and administration of the pool maintenance budget. Submits budget recommendations; monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage; oversees and monitors the delivery of chemicals to pool site; maintains records on equipment.
8. Receives and responds to complex and sensitive issues; handles inquiries and complaints from start through resolution in an efficient and timely manner; responds to Southern Nevada Health District site visits, and repairs, alters or adjusts existing conditions as directed.
9. Collects data and information from various sources, and prepares periodic reports detailing maintenance activities at all sites.

Marginal Functions:

1. Stays abreast of new trends, programs and innovations on pool maintenance and equipment.
2. May assist with maintaining equipment such as diving boards and lifeguard chairs and fabricating special equipment.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Swimming pool operations.

Pool filtering systems, chlorinators, and other aquatic equipment.

Methods and techniques of water sterilization, chlorination, and pH balancing.

Chemical interactions.

Principles and practices of plumbing.

Clark County Health District codes and policies pertaining to public swimming pools.

Techniques of maintaining and repairing swimming pool piping, pumps, filters and related equipment.

Principles and practices of supervision and training.

Occupational hazards and standard safety practices.

Basic geometry and mathematical formulas and methods of calculation.

Computerized pool circulation and filtration equipment operation.

CITY OF LAS VEGAS
Pool Maintenance Supervisor (Continued)

Skills in:

Operating a variety of power and hand tools safely and effectively.
Working independently without direct supervision.
Analyzing and solving problems.
Creating innovative and workable solutions to problems.
Understanding and following oral and written instructions.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience

Three years of increasingly responsible commercial or government experience in the operation, maintenance, cleaning and servicing of swimming pools, preferably in an organization with multiple pools.

Training

Equivalent to graduation from high school.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Possession of a Swimming Pool Operator certification issued by the Southern Nevada Health District on the date of application, and maintenance thereafter.

Possession of an Aquatic Facility Operator certificate from the National Recreation and Parks Association within six months of the date of appointment, and maintenance thereafter.

Possession of an adult/child/infant CPR certification.

WORKING CONDITIONS

Constantly = more than 2/3 of the time; Frequently = 1/3 to 2/3 of the time; Occasionally = less than 1/3 of the time; Infrequently = less than 5% of the time.

Environmental Conditions:

Location: 40% inside, 60% outside work in aquatic facility environment, in all types of weather conditions.

Hazards: Exposure to waste, hazardous and infectious materials, noise, inclement weather conditions, moving objects and vehicles, burns, toxic and caustic chemicals, lubrication oils, grease, odors, fumes, awkward positions, cramped quarters, slippery surfaces, pinch points, and working below ground level to a depth of 15 ft.

Equipment Used: Hand and power tools, pneumatic tools, pumps, motors, testing equipment, brazing and cutting torches.

Safety Equipment: Gloves, safety glasses, SCBA equipment and other equipment as needed.

CITY OF LAS VEGAS
Pool Maintenance Supervisor (Continued)

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

Standing/walking: Frequent-constant standing, in combination with walking up to ½-1 mile per shift on concrete surfaces or outdoors.

Sitting: Occasionally, while working on equipment or performing administrative duties at desk.

Lift/carry: Frequently, up to 10-50 lbs., parts, tools, materials and equipment. Carrying distances of up to 50 ft. Occasionally-infrequently, 51-125 lbs., valves, motors, bag of soda ash. Minimal carry requirement.

Push/pull: Frequently, exerting up to 5-50 lbs. force using one or both hands or arms while moving equipment or using large hand tools. Infrequently, exerting force exceeding 75 lbs. while moving large equipment, heavy wrenching or torquing.

Climbing: Frequently, climbing and balancing on ladders while performing job duties; may climb down 15 ft. in surge pit.

Bending/twisting: Constantly, at waist, knees and neck, often in awkward positions while making repairs and performing tests.

Kneeling/crouching/crawling: Frequently, while performing installation and repairs of equipment, work in confined spaces.

Hands/arms: Constant use of hands and arms reaching, grasping, fingering, gripping and handling while installing and repairing equipment, at times working with arms extended and overhead. Heavy gripping using hand and power tools can be extended at times. Keyboarding requirement includes light data entry using word processing and spreadsheet software.

