

RECREATION LEADER I-AQUATICS
RECREATION LEADER II-AQUATICS
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

~~To perform a variety of tasks in support of aquatic recreational programs; to promote community involvement in aquatic recreational programs.~~ 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.

DISTINGUISHING CHARACTERISTICS

~~Recreation Leader I-Aquatics This is the entry level class in the Recreation Leader-Aquatics series. This class is distinguished from the Recreation Leader II Aquatics by the performance of the more routine tasks and duties assigned to positions within the series. This class may be used as a training class, wherein employees need only limited or no directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.~~

~~Recreation Leader II-Aquatics This is the full journey level class within the Recreation-Aquatics series. Employees within this class are distinguished from the Recreation Leader I Aquatics by the performance of the full range of duties as assigned and by the level of experience attained. 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. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, selected candidates have prior experience.~~

SUPERVISION RECEIVED AND EXERCISED

Recreation Leader I-Aquatics

Receives immediate supervision from higher level supervisory or management staff.

May exercise functional or technical supervision over seasonal staff.

Recreation Leader II-Aquatics

Receives general supervision from higher level supervisory or management staff.

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Recreation Leader I/II-Aquatics Specialist (continued)

May exercise functional or technical supervision over hourly or seasonal 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. Form
Form
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. Form
0.1
Form
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; setting up and taking down equipment and supplies needed for scheduled activities; renting facilities to community groups. Form
4. Coordinates/Oversee hourly lifeguard and pool manager staff; schedules coverage and rotations and review time cards. Form
5. Plans, schedules and monitors swim classes, meets and other activities and special events; visit classes to note staff training needs and to evaluate the instructional programs. Form
6. Gathers information from various sources to identify needs and trends for new programs; drafts a program outlines which includes the frequency and duration, the target participant group, fees, description of the activity, estimate of staffing and equipment needs and any other costs, staffing needs, cost, required equipment and supplies, location and its availability, publicity requirements, potential risks and plans to minimize them, desired outcome and timeline for implementation; submits plan to management for approval and upon approval, proceeds with implementation and follow up with evaluation. Form
7. Coordinates aquatics facility rentals for private events including collecting payments, scheduling staff and setting up safety and recreation equipment. Form
5. Maintain records of activities; prepare reports of activities, including recommendations for revisions or future programs. Form
6. Teaches lifeguard CPR, first aid and instructor-level certification classes. Form

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Recreation Leader I/II-Aquatics Specialist (continued)

9. Visits pool sites to ensure appropriate levels of safety, cleanliness and service; provides corrective instruction to city staff as necessary when needed. Form
- 7.10. Enforces facility, department and city rules and regulations. Form
- 8.11. Assists in preparing promotional materials and displays creating and distributing display, advertisements and announcements for events. Form
- 9.12. Maintains inventory of supplies and equipment. Participates in the procurement process, including researching materials and equipment. Form
- 10.13. Participates in recruiting and training seasonal staff. Form
- 11.14. Administers first aid and conducts pool rescues when needed. Form
- 12.15. Assists in preparing pool safety audits and emergency action plans. Form
16. Prepares a variety of paperwork and reports. Form

Marginal Functions:

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

QUALIFICATIONS

Recreation Leader I-Aquatics

Knowledge of:

Basic techniques and methods for aquatic instruction and education.
Basic principles and practices of a comprehensive aquatic recreation program for all ages.
Water hazards and life saving techniques.
Pool staff certification requirements.
Basic principles and practices of operating a public aquatic facility.
Basic office procedures and equipment.
General recreation principles and practices.

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Recreation Leader I/II-Aquatics Specialist (continued)

Occupational hazards and standard safety practices.
Basic report writing techniques.
Basic publicity techniques.
Social services, aquatic leisure activities and recreation for all ages.
Rules and regulations of various aquatic activities.
Basic mathematical principles.
English usage, spelling, grammar and punctuation.
Basic principles and procedures of record keeping.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Swim at a level adequate to perform essential functions and maintain certifications.
Maintain flexible work schedule as needed.
Organize numerous details of a program.
Learn to draft comprehensive proposals.
Monitor an aquatic facility or program, including participants and staff.
Assist with training and overseeing seasonal staff.
Administer a variety of aquatic recreational programs.
Interact effectively with all ages.
Operate a cash register or cash box.
Respond to requests and inquiries from the general public.
Learn methods of identifying aquatic recreational needs of the community.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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.

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Recreation Leader I/II-Aquatics Specialist (continued)

Skills in Ability to:

Form

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.

Selecting and training seasonal staff.

Maintaining accurate records.

Identifying aquatic recreational needs of the community.

Drafting comprehensive proposals.

Experience and Training Requirements

Experience:

Two One years of experience working with aquatic recreation programs.

Training:

Equivalent to graduation from high school, supplemented by college level course work in aquatic recreation or a related field, an 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 Training-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.

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Recreation Leader I/II-Aquatics Specialist (continued)

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: ~~City trucks, vans, p~~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 ~~maintaining physical condition necessary for:~~

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.

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.

PLMSEGAL

REV 2/7/018/1/2010 (formerly Recreation Leader I/II (X)-Aquatics)

FLSA and City: nonexempt

CSB-7/11/01

AQUATICS SUPERVISOR COORDINATOR

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 plan, organize, coordinate, conduct and oversee aquatic activities; to oversee and participate in all related work. 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.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Recreation Activities Specialist series. Positions at this level are distinguished from the other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series. The Aquatic Coordinator also provides lead supervision over 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 the Leisure Activities Field Services Supervisor or other supervisory/management staff.

Exercises technical and functional supervision over lower level 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

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Aquatics Supervisor-Coordinator (Continued)

- 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.
 - ~~1.4. Implement aquatic program goals established by management and communicate to staff; pPlans, directs and coordinates a variety of diversified 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 ServicesActivities Field Supervisor.~~
 - ~~2. Plan, direct, assign and verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards.~~
 5. Prepares a master calendar for summer and year round aquatic program and assigns staff to instruct classes and run programsimplement and staff all activities.
~~; design and maintain bulletin boards, brochures and other materials for marketing program.~~
 - 4.6. Evaluates activities, programs and classes for content, techniques and special problems.
- Essential Functions:**
- ~~5. Interview and make selection recommendations for seasonal and year round staff.~~
 - ~~5.7. Schedule and train assigned employees; maintain certification file on pool staff and monitor expiration dates; Provides train-instructor certification trainingtrainers to qualified aquatics staff; occasionally instructs other classes. ;~~
 - ~~7.8. Respond to public inquiries and complaints in an appropriate manner.~~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.
 - ~~7.11. 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. meet with other agencies and school contacts to arrange for building space for summer programs and special events.~~
 12. Develop, administer, monitor and coordinate budgets for aquatic program including use of grant monies; purchase equipment and supplies. 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

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Aquatics Supervisor-Coordinator (Continued)

- and variances at an early stage. Prepares reports on actual and estimated revenues and expenditures.
- ~~8.~~13. Prepares marketing materials and displays; performs public relations duties including giving media interviews and presentations at public events.
- ~~10.~~ Perform public relations duties to include television interviews, radio interviews, public speaking engagements and conducting tours.
14. Enforces facility, department and city rules and regulations.
- ~~15.~~ review pool rules and make recommendations for revisions; ensure facilities adhere to standards of cleanliness and safety; maintain security of assigned keys; complete all accident and incident reports. Develops an emergency action plan and practices the plan regularly with staff.
- ~~10.~~16. Conducts regular in-service training with lifeguards and instructors to review first aid, lifeguarding and CPR procedures.
17. Prepares and maintain a variety of reports; maintain daily files, receipts and records and prepare a summary at end of season.
- ~~11.~~18. Maintains pool staff certifications on file on and monitors certification expiration dates.
- ~~13.~~ Review designs for pool construction and remodeling and provide recommendations.

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.
- ~~1.~~3. Partners with community leaders and citizen groups to promote and implement water safety programs and events.
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:

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Aquatics Supervisor-Coordinator (Continued)

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 ~~lead~~ 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.

