

COURT COUNSELOR I
COURT COUNSELOR-IALTERNATIVE SENTENCING & EDUCATION SPECIALIST I
ALTERNATIVE SENTENCING & EDUCATION SPECIALIST 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

Provides assessments, evaluations, case management and educational instruction for clients in Alternative Sentencing programs. To participate in delivery, coordination and implementation of the Las Vegas Municipal Court Alternative Sentencing and Education programs; to provide counseling, referrals and other assistance to clients referred to the program; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

Court Counselor I Alternative Sentencing & Education Specialist I - This is the first class in the Court Counselor Alternative Sentencing & Education Specialist series. This class is distinguished from Alternative Sentencing & Education Specialist II Court Counselor II by the performance of the more routine tasks and duties, assigned to positions within the series including not being expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines.

Court Counselor II Alternative Sentencing & Education Specialist II - This is the second class within the Court Counselor Alternative Sentencing & Education Specialist series. Employees within this class are distinguished from the Court Counselor Alternative Sentencing & Education Specialist I by the performance of the full range of complex duties, as assigned, including leading group counseling sessions and providing individual counseling. Employees at this level have met the Nevada requirements for certification or licensure, as required by state laws and regulations. Employees receive only occasional instruction or assistance as new or unique 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 meet all the minimum qualifications.

SUPERVISION RECEIVED AND EXERCISED

Court Counselor I Alternative Sentencing & Education Specialist I

Receives general supervision from the Misdemeanor Programs Alternative Sentencing & Education Supervisor.

Court Counselor II Alternative Sentencing & Education Specialist II

CITY OF LAS VEGAS

Court Counselor/Alternative Sentencing & Education Specialist I/II (continued)

Receives direction from the ~~Misdemeanor Programs~~ Alternative Sentencing & Education Supervisor.

May exercise functional and technical supervision over ~~support~~ 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. Plans, directs, and teaches and or instructs individual and group counseling sessions for offenders in the areas of driving under the influence, petit larceny, impulse control and substance abuse; assists in developing new programs.
2. Conducts and assists in domestic violence individual and group counseling sessions, in accordance with as provided in state and federal regulation; assist in men's and women's group sessions.
3. Reviews court-mandated conditions of program participation with clients and provides individual case monitoring and counseling to assure compliance with court ordered programs; communicates with clients, providers and collateral to assure compliance in person and on the telephone.
4. Diagnose/Evaluates clients through by observation and direct contact, using the current revision of the *Diagnostic and Statistical Manual of Psychiatric Disorders* and other resources and necessary diagnostic tools.
5. Assesses clients' needs and provides referrals to other community resources, such as in-patient, out-patient, residential and related social services.
6. Provide clinical, forensic case management.
7. Assists with evaluating division Alternative Sentencing programs and client services.
- 7.6. program improvements, and developing new programs and updating class curriculum.
- 8.7. Coordinates job-related activities with professional colleagues.
- 9.8. Prepare oral and written reports on court programs, client services and individual clients; collect and provide information in accordance with established policies and principles of confidentiality; attend court on Notices of Appearance for defendants' revocation proceedings. Attends court sessions; submits written and oral reports and issues affidavits regarding client compliance and progress with ordered sentencing requirements.
- 11.9. Collects and provides client information in accordance with established state and federal requirements for confidentiality; and maintains case files regularly.
- 12.10. Estimates time Prepares, materials and equipment required for classes.

CITY OF LAS VEGAS

Court Counselor Alternative Sentencing & Education Specialist I/II (continued)

- ~~13.11. Maintain updated computerized case management records. Maintains a variety of automated and manual records and files.~~
- ~~12. Administers drug and alcohol tests; distributes the results to the appropriate parties.~~
- ~~13. Responds to inquiries from clients and the public in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.~~
- ~~14. Attends and participates in group meetings with peers. Stays abreast of new trends, programs and innovations.~~
- ~~15. Maintains required licensings.~~

Marginal Functions:

- ~~1. Responds to public inquiries from clients and the public in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.~~
- ~~2.1. May be required to interpret for Spanish-speaking clients, as needed in a bi-lingual setting.~~
- ~~3.2. Performs other duties and responsibilities as assigned.~~

QUALIFICATIONS

Court Counselor I Alternative Sentencing & Education Specialist I

Knowledge of:

- ~~Basic modern current individual and group counseling methods and techniques.~~
- ~~Basic interviewing techniques.~~
- ~~Basic working knowledge of information contained within the current revision of the *Diagnostic and Statistical Manual of Psychiatric Disorders*.~~
- ~~Principles and procedures of record keeping and case management.~~
- ~~English usage, spelling, grammar and punctuation.~~

Skills in: Ability to:

- ~~Learning to lead Leading classes and individual and group counseling sessions.~~
- ~~Learning to interact Interacting effectively with diverse population, clients with a variety of social problems.~~
- ~~Learning and applying policies and procedures related to Alternative Sentencing Division programs.~~
- ~~Learning the operations and practices of the Nevada criminal justice system and the Las Vegas Municipal Court.~~
- ~~Interpreting, explaining and enforcing department policies and procedures.~~

CITY OF LAS VEGAS

Court Counselor/Alternative Sentencing & Education Specialist I/II (continued)

~~Working different shifts.~~

~~Working independently without direct~~with minimal supervision.

~~Communicating~~clearly and concisely, both orally and in writing.

~~Establishing and maintaining effective working relationships within the work environment 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, standing or sitting for extended periods of time; and~~

~~Operating assigned equipment.~~

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

~~Making observations;~~

~~Communicating with others;~~

~~Reading and writing; and~~

~~Operating assigned equipment.~~

~~Maintain cognitive functioning which allows the capability of:~~

~~Making sound decisions;~~

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

~~Demonstrating intellectual capabilities.~~

Experience and Training Requirements

Experience:

One year of counseling, criminal justice counseling, substance abuse counseling, psychology, social services, social work, marriage and family therapy or closely related experience.

Training:

~~Equivalent to a~~A Bachelor's degree from an accredited college or university with major course work in one of the following or closely related fields:

Addictions

Counseling

Counseling and Education

Criminal Justice with a minor in counseling, social work, addictions or psychology

Education with a major or minor in addictions, counseling, social work or psychology

Marriage and Family Therapy

Nursing

Psychology

Social work

Social Psychology

Sociology

Substance Abuse

License or Certificate

Possession and maintenance of license as a DUI Instructor from the Nevada Department of Motor Vehicles within 6 months of the date of appointment.

CITY OF LAS VEGAS

Court Counselor Alternative Sentencing & Education Specialist I/II (continued)

Must obtain applicable level of NCIC/NCJIS certification and/or training within 6 months of the date of appointment and maintain proficiency as needed.

Possession, and maintenance, of certification as a Domestic Violence Treatment Provider from the State of Nevada, Office of the Attorney General, Batterers Treatment Certification Committee within ~~1-1/2 years~~ 18 months of the date of appointment.

Possession, and maintenance, of certification or license as an Alcohol and Drug Abuse Counselor from the Nevada Board of Examiners for Alcohol and Drug Abuse Counselors within 3 years of the date of appointment.

Court Counselor II Alternative Sentencing & Education Specialist II

In addition to the qualifications for ~~Court Counselor~~ Alternative Sentencing & Education Specialist I:

Knowledge of:

Intermediate ~~modern~~ current individual and group counseling methods and techniques.
Operations and practices of the Nevada criminal justice system and the Las Vegas Municipal Court.
Advanced interviewing techniques.
Advanced case management techniques.
Techniques of program design and evaluation, such as recidivism studies.

Skills in: Ability to:

Independently performing difficult counseling responsibilities.
Interpreting, explaining and enforcing department policies and procedures.
Interacting effectively with clients with a variety of social problems.
Interpreting policies and procedures related to Alternative Sentencing ~~Division~~ programs.
Working independently with limited direct supervision

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in counseling, criminal justice counseling, ~~substance abuse addictions~~ counseling, psychology, social services, social work, marriage and family therapy or a closely related area.