Sight: Constant use of sight abilities while inspecting/repairing equipment. Visual requirements include hand/eye/foot coordination, color vision, and visual acuity in near-, mid- and far-range.

Speech/hearing: Constantly, in communicating with co-workers and supervisors.

Other physical demands: Ability to smell and detect chemicals, work in restricted spaces wearing a full face negative pressure respirator as required.

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL
REV 7/12/10
FLSA & City: nonexempt
CSB 7/13/11

PROJECT ENGINEER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Leads, oversees and participates in the more complex and difficult work of staff responsible for complex engineering work involving engineering planning, design, investigation and construction of public works projects; prepares engineering plans and specifications; ensures infrastructure designs for either private or public development comply with regional and local master plans; and performs a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff.

Acts as a lead worker, exercising functional or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Leads, plans, trains, and reviews the work of consultants and staff responsible for performing professional civil engineering work for various projects, including traffic and technical drainage studies; manages assigned civil engineering projects.
2. Plans, directs and participates in preparing special engineering studies and reports; plans and conducts comprehensive studies for system master planning of future expansions including traffic and flood control systems and other public works projects.
3. Prepares and reviews a variety of contracts, studies, plans, drawings, specifications, maps, and related documents and contracts for public works projects according to engineering standards and applicable city, county, and state laws, statutes, codes, and regulations. Proposes and negotiates plan design changes; provides revisions or conditions of approval if necessary.
4. Prepares and reviews the adequacy and accuracy of professional engineering computations, preliminary layout and design work from field and survey data.

CITY OF LAS VEGAS
Project Engineer (*continued*)

Essential Functions:

5. Identifies and plans required capital improvement projects for system expansion; designs the necessary modifications and new construction of public works streets, traffic, water and related projects within city, county, state and federal guidelines; and obtains required easements or permits for streets, water and sewer system construction, utility structures and other public works projects.
6. Serves as liaison for assigned projects with other city departments, divisions, public and outside agencies. Represents the division in various committees and work groups. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
7. Supervises designated project staff, including training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives. May participate in interviewing and assisting with the selection of job applicants.
8. Establishes design criteria to be used by project staff and outside consultants.
9. Participates in the procurement process, including researching materials, equipment, and vendors, and assisting with specifications; participates in contract negotiation, preparation and administration; assists in the coordination and review of consultants' design work.
10. Prepares applications for state and federal funding of projects; participates in various grant presentations as required.
11. Assists in the preparation and administration of the project budget. Submits budget recommendations. Monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Prepares reports on actual and estimated expenditures.
12. Conducts on-site reviews of design and construction projects; documents findings and necessary adjustments.
13. Supervises the use of and operates various engineering equipment including computer design, drafting systems and planning models.
14. Ensures that technical project records are maintained.
15. Assembles data, and prepares comprehensive technical reports as requested or required.

Marginal Functions:

1. Performs related duties and responsibilities as required.
2. Attends and participates in professional group meetings. Stays abreast of new trends, programs and innovations.

QUALIFICATIONS

Knowledge of:

Principles and practices of civil and structural engineering.
Terminology, methods, practices and techniques used in technical civil engineering report preparation.
Principles of mathematics as applied to engineering work.
Principles and techniques of negotiation.
Recent developments, current literature and sources of information regarding civil engineering.
Principles of lead supervision and training.
Principles and practices of project budget preparation and administration.
Pertinent federal, state and local laws, codes and regulations including civil engineering laws and regulations.
Modern office procedures, methods and computer equipment.

Skills in:

Developing, reviewing and modifying traffic studies, technical drainage studies, and complex civil engineering plans, designs and specifications.
Resolving regulatory, public relations and system design questions.
Performing technical research and solving multi-disciplinary engineering problems.
Operating computer engineering systems.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining cooperative working relationships with those contacted in the course of work.
Using initiative and independent judgment within established guidelines.
Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.
Communicating with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.
Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.

Experience and Training Requirements

Experience:

No professional (post-license) civil engineering experience is required.

Training:

Bachelor's degree from an accredited college or university with major in civil engineering or a closely related field.

CITY OF LAS VEGAS
Project Engineer (*continued*)

License or Certificate

Possession of a valid license as a professional civil engineer in any state on the date of application, and acquisition of a license as a professional civil engineer in the state of Nevada within six months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment and some field work.