Knowledge of:

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

Basic first aid and CPR.

Skills inAbility to:

~~Leading, organizing and reviewing the work of staff in the area of work assigned.~~

~~Monitoring staff certifications and expiration dates.~~

~~Recruiting and instructing aquatic staff.~~

~~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.~~

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

~~Walking and standing for extended periods of time~~

~~Operating assigned equipment.~~

~~Maintain effective audio-visual discrimination and perception needed for:~~

~~Making observations~~

~~Communicating with others~~

~~Operating assigned equipment.~~

~~Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.~~

Experience and Training Requirements

Experience:

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

Training:

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Aquatics Supervisor-Coordinator (Continued)

Equivalent to an Bachelor/Associate's degree from an accredited community 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.

License or Certificate

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

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

~~Possession and maintenance of Lifeguard Training Instructor certificate on the date of application.~~

WORKING CONDITIONS

Environmental Conditions:

Location: ~~Work in both indoor and outdoor aquatic recreational facilities;~~ travel from site to site.

Hazards: ~~Exposure to inclement weather conditions, water, noise; travel from site to site.~~

Physical Conditions:

~~Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, bending, stooping, kneeling for prolonged periods of time; moderate to heavy lifting.~~

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

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Aquatics Supervisor ~~Coordinator~~ (Continued)

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

ARBSEGAL

REV 5/12/978/19/2010 (formerly Aquatic Coordinator)

Nonexempt

CSB 7/09/97

ENGINEERING ASSOCIATE I
ENGINEERING ASSOCIATE II

*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 perform a variety of tasks involved in planning and monitoring the work of developers, engineers and contractors on projects such as regional transportation facilities and neighborhood and regional flood control facilities; to research and coordinate projects and activities with other departments and outside agencies; Performs a variety of tasks involved in the production monitoring theof work of associated with engineers and contractors; researches and coordinates projects and activities with other departments and outside agencies; and to performs technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

Engineering Associate I—This is the entry level class in the Engineering Associate series. This class is distinguished from the Engineer Associate II by the performance of the more routine tasks and duties assigned to positions within the series including work on smaller projects, performed under direct supervision. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Engineering Associate II—This is the full journey level class within the Engineering Associate series. Employees within this class are distinguished from the Engineering Associate I by the performance of 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 AND EXERCISED

Engineering Associate I - Planning

Receives direct supervision from higher level staff.

Engineering Associate II - Planning

Receives general supervision from higher level supervisory or management staff.

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

May exercise functional and technical supervision over engineering 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.
2. Review subdivision maps, developer plans, specifications and other applications; issue permits as approved; prepare, process and file agreements.
- Review construction drawings, zoning actions, parcel maps and tentative maps; make adjustments as necessary.
3. Reviews and prepares calculate engineering quantities and estimates costs; ensures the accuracy of computations, preliminary layout and design work from field and survey data; recommends changes as appropriate.
- 5.4. Prepares legal descriptions and maps of existing and proposed developments using survey data, on-site inspections, aerial photographs, and other supporting documentation. Research and provide information to the public regarding development projects, off-site improvements, zoning and land use; prepare reports or other documentation.
- 6.5. Coordinates projects and the review of plans with other offices and outside agencies; prepare reports, schedules and cost estimates. 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.
- 7.9. Conducts on-site inspections; documents findings and necessary adjustments.
- 8.10. 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. Assist in planning of regional transportation facilities, neighborhood and regional flood control facilities and sanitary sewer collection update.
- 9.11. Assists in negotiating and administering consultant agreements.

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Engineering Associate I/II (*Continued*)

10. Review technical drainage studies.

11. Operate database system to update drainage log and prepare monthly status reports.

12. Utilize Lotus and hydrology-related computer programs for drainage analysis such as HEC-I and HEC-II.

13. Maintain City wastewater collection system model.

12. Operates a full range of survey equipment including computer aided design and drafting systems.

14.13. Prepares designs, reports, displays, and exhibits to support staff projects at public meetings and special events. Answers questions during public forums. Prepare maps and drawings to be used as exhibits, in bid documents or for other needs and situations.

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.

Skills in:

Review engineering plans and specifications.

Prepare and maintain technical engineering records and prepare reports.

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.

Maintain mental capacity which allows for effective interaction and communication with others.

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Engineering Associate I/II (*Continued*)

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Guidelines

Experience:

Two years of engineering experience No previous experience is required.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with a major in civil engineering, land surveying 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: eExposure 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.*
- Essential and marginal functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time.

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Engineering Associate I/II (*Continued*)

ARB:hgSEGAL

Rev.07/95 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]

CSB-8/16/95

Segal 07/09/2010

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

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

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a ~~division manager, section supervisor or program manager~~ 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. Exercises direct supervision over 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. ~~Participate in the development and implementation of goals, objectives, policies and priorities for assigned division or section within the Public Works Department: City Engineer, Engineering Planning or Traffic Engineering; identify resource needs; recommend and implement policies and procedures.~~
- 2.1. 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; and prepares recommendations for improvements; and seals in-house design plans, reports and certifications.

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Engineering Project Manager (*continued*)

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.
- 3.4. Prepares and administers the applicable portion 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.
- 4.5. Acts as first line supervisor for designated staff responsible for complex engineering work, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives. Plan, prioritize, assign, supervise and review the work of technical staff and engineering consultants who are responsible for complex engineering work, including the planning design process and construction of city public works off-site projects.
- 5.6. Researches, analyzes and prepares new funding source applications for public works projects.
- 6.7. 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.
Provide or coordinate staff training and development; work with employees to correct deficiencies.
- 7.8. 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.
Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
- 8.9. 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.
Review and recommend approval of plans and specifications, designs, cost estimates, environmental documents and reports.
- 9.10. 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. Reviews contractor licenses and eEnsures proper permitting.
- 10.11. 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

CITY OF LAS VEGAS

Engineering Project Manager (*continued*)

contractor claims against the city. Handles inquiries and complaints from start through resolution in an efficient and timely manner.

~~Respond to and resolve difficult and sensitive citizen inquiries and complaints; review contractor claims against the city.~~

~~11.12. 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.

~~11. Represent the work unit at public and committee meetings.~~

When Assigned to Land Development

~~1. Provide or coordinate the technical review, and recommend approval, for the design of public infrastructure including sanitary sewer systems, flood control systems, roadways and highways, bridges and traffic control systems.~~

~~2. Oversee the coordination of permitting for the construction of offsite improvements to assure that construction is undertaken by properly licensed contractors within city rights-of-way and easement.~~

~~3. Oversee the posting of surety for construction of offsite improvement through bonds, certificates of deposit, occupancy holds or special improvement districts.~~

~~4. Review contractor's licenses to ensure that all proposed work in city rights-of-way and easements are performed by properly licensed contractors.~~

When Assigned to Engineering Design

~~1. Manage consultant engineering contracts as well as in-house design projects to ensure compliance with the project budget and schedule, and the accuracy and completeness of plans, special provisions, cost estimates and contract documents.~~

~~2. Provide design support to the Construction Management section throughout the construction phase of capital improvement projects; assist with the review of contractor claims against the city.~~

~~3. Provide or coordinate the technical design and review for, and recommend approval of, the design of public infrastructure including sanitary sewer systems, flood control systems, roadways and highways, bridges and traffic control systems.~~

When Assigned to Roadway Planning

~~1. Prepare and administer the city's roadway CIP for both Regional Transportation Commission (RTC) and street rehabilitation projects; work with city and RTC staff to identify and prioritize project needs; formulate cost estimates and develop implementation strategies.~~

~~2. Prepare monthly agenda items for the RTC Board of Directors for the approval of planning, design and construction of RTC roadway projects.~~

CITY OF LAS VEGAS

Engineering Project Manager (*continued*)

3. Attend RTC planning and engineering working group meetings to request prioritization and funding of roadway projects under various programs, including the Regional Transportation Plan, Transportation Improvement Program, Capital Improvement Program, area-wide projects, RTC Question 10 projects, and the State Transportation Plan.
4. Make application requests for street enhancement projects to both the Nevada Department of Transportation and the Federal Highway Administration.
5. Oversee updates to the city's Master Plan of Streets and Highways.
6. Prioritize arterial street rehabilitation and reconstruction projects.
7. Manage the consultant statement of qualification and consultant selection process.