Training:

Bachelor's or higher degree (no substitutions) from an accredited college or university with a major in one of the following or related fields:
Addictions

CITY OF LAS VEGAS

Court Counselor/Alternative Sentencing & Education Specialist I/II (continued)

Counseling

Counseling and Education

Criminal Justice with a minor in counseling, social work, addictions or psychology

Education with a major or minor in addictions, social work, counseling or psychology

Marriage and Family Therapy

Nursing

Psychology

Social work

~~Social Psychology~~

Sociology

~~Substance Abuse~~

License or Certificate

Possession, and maintenance, of license as a DUI Instructor from the Nevada Department of Motor Vehicles on the date of appointment.

Possession, and maintenance, of certification or license as an Alcohol and Drug Abuse Counselor from the Nevada Board of Examiners for Alcohol and Drug Abuse Counselors on the date of appointment.

Possession, and maintenance, of certification as a Domestic Violence Treatment Provider from the State of Nevada, Office of the Attorney General, Batterers Treatment Certification Committee on the date of appointment.

Must obtain applicable level of NCIC/NCJIS certification and/or training within 6 months of the date of appointment and maintain proficiency as needed.

WORKING CONDITIONS

Environmental Conditions:

Location: Office, classroom and courtroom environment; travel from site to site.

Hazards: Exposure to computer screens; may be exposed to hostile environment and individuals.

Exposure to hazardous material when conducting drug testing.

Physical Conditions:

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

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;

-- Light lifting; and

CITY OF LAS VEGAS

Court Counselor Alternative Sentencing & Education Specialist VII (continued)

-- <u>Operating assigned equipment.</u>
Maintaining effective audio-visual discrimination and perception needed for:
-- <u>Making observations;</u>
-- <u>Communicating with others;</u>
-- <u>Reading and writing; and</u>
-- <u>Operating assigned equipment.</u>
Maintaining cognitive functioning which allows the capability of:
-- <u>Making sound decisions;</u>
-- <u>Effective interaction and communication with others; and</u>
-- <u>Demonstrating intellectual capabilities.</u>

ARB—SEGAL

REV 7/31/008/10/11 [formerly Court Counselor I/II (X)]

FLSA: exempt; City: nonexempt

CSB 8/9/00

Segal 07/12/10

EVALUATION-CENTER ALTERNATIVE SENTENCING & EDUCATION 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

Oversee Alternative Sentencing and Education programs, staff and contractors, ensuring judges' mandates and court program guidelines are followed. Plans, develops, implements and evaluates alternative sentencing programs. Reviews and audits case files. To supervise, administer and coordinate the Municipal Court Evaluation Center program, which evaluates first-time DUI (driving under the influence) offenders meeting certain criteria, all second-time offenders, and others as requested by the court, and make recommendations for sentencing; to supervise staff responsible for the Evaluation Center program; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Alternative Sentencing & Education Manager the assigned division manager and higher level management staff. -Receives regulatory direction from Nevada Bureau of Alcohol and Drug Abuse (BADA), the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors and the Nevada Revised Statutes.

Exercises direct supervision over technical, professional and clerical 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. Responsible for overseeing independent contractors.

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 the court, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.
2. Responsible for overseeing independent contractors, including interviewing and drafting contracts.
3. Exercises clinical oversight over section staff and contractors; ensures that all mandates from judges and court program guidelines are followed correctly and case files are complete.
4. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and court policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.

CITY OF LAS VEGAS

Evaluation Center Alternative Sentencing & Education Supervisor (continued)

2.5. Recommends and assists in the implementation of court goals, objectives, policies and procedures. Prepares oral and written reports on programs and services. Implements approved city, Municipal Court, and Nevada Administrative Code (NAC) policies and procedures relative to the treatment of substance abusers.

~~3. Administer, coordinate and participate in the legally required pre-sentencing Municipal Court Evaluation Center program, which evaluates first-time misdemeanor offenders meeting certain criteria, all second-time offenders, and other offenders suspected of substance abuse, and makes pre-sentencing recommendations to the Judge using clinically valid diagnostic criteria, review of criminal history and medical and psychiatric information; plan, develop and critique programs for alcohol and substance abusers.~~

2.6. Administers, coordinates and monitors several programs including identifying the purpose of the program, developing policies and procedures, evaluating success and making adjustments to the policies and procedures as necessary. Ensures that each of the specialty court programs adheres to the nationally accepted guidelines of the program. Administer and coordinate the First Offender Prostitution Program (FOPP), a day-long education program for men found guilty of soliciting prostitutes; collaborate with the Las Vegas Metropolitan Police Department, the Southern Nevada Health District and the City Attorney's Office to present the program.

~~3. Monitor and evaluate the DUI (driving under the influence) Court program which provides case management, counseling, substance abuse evaluations, and administers and monitors judicial sanctions and requirements for program participants.~~

~~4. Select and motivate assigned staff; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; provide or coordinate staff training; 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.~~

~~5. Recommend and assist in the establishment of program goals and objectives; implement approved city, Municipal Court, and Nevada Administrative Code (NAC) policies and procedures relative to the treatment of substance abusers.~~

6.7. Implements processes to maintain Nevada Bureau of Alcohol and Drug Abuse (BADA) accreditation of Evaluation Center; develops and implements operational procedures that comply with the provisions of pertinent laws.

~~7. Establish procedures, schedules and methods for providing evaluation services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.~~

~~8. Exercise clinical oversight over section staff in the areas of substance use and abuse and psychiatric issues.~~

CITY OF LAS VEGAS

Evaluation Center Alternative Sentencing & Education Supervisor (continued)

8. Participates in the preparation and administration of the program budget. Submits budget recommendations. Oversees collection of fees paid by program participants; ensures that applicable city accounting procedures are followed. Prepares reports on actual and estimated revenues and expenditures.

6.9. Develops and designs an effective tracking system and database for use in evaluating and monitoring the evaluation programs; retrieves and inputs data into various tracking systems and databases.

10. Interact with health care providers and professional organizations in the field of mental health, substance abuse and physical health.

11. Participate in the preparation and administration of the evaluation program budget; submit budget recommendations; monitor expenditures; monitor daily collection of fees.

Prepares extensive analytical and statistical reports on operations, activities and recidivism rates; researches, writes and administers grants.

10.

Reviews in-service training to ensure it meets or exceeds the criteria established by the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors or State Batterers Committee for Domestic Violence Treatment Providers standards for continuing education.

13.11.

12. Collects and provides client information in accordance with established laws and principles of confidentiality.

14. Oversee collection of fees paid by program participants; ensure that applicable city accounting procedures are followed.

13. Attends and participates in professional group meetings. Stays abreast of new trends, policies, programs and innovations. Serves as liaison for the court with other city departments, health care providers and professional organizations. Develops and maintains community partnerships.

14. Reviews and makes recommendations for court and city support of all proposed state legislation relating to alcohol and substance abuse alternative sentencing options

15. Access various law enforcement computer systems for data retrieval and input.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of counseling offenders and substance abusers.

CITY OF LAS VEGAS

Evaluation Center Alternative Sentencing & Education Supervisor (continued)

~~2. Keep abreast of new and impending legislation pertaining to alternative sentencing issues; review and make recommendations for Court and city support of all proposed state legislation relating to alcohol and substance abuse alternative sentencing options.~~

~~3.1. Performs related duties and responsibilities as required.~~

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a substance abuse evaluation program.
Criminal justice system and community agencies participating in rehabilitation services.
Evaluation and treatment modalities, assessment instruments, basic computer operations, and common statistical methods.
Principles of supervision, training and performance evaluation.
Modern and complex principles and practices of the court system.
Pertinent federal, state and local laws, codes and regulations.
Diagnostic and Statistical Manual (DSM IV), Physicians Desk Reference (PDR), American Society of Addiction Medicine (ASAM) criteria, and Merck Manual.
Techniques needed to determine differential diagnosis.
Standard clinical supervision and staffing procedures as required to maintain Center certification.
How to differentiate between a psychiatric condition and substance abuse.

Skills in: Ability to:

Organizing priorities in order to meet court schedules.
Designing data information systems compatible with a variety of governmental entities.
Using initiative and independent judgment within established guidelines.
Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.
Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, recommending best options and implement 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 including city officials, judges and the general public.