Hazards: Exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or sitting for extended periods of time;*
- *Moderate lifting; and*
- *Operating assigned equipment and vehicles.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing;*
- *Distinguishing colors and shapes;*
- *Operating assigned equipment; and*
- *Using drafting tools and materials.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL
REV 4/13/11
FLSA: exempt; City: nonexempt
CSB 7/13/11

SENIOR ENGINEERING ASSOCIATE

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Leads, oversees, and participates in the more complex and difficult work of staff responsible for monitoring the work of developers, engineers and contractors; coordinates and leads a variety of projects associated with capital and private party improvements; and performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Engineering Associate series. Positions at this level are distinguished from the Engineering Associate by the level of responsibility assumed, the complexity of duties assigned and the level of independence expected. Employees perform the most difficult and responsible types of duties assigned to classes within this series including interpreting engineering drawings and coordinating the work of lower level staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory and management staff.

Acts as a lead worker, exercising functional or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Leads, plans, trains and reviews the work of staff responsible for monitoring the work of developers, contractors and engineers; ensures compliance with applicable laws, statutes, codes and regulations.

CITY OF LAS VEGAS
Senior Engineering Associate (*continued*)

Essential Functions:

2. Oversees and participates in the review and approval of a variety of contracts, applications, plans, drawings, specifications, maps, and related documents and contracts to ensure compliance with engineering standards and applicable city, county, and state laws, statutes, codes, and regulations. Provides revisions or conditions of approval if necessary. Prepares, processes and files agreements.
3. Reviews and prepares engineering quantities and estimate costs; ensures the accuracy of computations, preliminary layout and design work from field and survey data; recommends changes as appropriate.
4. Investigates and responds to inquiries from other city staff and the public, including engineers, developers, and private citizens. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
5. Coordinates projects and the review of plans with other offices and outside agencies; acts as the point of contact to ensure efficient review and approval of documentation.
6. Prepares legal descriptions and maps of existing and proposed developments using survey data, on-site inspections, aerial photographs, and other supporting documentation.
7. Maintains databases using a variety of information and data; performs database audits to ensure data accuracy.
8. Operates a full range of survey equipment including computer aided design and drafting systems.
9. Trains assigned employees in engineering methods and techniques and in the set up and use of equipment.
10. Oversees, directs and reviews the work of lower level technical engineering staff; verifies the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specification.
9. Conducts on-site reviews of design and construction projects; documents findings and makes necessary adjustments.
10. Attends various meetings throughout the lifecycle of a project. Records minutes of meetings for project files. Distributes documents to contractors, staff, and other city departments.

Marginal Functions:

1. Performs related duties and responsibilities as required.

CITY OF LAS VEGAS
Senior Engineering Associate (*continued*)

QUALIFICATIONS

Knowledge of:

Advanced principles and practices of engineering.
Advanced principles of mathematics as applied to engineering work.
Modern construction practices and terminology.
Advanced principles and practices of drafting.
Materials, tools and equipment used in surveying and civil engineering.
Principles of lead supervision and training.
Recent developments, current literature and sources of information regarding civil engineering.
Pertinent federal, state and local laws, codes and regulations.
Modern office procedures, methods and computer equipment.

Skills in:

Operating computer equipment.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.
Using initiative and independent judgment within established guidelines.
Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.
Communicating with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.
Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
Working independently in the absence of supervision.

Experience and Training Requirements

Experience:

Three years of increasingly responsible engineering experience.

Training:

Bachelor's degree from an accredited college or university with major in civil engineering or a related field.

May substitute combination of equivalent education and experience. The city assesses 1.5 years of fulltime related experience as equivalent to one year of education.

CITY OF LAS VEGAS
Senior Engineering Associate (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Location: Office and field environments.