When Assigned to Flood Control

1. Prepare and administer the city's Flood Control CIP for both Regional Flood Control District (RFCD) and nominal drainage projects; work with city departments and division staff to identify and prioritize needs; formulate cost estimates and develop implementation strategies.
2. Oversee the Stormwater Quality Management Plan for the city under the National Pollutant Discharge Elimination System (NPDES), coordinating with RFCD, Nevada Department of Environmental Protection, and EPA.
3. Manage and update FEMA's Community Rating System and National Flood Insurance Program for the city of Las Vegas.
4. Oversee review of technical drainage studies and the Flood Control CIP for compliance with federal and local drainage regulations; coordinate with RFCD and other governmental entities as needed.
5. Prepare technical drainage studies for nominal drainage projects.
6. Perform 100-Year FEMA Flood Zone determinations.
7. Manage field surveys following flood events, and answer citizen complaints, concerns and inquiries.

When Assigned to the Traffic Engineering Division

1. Oversee engineering services related to traffic signal designs and operations through review of plans.
2. Perform analysis to identify hazardous roadway conditions and recommend safety improvements.
3. Oversee the preparation of special provisions, details, specifications, and estimates related to traffic engineering projects or components of other projects.

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

~~4. Identify the application and testing of Intelligent Transportation System technologies; incorporate into city projects.~~

~~5. Coordinate regional projects with local jurisdictions.~~

~~6. Supervise the application of regional transportation demand forecasting models; interpret model results to meet the needs of various multimodal transportation studies; solve modeling problems; interface with users of model; and enhance transportation GIS capabilities.~~

~~7. Perform professional planning and technical work for transportation analysis including traffic simulation modeling, system capacity analysis, statistical data analysis, and computer programming.~~

~~8. Evaluate land development and transportation projects and programs, and identify short and long range transportation system needs.~~

When Assigned to the Environmental Division

~~1. Oversee and participate in the design of wastewater treatment facilities including lift stations and water reclamation plants.~~

~~2. Administer and participate in the city's CIP for the maintenance and expansion of wastewater treatment facilities.~~

~~3. Represent the city's interests and participate in meetings of regional governing agencies including the Nevada Department of Environmental Protection, Southern Nevada Water Authority and Clean Water Coalition.~~

Marginal Functions:

~~1. Participate in the development and administration of assigned division or section budget; forecast additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.~~

~~2.1. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering.~~

~~3.2. 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.

CITY OF LAS VEGAS

Engineering Project Manager (*continued*)

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 Capital Project Management 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 water pollution control, wastewater treatment or water treatment plant design.

When assigned to Sanitary Sewer Planning: Engineering guidelines including The Design and Construction Standards for Wastewater Collection Systems (DCSWCS) and Uniform Plumbing Code (UPC); industry software including ArcGIS, FlowMaster, and InfoSWMM.

When assigned to Roadway Planning: Clark County Regional Transportation Commission standards, policies and procedures; knowledge of Transportation Improvement Program, Capital Improvement Program, area-wide projects, State Transportation Plan, Master Plan of Streets and Highways, and City code.

When assigned to Development Coordination: Master Plan of Streets and Highways, City Codes and Ordinances, Clark County Uniform Standard Drawings and Specifications, property entitlement process.

Ability to: Skills in:

Manage and coordinate the work of professional, technical and clerical personnel.

Interpreting, and applying and enforcing pertinent federal, state and local laws, codes, rules and regulations, and policies and procedures.

Manage and administer a comprehensive capital improvement program.

Manage large and complex civil engineering projects in the area of assignment.

Ensure project compliance with appropriate federal, state and local laws, codes and regulations and project specifications, deadlines and budget constraints.

Resolving complex civil engineering problems.

Reviewing and developing designs, plans, long range capital improvement plans and specifications.

Enforce compliance with pertinent laws and regulations.

CITY OF LAS VEGAS

Engineering Project Manager (*continued*)

Resolving regulatory, public relations and systems design questions.

Exercising professional engineering judgment to achieve results consistent with objectives.

~~Prepare complex, comprehensive, specialized reports.~~

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.

~~Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, 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.

Maintain effective audio-visual discrimination and perception needed for:

~~----- Making observations;~~

~~----- Communicating with others;~~

~~----- Reading and writing; and~~

~~----- Operating assigned equipment~~

Maintain mental capacity which allows the capability of:

~~----- Making sound decisions;~~

~~----- Effective interaction and communication with others; and~~

~~----- Demonstrating intellectual capabilities.~~

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

~~----- Sitting, standing and walking for extended periods of time; and~~

~~----- Operating assigned equipment.~~

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: ~~sanitation~~ 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. ~~A combination of formal education and directly related work experience may substitute for the degree.~~

CITY OF LAS VEGAS
Engineering Project Manager (continued)

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.

WORKING CONDITIONS

Environmental Conditions

Location: Field, office and construction site environments;

Hazards: eExposure 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.*

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, walking, bending, and stooping for prolonged periods of time.

ARBSEGAL
REV 6/8/066/13/11
FLSA: exempt; City: nonexempt

CSB 7/12/06
Segal 07/12/2010

ENGINEERING TECHNICIAN I
ENGINEERING TECHNICIAN II

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

DISTINGUISHING CHARACTERISTICS

Engineering Technician I – This is the entry-level class in the Engineering Technician series. This class is distinguished from the Engineering Technician II by the level of technical knowledge and skill, the level of responsibility assumed and the independence with which employees are expected to perform. Initially under close supervision, incumbents learn to perform the essential functions of the classification, governed by the applicable city policies and procedures. As experience is gained, employees are permitted greater independence within established guidelines. This class may be used as a training class, wherein employees may need only limited or no directly related work experience or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry-level. This class is distinguished from the Engineering Technician II by the performance of the more routine tasks and duties assigned to positions within the series including drafting, maintaining GIS data, developing cost estimates, engineering plans research, customer assistance, updating maps, making basic calculations, and performing a variety of engineering studies.

Engineering Technician II – 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, including handling all aspects of assigned counter, design and drafting work, a variety of engineering studies, plan review, field inspection and data gathering. 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. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level; when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Engineering Technician I

Receives immediate supervision from higher level engineering staff.

May receive functional and technical supervision from a Sr. Engineering Technician.

Engineering Technician II

Receives general supervision from higher level supervisory or management engineering 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 general 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. Receive Provides engineering records management, including collecting designs, drawings, maps, and plans and other related documentation;; reviewing for accuracy and compliance;; interpret, catalogue, indexing and assigning file numbers;; scanning documents, and maintaining electronic and paper files and reference systems. engineering drawing files and the drawing scanning and retrieval system; maintain cross reference card system; update and revise drawings, maps and plans.
3. Compiles, reduces, interprets and applies field notes and rough technical data to complete Perform skilled drafting for engineering projects including roadway, flood control, sewer, traffic signal and road markings; 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. Provide information to the public, contractors and consultants regarding street, traffic engineering and related information.
5. Compile, reduce, interpret and apply field notes and rough technical data to complete preliminary drawings, plot plans, profiles, elevations and improvement of sewers, streets,

CITY OF LAS VEGAS

Engineering Technician I/II (continued)