~~Maintain 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; and~~
~~————— Operating assigned equipment.~~

Ability to:

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain cognitive functioning, which allows the capability of:

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

Experience and Training Requirements

Experience:

Four years of increasingly responsible experience providing substance abuse treatment, including multi-axial differential diagnosis, and including two years of supervisory, lead or administrative experience.

Training:

Master's degree from an accredited college or university with a major in one of the following, or a related, fields:

- Addictions
- Behavioral Science
- Counseling
- Counseling and Education
- Criminal Justice, if also a minor in counseling, social work or psychology
- Education, if also a major or minor in addictions, counseling or psychology
- Marriage and Family Therapy
- Nursing
- Psychology
- Social work
- Social Psychology
- Sociology
- Substance Abuse

License or Certificate

Possession of a license as an Alcohol and Drug Counselor from the Nevada Board of Examiners for Alcohol, Drug, and Gambling Counselors on the date of appointment, and maintenance thereafter.

Possession of certification as a Supervisor of Certified Alcohol and Drug Counselor Interns from the Nevada Board of Examiners for Alcohol, Drug, and Gambling Counselors on the date of appointment, and maintenance thereafter.

CITY OF LAS VEGAS

Evaluation Center/Alternative Sentencing & Education Supervisor (continued)

Possession of a license as a DUI Instructor from the Nevada Department of Motor Vehicles and Public Safety within six months of the date of appointment, and maintenance thereafter.

Must obtain applicable level of NCIC/NCJIS certification and/or training within 6 months of the date of appointment and maintain proficiency as needed.

WORKING CONDITIONS

Environmental Conditions:

Location: Office, classroom and courtroom environment; travel from site to site.

Hazards: Exposure to computer screens; may be exposed to hostile environment and individuals. Courtroom and office environments; travel from site to site.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for light lifting, walking, standing and 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;
- Light 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.

ARBSEGAL

REV 2/23/078/10/11 (formerly Evaluation Center Supervisor)

FLSA: exempt; City: nonexempt

CSB 3/14/07

Segal 07/14/10

ENVIRONMENTAL SYSTEMS TECHNICIAN TRAINEE
ENVIRONMENTAL SYSTEMS TECHNICIAN I
ENVIRONMENTAL SYSTEMS TECHNICIAN II
ENVIRONMENTAL SYSTEMS TECHNICIAN III

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 wide variety of tasks in a process-centered, team environment to ensure the Water Pollution Control Facility (WPCF), a wastewater treatment facility, functions at maximum efficiency and complies with state and federal requirements.

DISTINGUISHING CHARACTERISTICS

The Environmental Systems Technician series consists of several levels of multi-skilled technicians ranging from a trainee level to an advanced level. Employees will learn the overall operation of the facility and each of its functional areas, and perform a wide variety of tasks in several skill areas intended to ensure the facility functions as effectively and efficiently as possible. The differences between each level are described below. For purposes of these definitions, "proficient" is defined as a level of knowledge and skill as internally verified in each skill block, which varies at each EST level.

Environmental Systems Technician Trainee: This is the trainee or entry level in the Environmental Systems Technician (EST) series. An EST Trainee is hired with at least one core skill in operations, maintenance, electrical or instrumentation. Employees learn and begin to perform basic, routine types of tasks and duties listed in the skill blocks for EST I. A more detailed list of the skill block requirements is found in the EST I Program Manual. This class is used as a training class, wherein employees need only limited related work experience. Employees must successfully complete the initial training program within the allotted six-month probationary period in order to remain employed and continue in the Trainee program. Employees may take up to eighteen months to complete the requirements for advancement to the EST I level.

Environmental Systems Technician I: This is the basic level in the Environmental Systems Technician (EST) series. Employees have one core skill in operations, maintenance, electrical or instrumentation, and are cross-trained to be proficient in all other required EST I skill blocks. Employees perform basic, routine types of tasks and duties listed in the skill blocks below. These duties can be generally categorized as cleaning, lubricating, adjusting, inspecting and minor repairs. A more detailed list of the skill block requirements is found in the EST I Program Manual. Positions in this class are flexibly staffed and are filled by advancement from the EST Trainee level once all the requirements have been met.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (*continued*)

Environmental Systems Technician II: This is the intermediate, or journey, level within the Environmental Systems Technician series. Employees are proficient in operations and maintenance. Employees perform the types of duties listed in the skill blocks below, and have a level of proficiency that allows most work to be performed independently. A more detailed list of the skill block requirements is found in the EST II Program Manual. Positions in this class are flexibly staffed and are filled by advancement from the EST I level once all the requirements have been met.

Environmental Systems Technician III: This is the advanced journey level in the Environmental Systems Technician series. Employees are proficient in operations and maintenance. Employees independently perform more complex and difficult duties of the types listed in the skill blocks below, and are technical advisors and team leaders. A more detailed list of the skill block requirements is found in the EST III Program Manual. Positions in this class are flexibly staffed and are filled by advancement from the EST II level once all the requirements have been met.

SUPERVISION RECEIVED AND EXERCISED

Environmental Systems Technician Trainee

Receives immediate supervision from the Plant Operations and Maintenance Supervisor, ~~Facilities Maintenance Supervisor, EST Supervisor and higher-level management staff.~~

Receives instruction, direction and oversight from a higher-level Environmental Systems Technician. May receive technical direction, assignments, advice and oversight from various lead level classifications.

Environmental Systems Technician I

Receives general supervision from the Plant Operations and Maintenance Supervisor, ~~Facilities Maintenance Supervisor, EST Supervisor and higher-level management staff.~~

Receives work direction and oversight from a higher-level Environmental Systems Technician. May receive technical direction, assignments, advice and oversight from various lead level classifications.

Environmental Systems Technician II

Receives general supervision from the Plant Operations and Maintenance Supervisor, ~~Facilities Maintenance Supervisor, EST Supervisor and higher-level management staff.~~

Receives work direction and oversight from a higher-level Environmental Systems Technician. May receive technical direction, assignments, advice and oversight from various lead level classifications.

~~May provide work direction to and oversight of lower-level Environmental Systems Technician 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.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (continued)

Environmental Systems Technician III

Receives general supervision from the Plant Operations and Maintenance Supervisor, Facilities Maintenance Supervisor, EST Supervisor and higher-level management staff.

May receive technical direction, assignments, advice and oversight from various lead level classifications.

~~Provides functional and technical supervision over lower level technical 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:

The duties listed below are described in general terms. For a detailed list of the duties required at each level, refer to the EST Program Manual.

Environmental Systems Technician Trainee

The Environmental Systems Technician Trainee is in a training program to acquire basic knowledge and skills regarding wastewater requirements, facilities, operations and the WPCF Environmental Division. At the end of the 18-month training program, the successful employee will be able to perform all the types of duties listed under Environmental Systems Technician I, and will have accomplished all the requirements for promotion to the EST I level.

Environmental Systems Technician I - Core Skill Blocks

Operations

1. Assist in the Water Pollution Control Facility (WPCF) sanitary requirements by performing duties such as skimming clarifiers or treatment modules, scrubbing weirs, cleaning pump rooms and bar screens.
2. Take water samples, receive chemical deliveries; conduct basic analyses of water and chemical samples.
3. Adjust chemical feed and flow rates; calculate chemical dosages, volumes and capacities.
4. Take and record basic instrument readings while doing rounds.
5. Divert wastewater flows as needed.
6. Lock out or reset motors as needed.
7. Respond appropriately to emergencies.

Maintenance

1. Assist with equipment maintenance such as greasing and lubricating, removing blockages, replacing air filters, unplugging heat exchangers, replacing metering pump hoses.
2. Perform basic preventive maintenance tasks.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (continued)

3. Perform minor piping work, limited to PVC and CPVC piping.
4. Repair and replace instrumentation hardware without power or signal wiring.

Instrumentation

1. Perform minor preventive maintenance on instrumentation, such as changing gauges, rotameters and probes; cleaning and lubricating mechanical parts; repairing the mounting and tubing on analyzers and meters.
2. Add chemical reagent to analyzers as needed.