Hazards: Exposure to dust, noise and construction equipment.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or sitting for extended periods of time;*
- *Moderate lifting; and*
- *Operating assigned equipment and vehicles.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing;*
- *Distinguishing colors and shapes;*
- *Operating assigned equipment; and*
- *Using drafting tools and materials.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL

REVISED 4/13/11

FLSA & City: nonexempt

CSB 7/13/11

SENIOR ENGINEERING TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Leads, oversees and participates in the most complex technical field and office civil engineering work, including design and drafting work, and a variety of engineering studies and field evaluations; and provides assistance to professional and technical level engineering staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Engineering Technician series. Positions at this level are distinguished from Engineering Technician by the level of responsibility assumed, the complexity of duties assigned, and the level of independence expected. Employees perform the most difficult and responsible types of duties assigned to classes in this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff.

Acts as a lead worker, exercising functional or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Oversees and performs a variety of the most complex technical civil engineering work, including design and drafting work and a variety of engineering studies and field evaluations, field and office engineering; performs reviews of engineering field studies.
2. Serves as a lead technician, providing functional and technical oversight and training to assigned staff; assigns, plans, directs, coordinates and schedules assignments; monitors work progress and reviews work results.
3. Applies field and research information to perform skilled drafting of designs and drawings in preparation of plans for public works projects.

CITY OF LAS VEGAS

Senior Engineering Technician (*Continued*)

Essential Functions:

4. Gathers, analyzes, records, and maintains a variety of complex project data to assist engineers with project management activities, and provides general information to the public; maintains and updates databases; and prepares a variety of complex reports and exhibits for management and public viewing.
5. Reviews a variety of contracts, applications, plans, drawings, specifications, maps, and related documents and contracts to ensure compliance with applicable city, county, and state laws, statutes, codes, and regulations. Prepares and issues permits as applicable.
6. Researches information for assigned projects and as requested by engineering firms, contractors, developers, government agencies and the public; prepares and reviews applications and other documentation; provides information and requested data; reproduces design drawings upon request; maintains information for billing purposes; collects fees for reproductions; produces documents for project committee groups and public meetings.
7. Investigates and responds to inquiries from other city staff and the public, including engineers, developers, and private citizens. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
8. Participates in a variety of engineering studies; conducts research and analyzes complex technical data; reads and interprets engineering data; performs site visits and audits; writes statistical and narrative reports and present findings to citizens and committee groups.
9. Coordinates projects and the review of plans with other offices and outside agencies; acts as the point of contact to ensure efficient review and approval of documentation.
10. Researches, investigates and analyzes complex and technical project issues regarding titles, ownerships, legal descriptions and related issues; prepares recommendations for professional staff; ensures accuracy and compliance with city standards and ordinances
11. Generates and monitors complex work orders for new and existing plans to ensure timely and accurate completion of work.
12. Oversees engineering records management, including collecting designs, drawings, maps, plans and other related documentation, reviewing for accuracy and compliance, indexing and assigning file numbers, scanning documents, and maintaining electronic and paper files and reference systems.
13. Attends various meetings to represent the division. Records minutes of meetings for project files. Distributes documents to contractors, staff, and other city departments.

Marginal Functions:

1. Performs related duties and responsibilities as required.

CITY OF LAS VEGAS
Senior Engineering Technician (*Continued*)

QUALIFICATIONS

Knowledge of:

Advanced trigonometry as applied to the computation of angles, areas, distances and traverses.
Advanced current computer-aided drafting software.
Advanced engineering principles and design standards.
Advanced terminology, methods, practices and techniques of drafting and computer-aided design.
Maintenance practices and basic safety procedures and practices used in equipment maintenance.
Safety procedures when working in roadway.
Modern office procedures, methods and computer equipment.
Safety procedures appropriate for working in the roadway.
Applicable laws, regulations, codes and department policies governing assigned engineering duties.
Principles of lead supervision and training.

Skills in:

Interpreting and applying pertinent state and local policies, procedures, laws, codes and regulations.
Understanding and interpreting engineering and construction plans and specifications.
Communicating tactfully with contractors, engineers and property owners.
Using algebraic formulas, trigonometry tables and statistical mathematics to accomplish the level of work described herein.
Meeting deadlines.
Organizing assignments.
Using engineering software and equipment proficiently.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Three years of technical civil engineering experience in drafting, design, or traffic. One college or vocational school course in an area related to assignment may be substituted for six months of experience.

CITY OF LAS VEGAS
Senior Engineering Technician (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

Location: Field and office environments.