- ~~water mains and related public works projects; prepare all necessary engineering calculations.~~
6. Prepare preliminary and finished drawings using civil, structural, mechanical, and electrical engineering and instrumentation principles.
- 7.5. 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.
- 8.6. 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.
- 9.7. Operates computer equipment using software packages such as GIS and AutoCAD to produce engineering drawings and exhibits; updates geographic information systems (GIS) database.
- 10.8. ~~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. Perform a variety of related office or field tasks to gather, analyze and record data and otherwise assist engineers in the preparation of bid specifications or construction design specifications.~~
9. Attends various meetings to represent the division. Records minutes of meetings for project files; distributes documents to contractors, staff, and other city departments.
11. ~~Perform studies to determine locations of traffic control devices; monitor traffic flow; identify hazardous locations; evaluate traffic accidents, reports, and related data; make written recommendations for changes to existing traffic control devices; explain information to citizens and committee groups.~~
12. ~~Maintain records on labor and material costs for traffic construction projects; calculate and coordinate billing transactions with Finance; maintain records on accidents and construction parking permits.~~
13. ~~Prepare traffic signal intersection status reports; monitor signal systems computer console; inform other jurisdictions of signal incidents or concerns; obtain signal timing information from system database; input signal data into transportation computer modeling programs; assist in performing computerized traffic signal and transportation modeling.~~
14. ~~Assist in the preparation of Southern Nevada Public Land Management Act (SNPLMA) applications for public trails and open space.~~
10. Generates and monitors work orders for new and existing plans to ensure timely and accurate completion of work.
- 15.11. Maintains a technical library of information.

~~16.12. Change~~ Revises and edits construction drawings to maintain accurate reference drawings that reflect completed or modified facilities, including plot plans, motor control center wiring diagrams, plant piping plans, electrical schematics and process and instrumentation drawings.

17. Prepare and maintain accurate engineering records.

Marginal Functions:

1. May perform purchasing activities for the work unit.

2.1. Performs related duties and responsibilities as required.

QUALIFICATIONS

Engineering Technician I

Knowledge of:

~~Basic~~ Terminology, methods, practices and techniques of drafting and computer aided design.

~~Basic~~ 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, ~~or water or wastewater treatment,~~ 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.

Ability to: Skills in:

~~Learn to u~~ Understanding and reading engineering and construction plans and specifications.

~~Learn~~ Applying applicable laws, regulations, codes and department policies governing assigned engineering duties.

~~Learn~~ Using traffic count software to perform traffic studies.

~~Learn b~~ 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.

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

~~Standing, walking and sitting for extended periods of time; and~~
~~Operating assigned equipment.~~

Experience and Training Requirements

Six months of technical civil engineering experience in drafting, design, or traffic. One college or vocational school computer-aided drafting (CAD) course may be substituted for the work experience.

Engineering Technician II

In addition to the qualifications for Engineering Technician I:

Knowledge of:

~~Techniques and practices of civil or traffic engineering planning and design or wastewater treatment plant maintenance, or water or wastewater treatment, depending on assignment.~~

~~Applicable engineering design standards in area of assignment.~~

~~Materials, methods and techniques of modern construction.~~

~~Terminology, methods, practices and techniques of drafting and computer aided design.~~

~~Trigonometry as applied to the computation of angles, areas, distances and traverses.~~

~~Applicable laws, regulations, codes and department policies governing assigned engineering duties.~~

~~Basic safety procedures when working in roadway.~~

Ability to:

~~Apply pertinent state and local policies, procedures, laws, codes and regulations.~~

~~Understand and read engineering and construction plans and specifications.~~

~~Communicate tactfully with contractors, engineers and property owners.~~

~~Use algebraic formulas, trigonometry tables and statistical mathematics to accomplish the level of work described herein.~~

~~Operate equipment used in traffic studies.~~

~~Use traffic count software and equipment proficiently.~~

Experience and Training Requirements

Experience and Training:

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

WORKING CONDITIONS

Environmental Conditions:

Location: Field and office environments;

Hazards: ~~e~~Exposure to computer screen 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.*

~~Essential and marginal functions may require maintaining physical condition necessary for sitting, standing and walking for prolonged periods of time.~~

SMMSEGAL

REV 3/30/075/4/11[formerly Engineering Technician I and II (X)]

FLSA & City: nonexempt

CSB 6/13/07

Segal 07/12/2010

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

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

SUPERVISION RECEIVED AND EXERCISED

~~Receives general direction from the assigned Information Technologies Manager and higher level management staff. Director, Information Technologies.~~

~~Receives functional and technical supervision from City Manager's Office, Administrative Officer.~~

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

Essential Functions:

1. Develops materials for training programs as required; 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; and copy allowable audio-visual materials for future use.
2. Researches and develops proper training vehicle/media for optimal training; work coordinates with applicable user departments to include relevantative business processes in training material; assists with software testing as it relates to the development of computer-based training.;
2. write and conduct needs assessment for future training programs.
3. Coordinate training classes; compose and distribute announcements regarding classes; reserve and schedule facilities to hold courses and coordinate instructors as necessary. 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 Training Administration Learning Management and other online training applications.

CITY OF LAS VEGAS

Information Technologies Training Specialist (*continued*)

Monitor employees in self-study programs

5. ~~m~~ 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 which present and interpret data and identify alternatives; 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.

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.

10. Create, post and distribute monthly training calendar; produce and distribute certificates to employees who complete training classes.

Marginal Functions:

1. Maintains a variety of automated and manual logs, records and files.

1.2. Attends and participates in professional group meetings; stays abreast of current trends, programs and innovations in the field of employee software training and development.

2.3. 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.

CITY OF LAS VEGAS

Information Technologies Training Specialist (*continued*)

Principles and procedures of record keeping.

Pertinent federal, state and local laws and regulations.

Skills in: Ability to:

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.

Delivering effective oral training presentations.

Ability to:

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.

Maintain mental capacity which allows the capability of:

~~Making sound decisions;~~

~~Effective interaction and communication with others; and~~

~~Demonstrating intellectual capabilities.~~

Maintain effective audio-visual discrimination and perception needed for:

~~Making observations;~~

~~Communicating with others;~~

~~Reading and writing; and~~

~~Operating assigned equipment.~~

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

~~Walking, standing and sitting for extended periods of time; and~~

~~Operating assigned equipment.~~

Experience and Training Requirements

Experience:

Two years of experience developing and delivering adult training experience.

CITY OF LAS VEGAS

Information Technologies Training Specialist (*continued*)

Experience with Oracle Applications, Oracle Learning Management, Purchasing, 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. A combination of formal education and directly related work experience may substitute for the degree.

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: eExposure to computer screens.

Physical Conditions

Essential and marginal functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time. 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.*

ARBSEGAL

NEW 6/7/05 REV 5/10/11

FLSA & City: nonexempt

CSB 6/22/05

Segal 07/26/10

JUDICIAL ENFORCEMENT OFFICER I
JUDICIAL ENFORCEMENT OFFICER II

*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 and participate in the development and implementation of the judicial enforcement program within the Municipal Court; and to perform a variety of technical tasks relative to assigned areas of responsibility. 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

~~**Judicial Enforcement Officer I:** This is the entry-level class in the Judicial Enforcement Officer series. This class is distinguished from the Judicial Enforcement Officer II by the performance of the more routine tasks and duties assigned to positions within the series. This class may be used as a training class, wherein employees may need only limited or no directly related work experience, or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.~~

~~**Judicial Enforcement Officer II:** This is the full journey level class within the Judicial Enforcement Officer series. This class is distinguished from the Judicial Enforcement Officer I by the performance of 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 and the Court. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level, when filled from the outside, selected candidates have prior experience.~~

SUPERVISION RECEIVED

Judicial Enforcement Officer I

~~Receives immediate supervision from higher level staff.~~

Judicial Enforcement Officer II

~~Receives general supervision from the Judicial Enforcement Supervisor, or higher level management staff or Municipal Court Judges.~~

CITY OF LAS VEGAS

Judicial Enforcement Officer I/II (continued)

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, the enforcement activities of the Municipal Court by enforcing court-ordered compliance and collecting court-imposed fines.
2. Contacts defendants in person, by telephone or through written correspondence to set up payment plans and answer questions, provide information, explain procedures, make adjustments to installment plan, monitor payment progress of enforcement efforts and calculate payoff amounts; refer defendants to the work program or community service program when appropriate, maintaining close contact with program staff to monitor progress.
- 3.2. 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 and eligibility for installments payment of fines; 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; determine defendant's willingness to comply with court orders and refers non-compliant defendants cases those unlikely to comply to the court appropriate marshal unit; verify the validity of a warrant, refer to court marshal unit for the arrest of the defendant and
4. a. Assists in locating the 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.
- 4.5. Maintains strict confidentiality regarding defendant cases, credit bureau reports and criminal justice information received from law enforcement databases, if necessary.
4. Counsel defendants at the front counter, defuse volatile situations and resolve issues of contradiction.
5. Authorize case continuances and enforcement of court-imposed sanctions based on judicial guidelines.
- 5.6. Processes payments and returned checks; checks received in the daily mail, enters data into the computer court case management system and ensures accuracy of data; clears and reinstates warrant status in accordance to court policies and procedures; corrects court

CITY OF LAS VEGAS

Judicial Enforcement Officer I/II (*continued*)

records when discrepancies are found based on court policy; process returned checks received from the City Treasurer's Office.