SCADA and CMMS

1. Enter collected information into the systems.
2. Search equipment in the Computerized Maintenance Management System (CMMS) system.
3. Generate work requests and input data.
4. Use CMMS to monitor preventive maintenance schedules and retrieve work orders.
5. Use the Supervisory Control and Data Acquisition (SCADA) system to monitor various plant processes and equipment status.

Administration

1. Assist in maintaining acceptable inventory levels of materials and supplies by submitting purchase requests.
2. Complete all documentation as required.

Safety

1. Use required personal protective equipment (PPE).
2. Follow precautions contained in Material Safety Data Sheets (MSDS).
3. Follow applicable procedures and safety-related requirements.
4. Attend required safety training.

Industrial Waste and Laboratory

1. Learn the functions, roles and responsibilities of the laboratory and industrial waste and pre-treatment sections of the WPCF Environmental Division.
2. Learn related standard operating procedures.
3. Learn the basic laws, codes and regulations governing the facility operation.

Environmental Systems Technician I - Non-Core Skill Blocks

The following duties are considered incidental. While occasionally necessary for the operation of the WPCF, overall they do not constitute a significant portion of EST responsibilities.

Electrical

1. Replace lighting bulbs, check and replace indicator lamps.
2. Perform minor preventive maintenance activities.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (continued)

Heating, Ventilation and Air Conditioning (HVAC)

1. Perform basic evaporative cooler maintenance, such as cleaning, changing pads, replacing belts, treating water, controlling corrosion, greasing bearings, clearing headers and bleeders, lubricating and checking for refrigerant leakage.
2. Clean and replace filters.

Facilities Maintenance

1. Perform minor plumbing repairs on restroom fixtures.
2. Perform minor carpentry repairs on doors, windows and cabinets.
3. Maintain facility grounds, including working on irrigation lines and sprinkler heads.

Marginal Functions:

1. Perform related duties and responsibilities as required.

Environmental Systems Technician II

In addition to the essential and marginal functions of the Environmental Systems Technician I:

Essential Functions:

Operations

1. Operate all plant process equipment in the field or through the SCADA system and perform related process control tests and calculations.
2. Perform process control analysis of required grab samples, log results and recommend chemical dosage adjustments.
3. Perform compositing of sample and run process control analysis tests as required.
4. Use laboratory reports to perform process changes, if needed.
5. Shut down and isolate equipment for maintenance, de-pressure and clear lines of sludge or product as required.
6. Perform piping line-up changes and open and close gates to divert and adjust process flows.
7. Manually operate filter backwash controls and equipment.
8. Troubleshoot equipment and process upsets and effect remedial actions.
9. Shut down sections of the plant for maintenance and cleaning, understanding the effects on other processes.

Maintenance

1. Install drive belts and couplings; check belt and shaft alignment; replace screw conveyor liners; repair and replace basin flights, shoes, gears and gear drives; replace bearings, sheaves, shafts and other parts of equipment and systems including evaporative coolers.
2. Perform preventive maintenance and repair and adjust components of digester gas, digesters, boiler, hot water loop, and flare systems.
3. Adjust pump packing, repack pumps and replace mechanical seals on pumps.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (continued)

Maintenance

4. Perform maintenance work on engines such as Waukesha gas engines; rebuild pumps, grinders, macerators, valves and other similar equipment.
5. Use monitoring tools, including laser belt and shaft alignment tools and oil analysis equipment.
6. Organize the work and the tools and parts needed.

SCADA and CMMS

1. Remotely control equipment and systems using SCADA.
2. Change set points, start and stop equipment, monitor the process.
3. Use SCADA as an aid to point out and correct process and equipment upsets.
4. Complete SCADA bench sheets.
5. Perform data entry of process variables.
6. Use SCADA trending capabilities on process variables.
7. Use the modules of CMMS to create work requests and look up inventory and spare parts lists.

Laboratory

1. Perform various process control analysis tests and interpret the results.
2. Perform sample compositing and run TSS (total suspended solids) and VS (volatile solids) tests.

Marginal Functions:

1. Perform related duties and responsibilities as required.

Environmental Systems Technician III

In addition to the essential and marginal functions of the Environmental Systems Technician I and II:

Operations

1. Interpret complex laboratory test results specific to activated sludge systems; make adjustments based on calculations.
2. Plan and execute shutdowns of various sections of facility for repairs or cleaning and understand the effect of shutdown on other processes.
3. Draft standard operating procedures related to processes and shutdowns.
4. Calculate and optimize dosages of chemicals used in wastewater and solids treatment.
5. Provide technical leadership and advice within the work group to identify and resolve operational process problems.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (*continued*)

Maintenance

1. Plan repair projects and create needed material requisitions.
2. Lead work group to complete the repair within allowed time and cost projections.
3. Use vibration analysis to monitor equipment condition.
4. Fabricate and install piping, pipe hangers and mechanical piping systems such as threaded, cam locked and Victaulic connected piping.
5. Repair and rebuild pressure regulators, eductors, backflow preventers, centrifuges, air and gas compressors, blowers, bar screens, screening washers and other facility equipment.
6. Repair and rebuild Waukesha gas engine components; perform gas engine performance calibration and tune-up using instrumentation and computers to trouble problems; perform limited overhaul work on Waukesha gas engines.
7. Plan and perform cement and masonry work related to pump pedestals, pipe supports and other applications.
8. Provide technical leadership and advice within the work group to effect equipment repair, mechanical installation and preventive and predictive maintenance projects.

SCADA and CMMS

1. Remotely control equipment and systems using SCADA.
2. Use SCADA as a monitoring and trouble-shooting tool to pinpoint process and equipment problems and perform remedial actions.
3. Use CMMS to generate reports related to equipment repair costs, to plan and schedule work and manpower needs and to create preventive maintenance programs.
4. Use CMMS for budget projections, equipment replacement strategies and to enhance repair and safety procedures.

Administration

1. Use software capable of capturing and printing images.
2. Enter data into databases and spreadsheets, retrieve data and write reports.
3. Use CMMS to create work requests, monitor processes and equipment, create preventive and predictive maintenance schedules, search lists for spare equipment and parts.
4. Coordinate the facilities' workflow processes with the engineering group, the maintenance planner and the EST work group.
5. Create standard operating procedures related to plant processes, maintenance and safety.
6. Ensure that employees follow safety policies and procedures and use required safety equipment.

Industrial Waste and Laboratory

1. Perform various tests related to process control.
2. Interpret laboratory results to determine NPDES (National Pollutant Discharge Elimination System) permit compliance.
3. Identify possible process problems and recommend changes.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (*continued*)

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Environmental Systems Technician Trainee

Knowledge of:

Basic preventive maintenance concepts.
Basic electrical concepts.
Basic mathematics.
Basic hand tools.
Basic electronic concepts.
Basic knowledge of word processing, spreadsheet or database software.
Basic safety standard operating procedures.
Basic plumbing or carpentry techniques.

Ability to:

Communicate clearly and concisely, both orally and in writing.
Establish and maintain 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 and maintaining assigned equipment.*

Experience and Training Requirements

Experience:

One year of experience operating piping, valves and controls in a process or manufacturing environment;

OR

One year of commercial mechanical maintenance experience involving the service and repair of equipment;

OR

One year of electrical experience;

OR

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (*continued*)

Experience:

One year of experience in the maintenance, repair, fabrication and installation of electronic or electrical equipment.

Experience involving the installation, maintenance and repair of fluid pumps and related systems with a minimum capacity of 200 gallons per minute is desirable.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Within six months of the date of appointment, provide documentation of completion within the last five years of an OSHA-10 course in construction industry safety and health hazard recognition and prevention, developed by the Occupational Safety and Health Administration of the U.S. Department of Labor. Completion card must be continuously maintained while employed in this classification.

Possession of a City of Las Vegas Forklift Certificate within six months of the date of appointment, and maintenance thereafter.

Possession of an appropriate City of Las Vegas aerial lift certification within ~~12~~six months of the date of appointment, and maintenance thereafter.

Possession of a State of Nevada Grade I Wastewater Treatment Plant Operator certification within 18 months of the date of appointment, and maintenance thereafter.