Hazards: Exposure to computer screens and inclement weather conditions; work in and near roadways.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or sitting for extended periods of time;*
- *Moderate lifting; and*
- *Operating assigned equipment and vehicles.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing;*
- *Distinguishing colors and shapes;*
- *Operating assigned equipment; and*
- *Using drafting tools and materials.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL

REVISED 4/13/2011

FLSA & City: nonexempt

CSB 7/13/11

SENIOR JUDICIAL ENFORCEMENT OFFICER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Leads and participates in the work of Judicial Enforcement Officers. Contacts non-compliant defendants to create and enforce payment plans, answers questions, and monitors payment progress. Prepares reports on collections progress. Reviews collection agencies invoices for accuracy.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Judicial Enforcement Officer series. Positions at this level are distinguished from the Judicial Enforcement Officer by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible type of duties assigned to this series, and are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED

Receives general supervision from the Judicial Enforcement Supervisor or higher level management staff.

Acts as a lead worker, exercising functional or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Leads, oversees and participates with assigned staff in the activities associated with enforcing court-ordered compliance and collecting court-imposed fines; assigns daily tasks and short or long-term project duties to lower level staff; organizes and trains staff in specialized projects.
2. Ensures employees adhere to established work methods, techniques, rules and schedules, and comply with applicable city and court policies, procedures, standards and specifications; reviews needs with the Judicial Enforcement Supervisor or other appropriate management staff; allocates resources accordingly.

CITY OF LAS VEGAS

Sr. Judicial Enforcement Officer (*continued*)

Essential Functions:

3. Monitors, assists, and participates in financial assessment sessions with defendants; interviews defendants and negotiates payment plan; refers defendants to work program when appropriate; adjusts the terms of installment plan if necessary including offering settlement or lowering monthly payments as necessary.
4. Locates non-complaint defendants using a variety of search methods, which may include subpoenaing public utility companies for information and searching various directories, public and government websites, on-line databases, credit bureau and criminal justice systems.
5. Monitors and maintains record of collection case activities including communication with defendant and financial counseling services provided to defendant.
6. Provides technical and operational training and assistance to court staff.
7. Prepares payment posting and statistical and summary reports.
8. Performs reconciliation of collection agency invoices.
9. Processes payments and returned checks; prepares documentation of returned checks and forwards data to collection agency.
10. Inputs, updates and retrieves data from a variety of databases and computer systems; generates and compiles reports as necessary.
11. Coordinates with and assists judges, court staff, collection agency staff, management staff and representatives regarding evaluating, enforcing, and resolving payment of monetary sanctions by defendants.
12. Evaluates cases in non-compliant status with court sentencing orders; makes recommendations to marshals unit for defendant arrest; initiates and proceeds with court actions according to judicial procedure.
13. Receives and responds to complex and sensitive issues. Explains procedures and provides information within area of assignment. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
14. Evaluates, investigates and makes recommendations on defendants' claims of false identity; prepares summary report of investigation and facts.
15. Assists with estimating revenue collection and provides financial information for operations reports and budget preparations.

CITY OF LAS VEGAS

Sr. Judicial Enforcement Officer (*continued*)

Essential Functions:

16. Assists in the development and maintenance of policies and procedures for the Judicial Enforcement unit to enforce monetary sentence compliance with judicial orders; stays abreast of changes in collection processes and court procedures.
17. Maintains a variety of automated and manual logs, records and files; ensures that complete and accurate records are maintained. Performs a variety of record keeping, filing, indexing and other general clerical work.

Marginal Functions:

1. Testifies in court as necessary.
2. Participates in resolving issues with external collection agencies.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, procedures and activities of a court judicial enforcement program.
Principles of lead supervision and training.
Techniques of tracing individuals and their assets in order to ascertain their location.
Methods and techniques of conflict resolution.
Techniques of evaluating financial information.
Techniques of negotiating payment agreements.
Effective telephone techniques.
Techniques of interviewing effectively to obtain financial information.
Generally accepted collection practices and procedures.
Applicable federal, state and local laws, statutes and ordinances.
Principles and techniques of record keeping.
Operation of a personal computer, including common office software.
Arithmetic principles.
General office procedures.
Business English grammar, spelling and punctuation.
Business letter writing techniques.
Techniques for report preparation.
Applicable Las Vegas Municipal Court policies and procedures.
Applicable law enforcement policies and procedures.
Judicial enforcement procedures.
A variety of specialized law enforcement and related computer systems.