6.7. Enters, updates and retrieves data from a variety of databases and computer systems, including law enforcement databases; generates reports. Operate court computer programs to update and retrieve data and generate reports.

8. Access a variety of computer systems to gather data about defendants, such as traffic and criminal violations, home address, property owned and credit reports; maintain knowledge of systems such as Criminal Justice Information System (CJIS), Shared Computer Operation for Protection in Enforcement system (SCOPE), Nevada Criminal Justice Information System (NCJIS), Property Assessor, Department of Motor Vehicles, and others, so that required information can be gathered.

9. Respond to judicial inquiries regarding the status of cases and to locate defendants.

Prepares a variety of periodic statistics and reports as requested.

11.8. Assists in the development and maintenance of policies and procedures for Judicial Enforcement Unit to enforce monetary sentence compliance; all facets of the court installment payment program; stays abreast of changes in current collection processes and court procedures and assist other court employees with adherence to current procedures.

8. Participates in resolving reconciling and auditing contract case issues with vendor external collection agencies.

21. Respond to correspondence received from other jurisdictions.

Marginal Functions:

1. May assist in the training of new employees in court collections procedures, methods and techniques, and in the use of court and other agency computer systems.

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.

1.5. Performs related duties and responsibilities as required.

QUALIFICATIONS

Judicial Enforcement Officer I

Knowledge of:

CITY OF LAS VEGAS

Judicial Enforcement Officer I/II (*continued*)

Basic accounting standards and procedures.
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.

Ability to:

Meet established deadlines.
Learn Las Vegas Municipal Court policies and procedures.
Learn law enforcement policies and procedures.
Learn Las Vegas Municipal Code.
Learn judicial enforcement and collection procedures.
Learn to access a variety of specialized law enforcement and related computer systems.
Learn to use a variety of court and commercial software and mainframe programs.
Learn to evaluate financial information.
Learn to negotiate payment agreements.
Learn to interview effectively to obtain financial information.
Explain and enforce Las Vegas Municipal Court and City policies, procedures, ordinances and laws.
Exercise good judgment and make sound decisions in sensitive situations.
Effectively communicate with uninformed, stressed, upset, and irate defendants in potentially confrontational situations.
Make arithmetic computations accurately and rapidly.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with the public and fellow employees.

Experience and Training Requirements

Experience:

One year of professional revenue collection experience in a court judicial enforcement program, financial institution, collection agency, retail company or government agency;

OR

Two years of increasingly responsible experience within the Las Vegas Municipal Court, including one year of experience interacting directly with defendants either in a courtroom or at the cashiering counter.

Training:

Equivalent to graduation from high school supplemented by college level course work in criminal justice, business administration or a closely related field.

CITY OF LAS VEGAS

Judicial Enforcement Officer I/II (*continued*)

Judicial Enforcement Officer II

In addition to the qualifications for Judicial Enforcement Officer I:

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.

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.

Ability to 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 mainframe case management programs.

Make computations accurately and rapidly.

Experience and Training Requirements

Experience:

Two years of increasingly responsible professional collection experience in a court-judicial enforcement program. 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 Equivalent to graduation from high school supplemented by 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.

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

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for standing and sitting for prolonged periods of time; light to moderate lifting.

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

CITY OF LAS VEGAS

Judicial Enforcement Officer I/II (*continued*)

-- *Demonstrating intellectual capabilities.*

ARBSEGAL

REV 5/3/01 (formerly Collections Officer) 6/13/2011 [formerly Judicial Enforcement Officer I and II (X)]

FLSA & CITY: nonexempt

CSB: 8/8/01

Segal 08/11/10

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

~~To supervise, assign and review the work of staff responsible for the Municipal Court judicial enforcement program; to oversee and participate in enforcement of court-ordered sentence compliance; and to perform a variety of technical tasks related to assigned area of responsibility.~~ Oversees the work of staff responsible for enforcement of court ordered sentence compliance. Coordinates and evaluates programs for the collection of delinquent fines and fees.

SUPERVISION RECEIVED AND EXERCISED

~~Receives direction from the assigned division manager and higher level management staff. Municipal Court judges, Court Administrator and Security & Enforcement Manager.~~

~~Exercises direct supervision over professional 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.
- 1.2. 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.
- 2.3. ~~Develop, recommend and assist in the implementation of goals and objectives; develop, recommend and implement policies, procedures, new enforcement programs and techniques and revise existing ones.~~ 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.
- 3.4. ~~Establish schedules and methods for providing appropriate services; identify resource needs and review needs with appropriate judges, senior management and management staff, allocate resources accordingly.~~ Ensures employees adhere to established work methods,

CITY OF LAS VEGAS

Judicial Enforcement Supervisor (*continued*)

techniques and schedules, and comply with applicable city and court policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.

4.5. Oversees daily operations of the judicial enforcement program including which include contacting criminal and traffic defendants with outstanding arrest warrants and assisting defendants them in complying with the court's orders.

5.6. Monitors and evaluates the judicial enforcement program, its effectiveness and the services provided to defendantsoffenders.

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.

6. Participate in the selection of staff; provide or coordinate training in judicial enforcement techniques and skip tracing; evaluate the performance of staff; 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.

Essential Functions:

7. Verify the work of employees for accuracy, proper work methods and techniques and compliance with applicable policies and procedures.

7.8. Supervises, approves and coordinates the arrest of delinquent defendants with the Municipal Court Marshal unitUnits.

16. Ensure that employees adhere to safe work practices.

17.9. Participate in the preparation and administration of the section budget, submit budget recommendations and monitor expenditures. 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.

18.10. Prepares and presents analytical and statistical reports. oral and written reports on the judicial enforcement program in accordance with established laws and principles of confidentiality; prepare analytical and statistical reports on operations and activities.

19. Draft bid specifications for third party debt collection services and other services that may be required; monitor performance of the vendor; oversee the calculation and payment of fees due the vendor each month; recommend and coordinate renewal of the contract at allowed intervals, including adjustment to the fee structure.

CITY OF LAS VEGAS

Judicial Enforcement Supervisor (*continued*)

~~20. Draft state legislation; consult with Nevada State Supreme Court and Administrative Office of the Courts representatives; consult with city lobbyists and City Attorney's Office on the language used and need for legislation; testify before legislative committees.~~

~~21. Participate in state task forces, state Judicial Council and other committees for court accounting standards, judicial enforcement practices, court technology and staff education.~~

~~22. Participate in city and county efforts to improve court judicial enforcement results.~~

~~23. Attend and participate in meetings and advise senior management throughout the City regarding collection or judicial enforcement projects.~~

~~24.11. Handle non-routine inquiries and special department or citizen requests; clarify policy when necessary. 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.

1.4. 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.