Environmental Systems Technician I

In addition to the qualifications for Environmental Systems Technician Trainee:

Knowledge of:

Basic wastewater treatment, dewatering and water re-use processes and the role of the various types of equipment used in the processes.

The types of pumps, valves and gearboxes in use at the WPCF, their operation and application.

Location of equipment motor control centers and breakers.

Basic preventive maintenance concepts applicable to the WPCF.

Basic electrical concepts applicable to the WPCF.

Basic mathematics applicable to the WPCF.

Electrical specialty tools used when working with 110 volt circuitry.

Basic electronic concepts applicable to the WPCF.

Basic functions of the Supervisory Control and Data Acquisition (SCADA) system.

Knowledge of:

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (continued)

Basic functions and modules of the current computerized maintenance management system (CMMS).

Basic knowledge of word processing, spreadsheet and database software.

Proper use of required personal protective equipment (PPE).

Applicable Material Safety Data Sheet (MSDS) information.

The role of the facility Safety and Health Officer.

Basic safety standard operating procedures applicable to the WPCF.

Basic function of the industrial waste and pre-treatment work unit.

Basic function and role of the facility laboratory.

Basic plumbing and carpentry techniques.

Basic pertinent federal, state and local laws, codes and regulations.

Chemicals used in wastewater and solids treatment.

Ability to:

Work in a team environment.

Read and comprehend technical data, schematics, the operations and maintenance manual, parts lists and blue prints.

Use appropriate hand and power tools for the job being performed.

Operate a forklift.

Operate an aerial lift.

Read electrical symbols and control schematics.

Navigate SCADA control and graphics screens.

Experience and Training Requirements

At least one year of experience as an Environmental Systems Technician Trainee. Must have completed City of Las Vegas verification in each required skill block for Environmental Systems Technician I.

License or Certificate

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

Possession of a State of Nevada Grade I Wastewater Treatment Plant Operator certification on the date of application, and maintenance thereafter.

Possession of a Grade I Plant Maintenance Technologist certificate from the Nevada Water Environment Association on the date of application, and maintenance thereafter.

Successful completion of the approved maintenance training program on the date of application, and maintenance thereafter.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (continued)

Environmental Systems Technician II

In addition to the qualifications for Environmental Systems Technician I:

Knowledge of:

Common office software applications, including word processing, spreadsheet and database at an intermediate level.

Control strategies of the filtration systems.

Equipment, process control and systems control logics and strategies.

Ability to:

Use software applications capable of capturing and printing images.

Respond in the event of processing systems upsets.

Write standard operating procedures relating to process operation, equipment maintenance and safety.

Experience and Training Requirements

Two years experience as an Environmental Systems Technician. Must have completed City of Las Vegas verification in each required skill block for Environmental Systems Technician II.

License or Certificate

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

Possession of State of Nevada Grade II Wastewater Treatment Plant Operator certification on the date of application, and maintenance thereafter.

Possession of a Grade II Plant Maintenance Technologist certificate from the Nevada Water Environment Association on the date of application, and maintenance thereafter.

Successful completion of the approved maintenance training program on the date of application, and maintenance thereafter.

Environmental Systems Technician III

In addition to the qualifications for Environmental Systems Technician I and II:

Knowledge of:

Computer software at an intermediate level in word processing, spreadsheet and database.

The control strategy of various facility equipment, process systems and subsystems.

Principles, operation and control of ultraviolet disinfection.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (continued)

Flow schemes, piping, structure, instrumentation and equipment used in a large wastewater treatment facility.

Optimizing chemicals used in wastewater and solids treatment.

Predictive maintenance concepts.

Ability to:

Exercise leadership within a team environment.

Experience and Training Requirements

Three years experience as an Environmental Systems Technician. Must have completed City of Las Vegas verification in each required skill block for Environmental Systems Technician III.

License or Certificate

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

Possession of State of Nevada Grade III Wastewater Treatment Plant Operator certification on the date of application, and maintenance thereafter.

Possession of a Grade III Plant Maintenance Technologist certificate from the Nevada Water Environment Association on the date of application, and maintenance thereafter.

Successful completion of the approved maintenance training program on the date of application, and maintenance thereafter.

SPECIAL REQUIREMENTS

The Water Pollution Control Facility is a 24-hour, 7 day per week operation. Assigned work schedule may change and may be for any shift and any day of the week.

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: Wastewater treatment plant environment and, at times, construction site environment, in all types of weather conditions.

Hazards: Exposure to waste, hazardous and infectious waste, noise, electrical hazards, inclement weather, moving objects, vehicles, sharp objects, pinch points, odors, fumes, gases, dust, and slippery surfaces.

Equipment Used: Hand and power tools, measuring devices, computer, general office equipment.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (continued)

Safety Equipment: Hearing and eye protection, safety shoes, gloves, masks, respirators, safety vest.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, in combination with walking throughout work shift on all types of terrain up to ¼-1 mile per shift, depending on area assigned.

Sitting: Occasionally, while performing administrative duties or riding in golf cart.

Lift/carry: Frequently, 1-15 lbs., materials, samples, supplies, tools. Infrequently, up to 50 lbs.

Push/pull: Frequent push/pull using one or both hands exerting a force up to 10-25 lbs. while turning valves, pushing, pulling skimmers. Infrequently, up to 66 lbs.

Climbing: Occasionally, steps and stairs throughout plant during shift.

Bending/twisting: Frequently at waist, knees and neck while checking pumps, valves and gauges.

Kneeling/crouching/crawling: Infrequently, while checking valves and pumps.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping and gripping while turning valves, using controls, computer keyboard, writing and recording data and operating golf cart.

Sight: Constant use of sight required. Visual acuity in near- and mid-range while operating equipment; hand/eye coordination.

Speech/hearing: Constant use in communicating with co-workers in maintaining safe work environment.

ARBSEGA

REV 4/26/107/18/11

FLSA & City: nonexempt

CSB 5/12/10

HOUSE ARREST 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

Provides case movement for defendants under house arrest, including intake interviews, referrals to social services agencies, and random drug testing. Performs field visits, documents observations, monitors whereabouts, and reports findings to the court. To interview, screen, schedule and monitor participants of the House Arrest Program in the Department of Municipal Court; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED

Receives general supervision from the House Arrest Program assigned Court Services Supervisor.

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

Essential Functions:

1. Conducts pre-intake interviews at the Municipal Court to determine eligibility to participate in the House Arrest Program.
2. Explains the program and all program requirements to participants; issues equipment; collects administrative fees.
3. Perform field observations at various locations including defendant's home and places of employment to verify compliance.
4. Monitors participants for whereabouts and program compliance by conducting status check interviews, performing field observations and by using a variety of telecommunication, monitoring and tracking systems, computer calls, random home visits and phone calls.
4. Attends court sessions; submits written and oral reports regarding client participation and progress in all court programs.
5. Provides referrals to community resources and social services based on court sentencing requirements and client needs.
6. Collects and provides client information in accordance with established policies and principles of confidentiality.
7. Prepares and maintains a variety of automated and manual forms, records and files; updates case files as necessary.

CITY OF LAS VEGAS
House Arrest Officer (*continued*)

- 8. Assists in creating programs and course materials for rehabilitation and community service programs.
- 5.9. Communicates with other law enforcement and related agencies to share and obtain information.
- ~~5. Conduct weekly or bi-weekly status check interviews; monitor and supervise program caseload and meet the program's objectives.~~
- ~~7.~~
- ~~6. Prepare non-compliance reports and final disposition report to court.~~
- 7.10. Edit and analyze periodic statistics to assist in the development of goals. Prepares program performance statistics and reports.
- ~~8. Recommend continued participation for program participants.~~
- 11. Administers drug and alcohol tests; distributes the results to the appropriate parties.
- 12. Monitors compliance with program payments and renegotiates payments if client falls in arrears; accepts client payments.

Marginal Functions:

- 1. Responds to public inquiries in a courteous manner; provides information within the area of assignment.
- 2. Performs related duties and responsibilities as required.
- ~~2.~~
- 2.3. May participate in the development and drafting of unit policies and procedures.