CITY OF LAS VEGAS

Sr. Judicial Enforcement Officer (*continued*)

Skills in:

Overseeing, organizing and reviewing the work of staff.

Dealing tactfully with offenders.

Working independently without direct supervision.

Working effectively with other court staff, law enforcement personnel, management and Municipal Court judges.

Explaining and enforcing Las Vegas Municipal Court and city laws, ordinances, policies and procedures.

Operating a variety of court and commercial software and mainframe programs.

Exercising good judgment and making sound decisions in sensitive situations.

Effectively communicating with uninformed, stressed, upset, and irate defendants in potentially confrontational situations.

Making arithmetic computations accurately and rapidly.

Understanding and following oral and written instructions.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Three years of increasingly responsible professional revenue collection experience in a court judicial enforcement program.

Experience in leading the work of others is desirable.

Training:

Associates' degree from an accredited college or university in criminal justice, business administration or a closely related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Must obtain applicable level of National Criminal Justice Information System (NCJIS) certification and/or training within 6 months of the date of appointment and maintain proficiency as needed.

WORKING CONDITIONS

Environmental Conditions:

Location: Office and courtroom environments.

Hazards: Exposure to computer screens; exposure to potentially hostile and aggressive individuals.

WEB DEVELOPER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Performs work of moderate difficulty designing and installing web based applications on the City of Las Vegas' web site; and performs technical tasks related to area of assignment.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned Information Technologies Supervisor and higher level management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Develops custom programs to build and design the city's web site using graphics software applications, tools and techniques to enhance user appeal and utility as well as overall functionality; creates web front-end user interfaces to new or existing databases to make business applications web accessible.
2. Performs web application design tasks; writes and tests new web applications and systems following standard development methodologies; prepares data for testing various programs on the computer systems; writes server side scripts.
3. Collaborates with end-users to gather program requirements by performing analysis of existing systems and procedures.
4. Modifies, tests and troubleshoots existing computer programs; analyzes problems; compiles and edits programs; makes modifications to systems and individual programs as required.
5. Provides web site coordination including authoring tools for content editors; assists individuals responsible for maintaining content; ensures integrity of links.
6. Prepares documentation for new systems and changes to existing systems.
7. Participates in the training of users in the use of new or modified web applications and procedures.

CITY OF LAS VEGAS
Web Developer (*continued*)

Essential Functions:

8. Provides technical and functional direction to project team members as requested.
9. Integrates industry standard security technology into web applications.
10. Responds to inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

Marginal Functions:

1. Assists in responding to and resolving desktop support calls.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Networking protocols, specifically Internet Protocol (TCP/IP) and File Transfer Protocol (FTP).
Windows operating systems.
Structured Query Language (SQL).
JavaScript, Hyper-text Markup Language (HTML) and Cascading Style Sheets (CSS).
Principles, techniques and methods of Web page setup and maintenance.
Principles and techniques of Domain Name Services (DNS) feature.
Principles and techniques of software development lifecycles (SDLC).
Principles and techniques of Internet and web site security and data privacy.
General Web standards.
Pertinent federal, state and local laws, codes and regulations.
Techniques of programming documentation.

Skills in:

Using initiative and independent judgment within established guidelines.
Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, recommending best options and implementing approved solution in support of goals.
Working independently without direct supervision.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
Web Developer (*continued*)

Experience and Training Requirements

Experience:

Two years of experience in Web application design and management.

Training:

Associate's degree from an accredited college or university with major in management information systems, computer science or a closely related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

Special Requirements

Possession of Microsoft Certified Developer or Microsoft Certified Systems Engineer is desirable.

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment.

Hazards: Exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL
REV 6/9/11 (formerly Internet Developer/Analyst)
FLSA: exempt; City: nonexempt
CSB 7/13/11

DEPUTY FIRE MARSHAL

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To assist in planning, directing, managing and overseeing the activities and operations of the Fire Prevention Division including all activities involving fire prevention and inspection of commercial, industrial and residential property; to coordinate assigned activities with other city departments and outside agencies; and to provide highly responsible and complex administrative support to the Deputy Fire Chief/Fire Marshal.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the assigned Deputy Fire Chief/Fire Marshal or designee.