~~2. Provide presentations to and cooperate with other court and governmental agencies establishing or improving judicial enforcement programs.~~

~~3.5. 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*)

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 Ability to:

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.
~~Maintain effective audio-visual discrimination and perception needed for:~~
~~————— Making observations;~~
~~————— Communicating with others;~~
~~————— Reading and writing; and~~
~~————— Operating assigned equipment.~~
Maintain mental capacity which allows the capability of:
~~————— Making sound decisions; and~~
~~————— Demonstrating intellectual capabilities.~~
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
~~————— Walking, standing, sitting for extended periods of time; and~~
~~————— Operating assigned equipment.~~

Experience and Training Requirements

Experience:

Three years of increasingly responsible professional fines collection experience in a court judicial enforcement program, including at least one year of lead or supervisory experience;
OR

CITY OF LAS VEGAS

Judicial Enforcement Supervisor (*continued*)

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:

~~Equivalent to an 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.

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 may require maintaining physical condition necessary for sitting or standing for prolonged periods of time; light to moderate lifting.~~

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.

CITY OF LAS VEGAS

Judicial Enforcement Supervisor (*continued*)

ARBSEGAL

REV 4/16/01 (formerly Collections Supervisor) 5/9/2011

FLSA: exempt; City: nonexempt

CSB 8/8/01

Segal 08/11/10

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

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

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Leisure Activities Field Supervisor; 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. Exercises direct supervision over regular and seasonal 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. 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. Supervise staff responsible for pool facility maintenance; train assigned employees in methods and techniques of pool maintenance; ensure that staff adheres to safe work practices; 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.
3. Conducts site visits Visit pools 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.

CITY OF LAS VEGAS

Pool Maintenance Supervisor (*Continued*)

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.
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.
- 6.7. 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; Prepare annual budget recommendations; monitor expenditures; estimate time, materials and equipment needed and prepare purchase orders; oversees and monitors the delivery of chemicals to pool site; maintains records on equipment.
- 7.8. 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.
- 8.9. 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.
- 1.2. May assist with maintaining equipment such as diving boards and lifeguard chairs and fabricating special equipment.
- 2.3. 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.

CITY OF LAS VEGAS

Pool Maintenance Supervisor (*Continued*)

Occupational hazards and standard safety practices.

Basic geometry and mathematical formulas and methods of calculation.

Computerized pool circulation and filtration equipment operation.

Ability to: 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 ~~Swimming Pool Service Technician or Pool Operator certification from~~ 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 and 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

CITY OF LAS VEGAS

Pool Maintenance Supervisor (*Continued*)

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.

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.

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

~~To~~ 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; ~~to~~ prepares engineering plans and specifications; ~~to act as a project manager ensuring~~ infrastructure designs for either private or public development complies with regional and local master plans; and ~~to~~ 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~~ Exercises functional and technical supervision over 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. 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; ~~perform professional civil engineering calculations; —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. ~~Prepare and review engineering plans, designs, specifications, costs and quantity estimates for public works projects obtain required easements or permits for streets, water and sewer system construction, utility structures and other public works projects.~~

CITY OF LAS VEGAS
Project Engineer (*continued*)

4. Prepares and reviews the adequacy and accuracy of professional engineering computations, preliminary layout and design work from field and survey data.
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. Exercise professional engineering judgment in accordance with currently accepted practices of civil engineering and applicable laws and codes, and to achieve results consistent with objectives.
- 7.6. 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. Provide information and support to developers, builders, engineers, contractors and the general public pertaining to city engineering policies and procedures.
8. Review developer traffic studies, technical drainage studies, improvement plans, specifications and other applications; propose and negotiate plan design changes to developer and its consultants; prepare conditions of approval for public works projects including extensions for water, sewer and street systems.
- 9.7. 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. Serve as a project lead, providing functional and technical oversight to assigned staff; assign, plan, direct, coordinate and schedule assignments; monitor work progress and review work results for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications; participate in the selection of staff; train assigned employees in engineering methods and techniques, and in the set up and use of equipment.
- 10.8. Establishes design criteria to be used by project staff and outside consultants.
- 11.9. Participates in the procurement process, including researching materials, equipment, and vendors, and assisting with specifications; Prepare requests for proposals and bids; review contract bids and proposals; participates in contract negotiation, preparation and administration; assists in the coordination and review of consultants' design work.
- 12.10. Prepares applications for state and federal funding of projects; participates in various grant presentations as required.
- 15.11. Attend neighborhood meetings, planning commission meetings and other sessions of various committees as directed by management staff. 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.

CITY OF LAS VEGAS
Project Engineer (continued)

- 16.12. ~~Assist in the preparation of the budget; monitor project expenditure~~ Conducts on-site reviews of design and construction projects; documents findings and necessary adjustments. May perform on-site inspections of construction projects; respond to traffic or drainage complaints.
- 15.13. ~~Supervises the use of and operates various engineering equipment including computer design, drafting systems and planning models.~~
- 18.14. ~~Ensures that technical project records are maintained.~~
- 17.15. ~~Assembles data, and prepares comprehensive technical reports as requested or required.~~

Marginal Functions:

1. Participate in the selection of consultants and contractors.
- 2.1. Performs related duties and responsibilities as required.
- 3.2. 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.

Ability to: 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.
Ensure project compliance with appropriate federal, state and local laws, codes and regulations.
Performing technical research and solving multi-disciplinary engineering problems.
Operating computer planning and engineering system.
Operating computer engineering systems.
Communicating clearly and concisely, both orally and in writing.

CITY OF LAS VEGAS
Project Engineer (continued)

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. A combination of formal education and directly related work experience may substitute for the degree.

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: eExposure 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;

CITY OF LAS VEGAS
Project Engineer (*continued*)

- *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.*

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

SMMSEGAL

REV 7/31/074/13/11

FLSA: exempt; City: nonexempt

CSB 9/12/07

Segal 07/09/2010

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

To Leads, oversees, and participates in the more complex and difficult work of staff responsible for monitoring the work of developers, engineers and contractors; to coordinates and leads a variety of projects associated with capital and private party improvements; and to 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 other classes within the series 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. Exercises functional and technical supervision over 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. 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.
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. Review

CITY OF LAS VEGAS

Senior Engineering Associate (*continued*)

engineering studies, developer and capital improvement plans, specifications and other applications; issue permits as approved; ~~p~~Prepares, processes and files agreements.

3. Reviews and calculate 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. Research and provide information to the public regarding development projects, off-site improvements, zoning and land use; prepare reports or other 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. Coordinate projects with other offices and outside agencies; prepare reports, schedules and cost estimates.
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.
- 6.8. Operates a full range of survey equipment including computer aided design and drafting systems.
- 7.9. Trains assigned employees in engineering methods and techniques and in the set up and use of equipment.
- 8.10. 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.

QUALIFICATIONS

Knowledge of:

CITY OF LAS VEGAS

Senior Engineering Associate (*continued*)

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.

Ability to: Skills in:

~~Lead, organize and review the work of staff in the area of work assigned.~~

~~Ensure compliance with applicable laws, codes and regulations.~~

~~Perform research on engineering projects.~~

~~Review and evaluate engineering studies, developer and capital improvement plans and specifications.~~

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.

Maintain effective audio-visual discrimination and perception needed for:

~~..... Making observations;~~

~~..... Communicating with others;~~

~~..... Reading and writing; and~~

~~..... Operating assigned equipment.~~

Maintain mental capacity which allows the capability of:

~~..... Making sound decisions;~~

~~..... Effective interaction and communication with others; and~~

~~..... Demonstrating intellectual capabilities.~~

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

~~..... Sitting for extended periods of time; and~~

~~..... Operating assigned equipment.~~

Experience and Training Requirements

Experience:

Three years of increasingly responsible engineering experience.

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

Training:

Bachelor's degree from an accredited college or university with major in civil engineering or a related field. A combination of formal education and directly related work experience may substitute for the degree.

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 environments;

Hazards: eExposure 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.

Essential and marginal functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time.