QUALIFICATIONS

Knowledge of:

Principles and practices of law enforcement.
Nevada Department of Motor Vehicle registration.
General criminal justice procedures.
Principles and procedures of record keeping.
Modern office procedures, methods and computer equipment.

Skills in: Ability to:

Work any shift including weekends and holidays (24-hour operation).
May be required to be bilingual.
Learning to operate the court's computer system and electronic monitoring software.
Planning, organizing and maintaining accurate records.
Preparing clear, concise and comprehensive reports.
Working independently in the absence of supervision.
Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.

CITY OF LAS VEGAS
House Arrest Officer (continued)

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 and demonstrating intellectual capabilities.~~

~~Maintain 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~~

~~Operating assigned equipment.~~

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

~~Making observations~~

~~Communicating with others~~

~~Reading and writing~~

~~Operating assigned equipment and vehicles.~~

Experience and Training Requirements

Experience:

Two years of increasingly responsible criminal justice, law enforcement, or parole and probation experience.

Training:

~~Equivalent to an Associate's of Arts degree from an accredited college or university with major in social science, criminal justice or a related field.~~

Bilingual experience is preferred.

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.

Must obtain applicable level of NCIC/NCJIS certification and/or training within 6 months of the date of appointment and maintain proficiency as needed.

A Nevada Peace Officer Standards and Training (P.O.S.T) certificate is desirable.

Special Requirements:

Must be able to work any shift including nights, weekends and holidays.

WORKING CONDITIONS

Environmental Conditions:

Location: Office and courtroom environment; travel from site to site.;e

CITY OF LAS VEGAS
House Arrest Officer (*continued*)

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

Physical Conditions:

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

Special Requirements:

~~Must be available for shift work, (days, swing and graveyard) including weekends and holidays.~~

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.

hgSEGAL

Revised: 05/10/946/20/11

CSB 12/08/93

Segal 07/14/10

INSTRUMENT 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 maintain, repair, inspect, modify, install and calibrate industrial instrumentation systems at the Water Pollution Control Facility; to maintain and repair electronic and electrical equipment, computers and related parts; and to assist other employees in the operation and maintenance of instrumentation systems.~~ Calibrates, documents, troubleshoots, replaces, and repairs industrial instrumentation used to measure and control waste water systems. Maintains and repairs electronic and electrical equipment.

SUPERVISION RECEIVED

~~Receives general supervision from the Wastewater Utilities Supervisor, the assigned Facilities Maintenance Supervisor and higher level management staff.~~

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

Essential Functions:

1. Installs and mounts instrumentation systems such as flow measuring devices using ultrasonic, magnetic or mechanical transducers; inspects installed systems to assure proper operation.
2. Records and verifies accuracy of flow, temperature, pressure and other measurements in, recording and transmitting devices used in wastewater treatment and laboratory equipment.
3. ~~Maintain calibration, configuration control, preventive maintenance and system integrity records required by internal and external directives; r~~Recommends calibration intervals; performs routine alignment and calibration on electronic equipment.
4. Repairs instrumentation systems, analyzer equipment and components, both in the field and in the shop including microprocessor-based systems; diagnoses, troubleshoots, updates and repairs malfunctioning systems and equipment, calibration problems and other measuring, recording and transmitting device failures.
5. Modifies and implements computer software programs for data logging and control.

CITY OF LAS VEGAS

Instrument Technician (*continued*)

6. Fabricates, mounts and wires systems and devices in conjunction with other skilled staff; modifies and changes control circuits as required to accommodate additional or improved instrumentation devices; installs temporary systems to sustain operations.
7. Repairs, calibrates and adjusts proportional control valves, I/P positioner and limit switches.

Essential Functions:

8. Writes and edits instrumentation testing equipment calibration and training guidelines, standards and procedures; updates and maintains current instrumentation and wiring diagrams, electrical and electronic schematics, and piping and instrumentation diagrams (P&IDs) and technical manuals; ~~order parts.~~
9. Cleans, lubricates and changes component parts and otherwise maintains process transmission systems.

Marginal Functions:

1. Assists the Maintenance Planner with planning and scheduling maintenance tasks.
2. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.
- ~~1.3. Assists with ensuring the correct replacement parts are ordered.~~
- ~~2.4. Performs related duties and responsibilities as required.~~

QUALIFICATIONS

Knowledge of:

Programmable logic controllers (PLCs).
Supervisory control data acquisition (SCADA) systems.
Computer maintenance management systems (CMMS).
Basic principles of electricity.
Functions of controllers, timers and valves.
Basic principles and practices of electronic theory.
Use and operation of various scopes, meters, counters and analyzers.
Basic principles and practices of computer operations and basic software applications, including word processing, spreadsheets and work bench calibration programs.
Technical operation and maintenance of modern electronic devices.
Operating characteristics of electronic components, especially microprocessor controls and 4-to-20 milli ampere transmitting signal systems.
Principles and practices of instrumentation calibration and alignment procedures.
Basic interpretation of design schematics, plans and drawings.
Troubleshooting techniques.
Process control, or how systems are connected and the required components for each system.
Occupational hazards and applicable safety practices.

CITY OF LAS VEGAS

Instrument Technician (*continued*)

Mechanical machine design and hardware systems.

Tools, equipment, practices and methods used in installing, maintaining and repairing electronic solid state and related equipment.

Basic record keeping practices.

Applicable Material Safety Data Sheets (MSDS).

Piping and instrumentation diagrams.

Instrumentation loop diagrams.

Computer maintenance management systems (CMMS).

Skills in Ability to:

Operating a variety of vehicular and stationary mechanical equipment in a safe and effective manner.

Maintaining accurate inventory of parts and tools in stock.

Maintaining accurate and complete records on repair and maintenance of equipment.

Calibrating, aligning and testing a variety of processes, equipment, instruments and electrical systems.

Operating basic electronic test equipment.

Installing, modifying and repairing instruments, systems, equipment and control devices.

Reading, interpreting and understanding technical manuals and electronic schematics, drawings and diagrams.

Designing, updating and fabricating new equipment, control systems and software.

Writing calibration procedures, training directives and maintenance procedures.

Planning and executing repair, maintenance and installation of controls and equipment.

Learning the procedures and techniques for working in a confined space.

~~On occasion, enter and work in a confined space with the proper personal protective equipment.~~

Performing a variety of manual tasks for extended periods of time in unfavorable weather conditions.

Following detailed oral and written directions.

Maintaining detailed records.

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 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; and~~

~~_____ Operating assigned equipment and vehicles.~~

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

~~_____ Making observations;~~

~~_____ Communicating with others;~~

~~_____ Reading and writing; and~~

~~_____ Operating assigned equipment and vehicles.~~

Experience and Training Requirements

CITY OF LAS VEGAS
Instrument Technician (continued)

Experience:

Three years of increasingly responsible experience in the maintenance, repair, fabrication and installation of industrial instrumentation.

Training:

Equivalent to graduation from high school, supplemented by additional courses or training in automation and control, calibration, instrumentation, electricity, or fields related to the essential functions. Technical training in automation and control, calibration, instrumentation, or related field.

License or Certificate

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

On the date of application, must provide documentation of completion within the last five years of an OSHA-10 course in construction industry safety and health hazard recognition and prevention, developed by the Occupational Safety and Health Administration of the U.S. Department of Labor. Completion card must be continuously maintained while employed in this classification.

Possession of an appropriate city of Las Vegas aerial lift certification within six months of the date of appointment, and maintenance thereafter.

Possession of Certified Control Systems Technician (CCST) designation at any level, issued by the Instrumentation, Systems and Automation Society (ISA), is desirable.

Membership in the Instrumentation, Systems and Automation Society (ISA) is desirable.

WORKING CONDITIONS

Environmental Conditions:

Location: Work shop, field or wastewater treatment plant environments and, at times, construction site environment; travel from site to site; occasionally may work in confined spaces.

Hazards: ~~m~~ Exposure to noise and electrical hazards; some exposure to inclement weather conditions and dust; may be exposed to smoke, waste, hazardous or infectious materials, some exposure to dust and noise; loud machine noise; electrical hazards; inclement weather conditions; travel from site to site; some moderate lifting, standing, climbing.