Exercises direct supervision over supervisory, professional, technical and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assist in managing all services and activities of the Fire Prevention Division including fire prevention and inspections of commercial, industrial and residential property; recommend and administer policies and procedures.
2. Assist in developing and implementing goals, objectives, regulations, policies, and priorities for the division; identify resource needs; recommend the implementation of policies and procedures.
3. Select supervisory, technical and support staff and ensure effective morale, productivity and discipline; plan, organize, administer, review and evaluate the activities and performance of staff directly and through subordinate supervisors; work with staff to establish work priorities and schedules; interpret city policies and procedures for staff; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
4. Review and assess staff training needs and available programs; oversee and coordinate the attendance of departmental staff at training programs and seminars; research and recommend policies and procedures related to training activities.

CITY OF LAS VEGAS
Deputy Fire Marshal (*continued*)

Essential Functions:

5. Establish, within city policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
6. Assist in planning, directing and coordinating, through subordinate level staff, Fire Prevention Division strategic plan elements; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
7. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
8. Participate in the development and administration of the division budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary. Inspect various facilities including schools, hospitals, factories and buildings to ensure adherence to fire safety standards.
9. Evaluate existing fire safety conditions and federal, state and local codes applicable to fire safety; recommend policies, procedures and ordinance revisions as necessary.
10. Develop and implement procedural methods and practices for reviewing plans, conducting inspections, investigating incidents and related activities as required; provide staff with continued technical support and training as required.
11. Oversee specialized educational programs for the public to discourage arson, eliminate fire hazards in homes and buildings and stress safety; review and assess available educational programs.
12. Explain, justify and defend the Fire Marshal's Office programs, policies and activities; negotiate and resolve sensitive and controversial issues.
13. Represent the Fire Marshal's Office to other city departments, elected officials and outside agencies; coordinate Fire Marshal's activities with those of other departments and outside agencies and organizations.
14. Provide staff assistance to the assigned Deputy Fire Chief/Fire Marshal or designee; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

CITY OF LAS VEGAS
Deputy Fire Marshal (*continued*)

Marginal Functions:

1. Provide staff support to assigned boards and commissions.
2. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire prevention and inspection.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive fire prevention and inspection program.
Operational characteristics, services and activities of comprehensive fire operation and emergency medical services programs.
Principles, practices and procedures of fire prevention, operation and emergency medical services.
Current City Council-adopted fire and building codes.
National Fire Protection Association standards.
Mechanical, chemical and related characteristics of a wide variety of flammable and explosive materials and objects.
Department policies, rules and regulations.
Local geography including the location of water mains and hydrants and the major fire hazards of the city.
Management skills to analyze programs, policies and operational needs.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluations.
Pertinent federal, state, and local laws, codes and regulations.

Ability to:

Plan, organize, direct and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Delegate authority and responsibility.
Direct and manage operations, services and activities of the Fire Prevention Division.
Interpret and explain city fire operation, prevention and emergency medical policies and procedures.
Conduct training on fire prevention.
Make sound decisions in accordance with laws, regulations and policies.
Conduct thorough fact-finding investigations and enforce regulations firmly, tactfully and impartially.
Identify and respond to community and City Council issues, concerns and needs.
Develop and administer departmental goals, objectives and procedures.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.

CITY OF LAS VEGAS
Deputy Fire Marshal (*continued*)

License or Certificate

Possession of National Fire Protection Association (NFPA) 1031 Certified Fire Protection Specialist (CFPS) certification within 18 months of the date of appointment, and maintenance thereafter.

Possession of Certified Fire Marshal certification issued by the International Code Council within 24 months of the date of appointment, and maintenance thereafter.

Special Requirements

All applicants shall be required to meet the physical examination and/or physical agility requirements of the position.

WORKING CONDITIONS

Environmental Conditions:

Office and field environments; exposure to dust, noise, grease, smoke, fumes, gases, potentially hazardous chemicals; work in inclement weather conditions; travel from site to site; some climbing, stooping, light lifting and inspecting in restricted spaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, kneeling, walking, sitting, standing, climbing, crawling and light lifting for prolonged periods of time; operating motorized vehicles.