SMMSEGAL

REVISED 3/23/074/13/11

FLSA & City: nonexempt

CSB: 6/13/07

Segal 07/09/2010

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

To ~~Leads~~, oversees and participates in the most complex technical field and office civil engineering work, including ~~design and drafting work, and a variety of traffic engineering studies and field evaluations;~~ and ~~to~~ 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 other classes in this series 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 engineering 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 Exercises functional and technical supervision over lower level technical engineering 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. ~~Lead~~ Oversees and performs a variety of the most complex technical civil engineering work, including design and drafting work and a variety of traffic 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.

CITY OF LAS VEGAS

Senior Engineering Technician (*Continued*)

3. Applies field and research information to perform skilled drafting of designs and drawings
Perform skilled drafting in preparation of plans for public works projects.
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.
- 9.8. 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.
- ~~5. Assist engineering staff in the preparation of engineering designs, related drawings, specifications and construction project estimates.~~
- ~~6.9. Provide information to the public, contractors and consultants relative to engineering office business and technical~~
~~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.~~
- ~~7. Coordinate public works projects with other city departments, outside consultants and developers.~~
- ~~7. Apply field and research information to create designs and drawings for various engineering and planning projects.~~
- ~~8. Conduct research of ownership, legal descriptions or other such data needed to complete information required in preparation for construction.~~
- ~~9.10. Check subdivision maps for accuracy and compliance with city standards and ordinances~~
~~Researches, investigates and analyzes complex and technical land title problems~~
~~project issues regarding titles, ownerships, legal descriptions and related issues; prepares recommendations for professional staff; ensures accuracy and compliance with city standards and ordinances.~~

CITY OF LAS VEGAS
Senior Engineering Technician (Continued)

- ~~10.11. 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.~~
- ~~11. Design plans for road signage and markings; prepare complex work orders for field staff. Review a variety of engineering studies; analyze complex technical data; read and interpret engineering data and prepare reports.~~
- ~~12. Review traffic related encroachment requests; ensure compliance with city codes and enforce noncompliance.~~
- ~~13. Maintain accurate engineering records.~~

Marginal Functions:

- ~~1. Participate in the preparation of legal descriptions and plat maps for right-of-way or public acquisitions including easements, abandonments, lease parcels and real property.~~
- ~~2. Assist with preparation and provide technical assistance for Traffic and Parking Commission meetings.~~
- ~~4.1. Assist with review of traffic signal, street and park lighting~~ Performs related duties and responsibilities as required.

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.
- ~~Advanced techniques and practices of civil or traffic engineering planning and design, or wastewater treatment plant maintenance, or water or wastewater treatment, depending on assignment.~~
- Safety procedures when working in roadway.
- Modern office procedures, methods and computer equipment.
- Safety procedures appropriate for working in the roadway.

CITY OF LAS VEGAS

Senior Engineering Technician (*Continued*)

Applicable laws, regulations, codes and department policies governing assigned engineering duties.

Principles of lead supervision and training.

Ability to:Skills in:

Interpreting and applying pertinent state and local policies, procedures, laws, codes and regulations.

Understanding and interpreting engineering and construction plans and specifications.

Communicate 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 traffic count 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.

Maintain effective audio-visual discrimination and perception needed for:

~~Making observations;~~

~~Communicating with others;~~

~~Reading and writing; and~~

~~Operating assigned equipment.~~

Maintain mental capacity which allows the capability of:

~~Making sound decisions;~~

~~Effective interaction and communication with others; and~~

~~Demonstrating intellectual capabilities.~~

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

~~Standing, walking and sitting for extended periods of time; and~~

~~Operating assigned equipment.~~

Experience and Training Requirements

Three years of technical civil engineering experience in drafting, design, or traffic. One college or vocational school course in survey, advanced drafting, traffic design, traffic operations or 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: eExposure 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.*

~~Essential and marginal functions may require maintaining physical condition necessary for sitting, standing and walking for prolonged periods of time.~~

SMMSEGAL

REVISED 3/23/074/13/2011

FLSA & City: nonexempt

CSB-6/13/07

Segal 07/12/2010

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

To lead, oversee and participate in the more complex and difficult work of staff responsible for the development and implementation of the judicial enforcement program within the Municipal Court; and to perform a variety of administrative and technical tasks relative to assigned areas of responsibility. 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 other classes within the series 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, including overseeing, monitoring and maintaining various accounting systems, coordinating large projects and ensuring that procedures are adhered to in an accurate and consistent manner. Employees at this level 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.

Exercises functional and technical supervision over Judicial Enforcement 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 enforcement activities associated with and mail payment processing of the Municipal Court by enforcing court-ordered

CITY OF LAS VEGAS

Sr. Judicial Enforcement Officer (*continued*)

compliance and collecting court-imposed fines; assigns daily tasks and short or long-term project duties to lower level staff in the Judicial Enforcement and Mail Processing units; organizes and trains staff in specialized projects.

~~; review work processes for accuracy and adherence to policies and procedures.~~

- ~~1.2. 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.~~
- ~~2. Maintain and monitor collections case load including phone inquiries, defendant counter activity and courtroom contact; track correspondence and counseling of defendants relating to payment plans, work program and house arrest; make recommendations to marshals for defendant arrest.~~
- ~~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.~~

Essential Functions:

- ~~3.6. Provides technical and operational training and assistance to court staff. Train employees in the operation and interpretation of state criminal history programs, DMV information, skip tracing techniques and credit histories; train staff in statistical requirements for monthly financial analysis of the Judicial Enforcement Unit's production.~~
- ~~4.7. Prepares report findings for city attorney; interact with judges, court staff, collection agency management staff and representatives to determine final resolution of collection for non-sufficient funds checks; prepare payment posting and statistical and summary reports.~~
- ~~5.8. Performs technical accounting activities, including reconciling reconciliation of collection agency and auditing invoices, and verifying cash logs and daily cash transactions; transports cash receivables to the Las Vegas Municipal Court facility.~~
- ~~5.~~
- ~~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. prepare reports for collection agencies, Mail Payment Processing Unit and the Judicial Enforcement Unit; prepare daily payments and posting; maintain daily statistical logs;~~

CITY OF LAS VEGAS

Sr. Judicial Enforcement Officer (*continued*)

- ~~7.11. Coordinates interact with and assists collection agency staff judges, court staff, collection agency staff, management staff and representatives regarding evaluating, enforcing, and resolving payment of monetary sanctions by defendants delinquent accounts.~~
- ~~6. Participate in discussions with supervisor concerning long-range plans for Judicial Enforcement and Mail Payment Processing Units.~~
- ~~7. Assist judges, court administration, city attorneys, division managers, court administrative staff and outside collection agencies to resolve matters regarding delinquent cases.~~
- ~~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. resolve issues involving death, bankruptcy, medical or indigent status; resolve complex problems regarding sensitive communications with defendants and assist in resolution of internal audit findings;~~
- ~~10. testify in court upon judicial request.~~
- ~~9.14. Evaluates, investigates and makes recommendations on defendants' claims of false identity; interview defendant, locate public records and research various law enforcement computer systems to determine correct identity; prepares summary report of investigation and facts for the City Attorney's Office.~~
- ~~15. Assists with Participate estimating in revenue collection and provides financial information for operations reports and budget preparations.~~
- ~~10. projections for monthly operations report; assist in providing income assessment information for fiscal budget preparation.~~
- ~~11.16. Assists in the development and maintenance of policies and procedures for all facets of the Judicial Enforcement unit to enforce monetary sentence compliance with judicial orders; court installment payment program; stays abreast of changes in current collection processes and court procedures and assist other court employees with adherence to current 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.~~
- ~~12. Ensure that complete and accurate records are maintained.~~

Marginal Functions:

- ~~1. Testifies in court as necessary.~~

CITY OF LAS VEGAS

Sr. Judicial Enforcement Officer (*continued*)

2. Participates in resolving issues with external collection agencies.

2.3. 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.
Basic accounting principles and procedures.
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.

Skills inAbility to:

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.