CITY OF LAS VEGAS
Instrument Technician *(continued)*

Physical Conditions:

~~Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, kneeling, crawling, moderate lifting, standing, climbing and working in inclement weather conditions.~~

Essential and marginal functions require:

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

- Walking, standing, climbing, kneeling, bending, stooping or sitting for extended periods of time;
- 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.

ARBSEGAL
REV 10/31/056/30/11
FLSA & City: nonexempt

CSB-12/14/05
Segal-08/23/10

MAINTENANCE MECHANIC I
MAINTENANCE MECHANIC 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 preventive and corrective maintenance of machinery and equipment at the Environmental Division facilities within the Public Works Department; and to operate and maintain various pump equipment and production facilities in support of the city's wastewater treatment system. Performs maintenance, repair and cleaning on various wastewater treatment equipment. Troubleshoots and resolves mechanical problems.~~

DISTINGUISHING CHARACTERISTICS

~~**Maintenance Mechanic I**—This is the entry level class in the mechanical maintenance series. This class is distinguished from the Maintenance Mechanic II by 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 applicable regulations, 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 need only limited 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.~~

~~**Maintenance Mechanic II**—This is the full journey level class within the Mechanical maintenance series. Employees are fully competent to independently perform the full range of duties. Employees within this class are distinguished from the Maintenance Mechanic I by the performance of the full range of duties as assigned, and the independence with which employees are expected to perform. 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

Maintenance Mechanic I

~~Receives immediate supervision from Plant Operations and Maintenance Supervisors and higher level staff. Receives functional and technical supervision from Sr. Maintenance Mechanics and Environmental Systems Technician III's.~~

Maintenance Mechanic II

CITY OF LAS VEGAS

Maintenance Mechanic I/II (continued)

Receives general supervision from Plant Operations and Maintenance Supervisors and higher level staff. --Receives functional and technical supervision from Sr. Maintenance Mechanics and Environmental Systems Technician IIIs.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Diagnoses, tests, repairs, modifies, disassembles, and rebuilds, installs and troubleshoots a wide variety of wastewater treatment plant equipment, including: industrial engines, blowers, augers, pipes and centrifuges; grit removal equipment; gear drives; primary and secondary sedimentation basins; pumps and pump room equipment; lift stations; screw conveyors; gates; valves; heat exchangers and boiler systems; rack assemblies; check valves, mixers, chlorination and dechlorination equipment; trickling filters; sludge and scum pumping equipment; anaerobic sludge digestion equipment; sludge and scum pumping equipment; sludge dewatering equipment; barscreen equipment; hydraulic systems and other mechanical systems at the plant.
2. Performs routine preventive and predictive maintenance, including inspecting, cleaning, lubricating, and adjusting, keeping equipment in optimal working condition to minimize unexpected problems and downtime.
3. Sets up and operates drill press, grinder and other metalworking tools necessary to repair parts.
4. Uses monitoring tools, including laser belt, shaft alignment tools and oil analysis equipment.
5. Communicates problems and observances to management and staff on other shifts or working in other units, when appropriate.
6. Completes required documentation and prepares reports.
7. Performs minor pipe fitting and plumbing tasks.
8. Operate medium and light trucks, forklifts, jackhammers and other motorized equipment and vehicles.
9. Follows established safety practices and uses appropriate safety equipment and procedures at all times.
10. Maintain and secure tools.
11. Identifies needed parts and initiates purchase orders; uses parts books as necessary.

Marginal Functions:

1. Cleans shop areas, grounds, vehicles and maintenance equipment.

CITY OF LAS VEGAS

Maintenance Mechanic I/H (continued)

2. Assists with rough carpentry and minor electrical work.

2.3. Maintains and secures tools.

3.4. Performs related duties and responsibilities as required.

QUALIFICATIONS

Maintenance Mechanic I

Knowledge of:

Operational characteristics of hand and power tools used in basic mechanical, plumbing and carpentry work.

Basic operation of centrifugal pumps and compressors, reciprocating compressors, gearboxes, piping and valves.

Repair and installation methods for pumps, pipes and valves.

Measurement tools and pressure gauges applicable to the work.

Occupational hazards and standard safety practices.

Calculate various measurements using basic math.

Basic computer operations.

Ability to:

Read and write English at a level sufficient to perform essential functions.

Learn repair and maintenance techniques for mechanical equipment.

Work in confined spaces.

Perform a variety of manual tasks for extended periods of time in unfavorable weather conditions.

Follow oral and written directions.

Read and interpret blueprints and other informational drawings.

Enter data accurately into an automated computer maintenance management system.

Read and comprehend operations manuals.

Maintain basic records.

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

_____ Walking, standing or sitting for extended periods of time; and

_____ Operating assigned equipment.

Maintain effective audio-visual discrimination and perception needed for:

_____ Making observations;

_____ Communicating with others;

_____ Reading and writing; and

_____ Operating assigned equipment.

Ability to:

CITY OF LAS VEGAS

Maintenance Mechanic I/II (continued)

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

One year of mechanical maintenance experience involving repairing and installing industrial, commercial or process equipment.

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.

Successful completion of the established level I maintenance training program within 6 months of the date of appointment.

Possession of a city of Las Vegas forklift certificate within 6 months of the date of appointment, and maintenance thereafter.

Possession of a city of Las Vegas aerial lift certificate within 6 months of the date of appointment, and maintenance thereafter.

Maintenance Mechanic II

In addition to the qualifications for the Maintenance Mechanic I:

Knowledge of:

Operational characteristics of hand and power tools used in basic mechanical, plumbing and carpentry work.

Basic operation of centrifugal pumps and compressors, reciprocating compressors, gearboxes, piping and valves.

Measurement tools and pressure gauges applicable to the work.

Occupational hazards and standard safety practices.

Basic computer operations.

Intermediate repair and installation methods for pumps, valves and mechanical equipment.

Mechanical machine design and hardware systems.

Components relative to wastewater treatment processes.

Common office software applications, including word processing, spreadsheet and database at an intermediate level.

CITY OF LAS VEGAS

Maintenance Mechanic I/H (continued)

The use of measuring tapes, calipers, dial indicators, micrometers, feeler gauges and other common measuring devices.

Advanced mathematical calculations.

Skills in Ability to:

Reading and writing English at a level sufficient to perform essential functions.

Working in confined spaces.

Performing a variety of manual tasks for extended periods of time in unfavorable weather conditions.

Following oral and written directions.

Reading and interpreting blueprints and other informational drawings.

Entering data accurately into an automated computer maintenance management system.

Reading and comprehending operations manuals.

Maintaining basic records.

Communicating clearly and concisely, both orally and in writing.

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

Explaining and enforcing division and department policies and procedures.

Independently installing, maintaining, adjusting and repairing wastewater control and pumping equipment in a safe and effective manner.

Recognizing improper pump operation through visual or auditory inspection.

Operating a variety of power and hand tools and equipment in a safe and effective manner.

Working with minimal supervision.

Experience and Training Requirements

Experience:

Two years of ~~increasingly responsible~~ mechanical maintenance work involving service, repair, troubleshooting and installation of complex motors, pumps and other related equipment in an industrial, manufacturing or process environment.

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.

On the date of application, must provide documentation of completion within the last five years of an OSHA-10 course in construction industry safety and health hazard recognition and prevention, developed by the Occupational Safety and Health Administration of the U.S. Department of Labor. Completion card must be continuously maintained while employed in this classification.

CITY OF LAS VEGAS

Maintenance Mechanic I/II (continued)

Conditions of continued employment:

Possession of Forklift Certificate from the city of Las Vegas within 6 months of the date of initial appointment and maintenance thereafter

Possession of an appropriate city of Las Vegas aerial lift certification within 6 months of the date of appointment, and maintenance thereafter.

Successful completion of the established level 12 maintenance training program within 96 months of the date of appointment.

Successful completion of the established level 2 maintenance training program within 18 months of the date of appointment.

Possession of a Plant Maintenance Technologist in Training certificate from the Nevada Water Environment Association within ~~six~~nine9 months of the date of appointment.

Possession of a Grade I Plant Maintenance Technologist certificate from the Nevada Water Environment Association within 18 months of the date of appointment.