ARB
REV 6/29/11
FLSA: exempt; City: nonexempt

CSB 7/13/11

FIRE BATTALION CHIEF

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To supervise the activities and operations of the assigned fire battalion; and to coordinate and participate in fire operation, prevention, emergency medical and investigative activities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Fire Chief.

Exercises direct supervision over assigned personnel.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Coordinate the organization, staffing and operational activities of a fire battalion.
2. Serve as Incident Commander; supervise and direct the overall firefighting, rescue, overhaul, and salvage operations; implement the Incident Command System (ICS) and coordinate personnel and equipment as needed.
3. Participate in the development and implementation of goals, objectives, policies and priorities for assigned area of responsibility; identify resource needs; recommend and implement policies and procedures.
4. Select, train, motivate and evaluate assigned personnel; provide or coordinate emergency service and professional development training and education; work with employees to correct deficiencies; implement discipline and termination procedures.
5. Direct, coordinate and review the work plan for assigned programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
6. Coordinate the necessary in-service drills; conduct special drills, classes, or multi-company drills in addition to the training programs conducted by the Training Division.
7. Supervise, direct and coordinate routine activities including pre-fire planning inspections, hydrant testing, care and maintenance of apparatus, equipment and stations, and other related activities.

CITY OF LAS VEGAS
Fire Battalion Chief (Continued)

Knowledge of:

Department policies, rules and regulations.

Principles of municipal budget administration and control.

Local geography including the location of water mains and hydrants and the major fire hazards of the city.

Principles of emergency medical treatment and CPR.

Ability to:

Manage and coordinate the work of a battalion.

Select, supervise, train and evaluate staff.

Interpret and explain city fire operation, prevention and emergency medical policies and procedures.

Prepare clear and concise operational work records and reports.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Make technical and emergency decisions quickly and calmly under emergency conditions.

Conduct thorough fact-finding investigations and enforce regulations firmly, tactfully and impartially.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition to perform essential duties as specified by firefighter certification.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Performing life threatening firefighting activities in an emergency situation;*
- *Running, walking, crouching or crawling during emergency operations;*
- *Moving equipment and injured/deceased persons;*
- *Climbing stairs/ladders;*
- *Performing life-saving and rescue procedures;*
- *Walking, standing or sitting for extended periods of time; and*
- *Operating assigned equipment and vehicles.*

Effectively deal with personal danger which may include exposure to:

- *Fire encompassed surroundings;*
- *Dangerous persons;*
- *Dangerous animals;*
- *Hazards of emergency driving;*
- *Hazards associated with traffic control and working in and near traffic; and*
- *Natural and man-made disasters.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment and vehicles.*

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances;*
- *Evaluating various options and alternatives and choosing an appropriate and reasonable course of action;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

CITY OF LAS VEGAS
Fire Battalion Chief (*Continued*)

Experience and Training Requirements

Experience:

A minimum of five years experience in any combination of paid, full time, active combat duty assignments* with a professional fire department, plus a minimum of four years experience with the Las Vegas Fire & Rescue Department as a Fire Captain.

* Active combat duty assignments consist of the following jobs, or their equivalents (as determined by Las Vegas Fire & Rescue management): Firefighter, Fire Engineer, Firefighter/Paramedic, Fire Captain.

Training:

Equivalent to graduation from high school.

Licenses and Certificates

Possession of an appropriate valid driver's license on the date of application, and maintenance thereafter.

Possession and maintenance of Fire Officer I and II certification issued by the Nevada State Fire Marshal's Office within one year of the date of appointment. Training is available by completing and submitting the State Fire Marshal NFPA Standards 1021 Fire Officer Certification Program Task Books, or from the Community College of Southern Nevada.

IMPORTANT NOTE: To test for Fire Battalion Chief, the candidate must:

1. Meet the employment standards for Fire Battalion Chief as listed above; and
2. Have met all NFPA Standards for Firefighter I and Firefighter II.

SB

REV 6/27/11

FLSA: exempt; City: nonexempt

CSB 7/13/11