CITY OF LAS VEGAS

Sr. Judicial Enforcement Officer (*continued*)

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

Maintain effective audio-visual discrimination and perception needed for:

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

Ability to:

Maintain mental capacity which allows the capability of:

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

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

- ~~..... Sitting for extended periods of time; and~~
- ~~..... Operating assigned equipment.~~

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:

~~Equivalent to an Associates' degree from an accredited college or university graduation from high school supplemented by 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.~~

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: ~~E~~exposure to computer screens; ~~r~~ and exposure to potentially hostile and aggressive individuals.

WEB/INTERNET DEVELOPER/ANALYST

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

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Web Architect by its technical responsibility for the City web site including software selection, configuration and maintenance, and its limited interaction with end users.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Software Development Manager or designee, assigned Information Technologies Supervisor and higher level management staff.

May exercise functional and technical supervision over lower 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. 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; create site animation with special effects elements; creates web front-end user interfaces to new or existing databases to make business applications web accessible.
2. Performs computer web applications system design tasks including designing screens and programs; writes and tests new computer web applications and systems following standard development methodologies; prepares test data for use in testing various programs on a the computer systems; writes server side scripts such as Perl scripts; program in CGI, JAVA Script, Visual InterDev or MacroMedia UltraDev.
3. Collaborates with end-users to gather Define program requirements by performing analysis of existing systems and procedures.

CITY OF LAS VEGAS

Web Developer Internet Developer/Analyst (*continued*)

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.

Essential Functions:

6. Prepares documentation for new systems and changes to existing systems, including system program and user guides, in accordance with established standards and procedures;
- 6.7. Participates in the training of users in the use of new or modified computer web applications and procedures.
7. Integrate Web server with other systems in the City such as Oracle database and GIS (geographic information system).
8. Assist in the coordination of in-house projects by providing technical and functional direction to project team members as requested.;
8. participate in overseeing out-sourced projects.
9. Integrates industry standard security technology into eCommerce and eGovernment 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.
- 1.2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Networking protocols, specifically Internet Protocol (TCP/IP) and File Transfer Protocol (FTP).
Windows NT/2000 operating systems.
Structured Query Language (SQL).
JavaScript and 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 the Active X programming standard.
Principles and techniques of information technology project management including the coordination of both out-sourced and in-house projects.
Principles and techniques of software development lifecycles (SDLC).
Principles and techniques of Internet and web site security and data privacy.

CITY OF LAS VEGAS

Web Developer Internet Developer/Analyst (continued)

General Web standards.

Principles and techniques of program and user documentation.

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

Techniques of lead supervision and training.

Techniques of record keeping programming documentation.

Skills in: Ability to:

Using initiative and independent judgment within established guidelines.

~~Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.~~

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.

Ability to:

Communicating clearly and concisely, both orally and in writing.

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

Maintain effective audio-visual discrimination and perception needed for:

~~————— Making observations;~~

~~————— Communicating with others;~~

~~————— Reading and writing; and~~

~~————— Operating assigned equipment.~~

Maintain mental capacity which allows the capability of:

~~————— Making sound decisions;~~

~~————— Effective interaction and communication with others; and~~

~~————— Demonstrating intellectual capabilities.~~

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

~~————— Sitting for extended periods of time; and~~

~~————— Operating assigned equipment.~~

Experience and Training Requirements

Experience:

Two years of experience in Web application design and management.

Training:

Equivalent to a bachelor's 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.

CITY OF LAS VEGAS

Web Developer Internet Developer/Analyst (continued)

Special Requirements

Possession of Microsoft Certified Developer or Microsoft Certified Systems Engineer-(Windows NT/2000) is desirable.

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment;

Hazards: eExposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. 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.*

ARBSEGAL

NEW 2/2/01REV 6/9/11 (formerly Internet Developer/Analyst)

FLSA: exempt; City: nonexempt

CSB 2/14/01

Segal 07/22/10

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.

4.5.

Essential Functions:

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

- | 5.6. 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.
- | 6.7. 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.
- | 7.8. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- | 8.9. 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.
- | 9.10. Evaluate existing fire safety conditions and federal, state and local codes applicable to fire safety; recommend policies, procedures and ordinance revisions as necessary.
- | 10.11. 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.
- | 11.12. 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.
- | 12.13. Explain, justify and defend the Fire Marshal's Office programs, policies and activities; negotiate and resolve sensitive and controversial issues.
- | 13.14. 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.
- | 14.15. 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.
- | 15.16. Respond to and resolve difficult and sensitive citizen inquires and complaints.

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.

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

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.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret and apply federal, state and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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; ~~to assist in the development and implementation of a comprehensive fire prevention, suppression, hazardous material, emergency medical services, inspection, training, public education and support services;~~ 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; assist in the development and implementation of comprehensive fire prevention, suppression, hazardous material, emergency medical services, inspection, training and public education programs.
- 1.2. 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.
- 2.3. 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.
- 3.4. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff 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.

CITY OF LAS VEGAS
Fire Battalion Chief (Continued)

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.
- 4.7. 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.
- 5.8. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Essential Functions:

6. ~~Participate in the development and administration of the assigned program budget; forecast additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.~~
7. ~~Coordinate assigned activities with those of other divisions, outside agencies and organizations; provide staff assistance to the Deputy Fire Chief; prepare and present staff reports and other necessary correspondence.~~
8. ~~Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire prevention, operation, investigation and emergency medical services.~~
9. ~~Respond to fire alarms; participate in conducting fire drills in various schools and industrial plants.~~
10. ~~Inspect various facilities including schools, hospitals, factories and buildings; ensure adherence to fire safety standards.~~
11. ~~Evaluate existing fire safety conditions and federal, state and local codes applicable to fire safety; recommend policies, procedures and ordinance revisions as necessary.~~
- 12.9. ~~Develop and implement procedural methods and practices for reviewing plans, conducting inspections, investigating incidents and related activities as required; provide continued technical support and training as required~~Review incident reports prepared by staff.
10. Develop, prepare and maintain a variety of records and reports; ensure maintenance of all pertinent records.
- 13.11. Inspect stations, equipment, personnel, uniforms, and other related items, to ensure compliance with the required standards of the department.
14. ~~Conduct specialized educational programs to discourage arson, eliminate fire hazards in homes and buildings and stress safety; review and assess available educational programs.~~
- 15.12. Assist in preparing specifications for firefighting apparatus and equipment, emergency medical services and hazardous material apparatus and equipment.

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

- ~~13. Review and assess training needs and available programs; oversee and coordinate the attendance of departmental staff at training programs and seminars; research policies and procedures related to training activities. Conduct pre-fire planning programs and post-fire critiques; participate in the development and revision of operation practices to address noted deficiencies and assist with the design and implementation of related training programs.~~
- 16.14. Attend and participate in community meetings; represent the interest of the department at assigned meetings, functions, hearings, or other gatherings as required.
- ~~17. Develop and coordinate training outreach strategies; ensure compliance with affirmative action and EEO guidelines.~~
18. May assume responsibility for the Fire Department in the absence of the Deputy Fire Chief.
- 19.15. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a comprehensive fire operation, prevention, and emergency medical services program.
- ~~Principles, practices and procedures of fire prevention, operation and emergency medical services.~~
- Principles, practices, techniques and procedures of modern firefighting.
- Mechanical, chemical and related characteristics of a wide variety of flammable and explosive materials and objects.
- ~~Pertinent federal, state and local laws, codes and regulations including those pertaining to fire prevention.~~
- Principles and practices of supervision and training.
- Department policies, rules and regulations.
- ~~Principles of municipal budget preparation 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.
- ~~Conduct training on fire prevention.~~
- 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.

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

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.*

Ability to:

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.*

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, ~~Fire Training Officer, Fire Investigator II or EMS Field Coordinator.~~

* 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, ~~Fire Investigator I, Fire Investigator II, EMS Field Coordinator.~~

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

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.

| ARBSB

| REV 12/5/056/27/11

| FLSA: exempt; City: nonexempt

| CSB-12/14/05