Possession of a Grade II Plant Maintenance Technologist certificate from the Nevada Water Environment Association within 30 months of the date of appointment, and maintenance thereafter.

SPECIAL REQUIREMENTS

The Environmental Division is a 24-hour, 7 day per week operation, and includes two satellite locations. Assigned work schedule may change and may be for any shift, any location and any day of the week.

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.

Special Requirements

The Environmental Division is a 24-hour, 7 day per week operation, and includes two satellite locations. Assigned work schedule may change and may be for any shift, any location and any day of the week.

Environmental Conditions:

Location: 60% inside, 40% outside work in wastewater treatment plant environment and, at times, construction site environment, in all types of weather conditions.

Hazards: Exposure to waste, hazardous and infectious materials, noise, inclement weather conditions, moving objects, vehicles, burns, toxic or caustic chemicals, lubrication oils, grease, odors and fumes, awkward positions, cramped quarters, slippery surfaces,

CITY OF LAS VEGAS

Maintenance Mechanic I/II (continued)

pinch points, and working at heights up to 40 ft. and below ground level to a depth of 30 ft.

Equipment Used: Hand and power tools, pneumatic tools, pumps, medium and light trucks, forklifts, jackhammers, and other motorized equipment and vehicles.

Safety Equipment: Hard hat, gloves, aprons, safety glasses, steel-toed safety shoes, and other equipment as needed.

Physical Conditions:

Essential and marginal functions require ~~maintaining physical condition necessary for:~~

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 or operating equipment and vehicles.

Lift/carry: Frequently, up to 10-50 lbs., parts, tools, and equipment. Carrying distances of up to 50 ft. Occasionally-infrequently, with assistance, 51-125 lbs. valves, motors, minimal carry requirement.

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

Climbing: Frequently, climbing or balancing on ladders while performing job duties, and stairs throughout facility.

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

Kneeling/crouching/crawling: Frequently, while performing installation and repairs of equipment.

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.

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

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

Other physical demands: Ability to wear a breathing apparatus and work in confined spaces as required.

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.

ARB-SEGAL

REV 4/11/07/18/11 [formerly Maintenance Mechanic I/II (X)]

FLSA and City: nonexempt

CSB 5/9/07

Segal 08/23/10

MAINTENANCE PLANNER

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, schedule and coordinate Public Works Environmental Division operations and maintenance work and requirements with staff and outside contractors; and to perform a variety of tasks related to assigned area of responsibility.~~ Plans, schedules, and coordinates operations and maintenance requirements with staff and contractors. Develops and coordinates work plans. Estimates labor and equipment costs.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Plant Operations and Maintenance Manager Superintendent and higher level management staff.

~~May exercise functional supervision over division 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. ~~Plans, schedules and coordinates Public Works Environmental Division operations and maintenance requirements with staff and outside contractors.~~
2. ~~Develops, prepares, issues, tracks- and closes work plans for operations and maintenance jobs; reviews work orders prepared by staff, clarifies intent as necessary with originator, and determines scope of work; research technical and administrative information to acquire equipment and parts, balancing quality, price and availability; provide needed information, equipment and parts to allow efficient scheduling, assignment and execution; evaluates job feedback and incorporates, if appropriate, to improve future work;- compiles information on completed work orders to create a historical database.~~
- 2.3. Plans and coordinates availability of parts and equipment needed for maintenance work; gathers specialized materials, parts and equipment for each job for staff pick-up; makes recommendations regarding consolidation and reduction of inventory and use of just-in-time inventory.

CITY OF LAS VEGAS
Maintenance Planner (continued)

- ~~3.4.~~ Estimates labor, equipment and other costs, job skills and equipment required to complete work orders and communicates this information to Plant Operations & Maintenance Supervisors in a timely manner.
- 5. Uses computerized maintenance management system (CMMS) and other applications to support and improve plant operations and maintenance functions; participate in expanding and retrieving data stored in the CMMS to improve and expand operations.
- ~~4.6.~~ Participates in the procurement process; researches technical and administrative information about equipment and parts, balancing quality, price and availability and requisitions equipment and parts as necessary. Monitors and evaluates contractor performance.
- ~~5.7.~~ Assist with preparing requests for proposal (RFP) for maintenance service contracts; serve as liaison between division staff, contractors and Safety and Health Officer to coordinate work and ensure safety of all staff. Serves as liaison between division staff, other city departments, contractors and outside agencies. Represents the division in various committees and work groups. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
- ~~7.8.~~ Provides technical assistance and support to city staff. on the job work order preparation training to staff.
- ~~8.9.~~ Maintains detailed archive files on plant equipment.
- ~~9.10.~~ Prepares and presents status reports as requested.
- ~~10.11.~~ Maintains effective lines of communication with all division personnel; communicates information gathered during maintenance activities to division engineering team so plant drawings can be kept current.
- ~~11.12.~~ Responds to inquiries in a courteous manner; provides information within the area of assignment; resolves problems, issues and complaints in an efficient and timely manner.
- ~~13.~~ Researches, compiles, develops and maintains a technical library of standard maintenance procedures.
- ~~13.~~ Participate in process safety meetings.
- ~~14.~~ Provide information related to upcoming maintenance activities for use in budget preparation.

Marginal Functions:

- 1. Maintains a variety of automated and manual logs, records and files.
- ~~1.~~ Perform related duties and responsibilities as required.
- ~~2.~~ Attends and participates in process safety meetings.

CITY OF LAS VEGAS
Maintenance Planner (continued)

3. Provides information related to upcoming maintenance activities for use in budget preparation.

~~Serve on a variety of internal and inter-agency committees as assigned.~~

4. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of the processes, machinery, equipment and materials used in a wastewater treatment operations program and control systems.

Principles, techniques, methods and materials used in the installation, repair and maintenance of a variety of wastewater treatment processing equipment and control systems.

Electrical and electronic principles and practices.

Maintenance management systems and project management techniques and related software.

Planning and scheduling tools.

Procedures and schedules for preventive and predictive maintenance on wastewater treatment plant equipment.

Principles and techniques of job cost estimation.

Current engineering and equipment maintenance terminology.

Knowledge of:

Safety procedures and practices associated with equipment and electrical maintenance.

Computerized Maintenance Management System (CMMS) software.

Methods and practices of inventory control for equipment and facilities.

Basic techniques of research and analysis.

Operating principles of personal computer and network systems.

Automated data entry systems and keyboard systems.

Federal, state and local laws, codes and regulations.

Occupational hazards and standard safety practices.

Common office software, including word processing, spreadsheet, e-mail and related software.

Principles of business letter writing and basic report preparation.

English usage, spelling, grammar and punctuation.

Basic mathematical principles.

Skills in Ability to:

Planning, scheduling and coordinating maintenance activities.

Reading and interpreting technical manuals, drawings, blueprints, technical documents and specifications.

Estimating costs of maintenance activities.

Making mathematical computations.

Following work assignments through to completion.

Preparing clear and concise reports.

Working independently with minimal supervision.

Using initiative and independent judgment within established guidelines.

CITY OF LAS VEGAS

Maintenance Planner (continued)

Recognizing issues, collecting and reviewing pertinent data, identifying possible solutions, anticipating consequences of proposed actions, proposing sound recommendations, and implementing approved solution in support of goals.

Understanding and following oral and written instructions.

Communicating clearly and concisely, both orally and in writing.

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

Using a personal computer with working knowledge of maintenance management software, word processing, spreadsheet and e-mail.

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:

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

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

Four years of experience, including two years at lead (senior) level, maintaining wastewater treatment or process plant systems in one or more of the following areas: fluid collection systems, mechanical equipment, pipes and plant facilities, electrical distribution, or instrumentation systems; OR three years experience using planning and scheduling tools to manage equipment repair and replacement in a wastewater, water or process plant.

Training:

Equivalent to graduation from high school plus: additional specialized training in planning and scheduling tools, maintenance planning, project management or CMMS; OR two years of mechanical or wastewater treatment technical training.

License or Certificate

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

Successful completion of the established levels I, II and III maintenance training program within 18 months of the date of appointment.