

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: August 24, 2011

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

SUBJECT: 6. JOB DESCRIPTIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

JOB DESCRIPTIONS:

REVISIONS

SEGAL CLASS/COMP

1. Alternative Sentencing & Education Specialist I/II (X), formerly Court Counselor I/II (X)
2. Alternative Sentencing & Education Supervisor, formerly Evaluation Center Supervisor
3. Environmental Systems Technician Trainee/I/II/III (X)
4. House Arrest Officer
5. Instrument Technician
6. Maintenance Mechanic, formerly Maintenance Mechanic I/II (X)
7. Maintenance Planner
8. Plant Operations & Maintenance Supervisor
9. Plant Operator I/II (X)
10. Pre-Trial Services Supervisor
11. Print Media Operations Supervisor, formerly Graphic Operations Supervisor
12. Print Media Operator, formerly Graphic Equipment Operator I/II (X)
13. Print Media Services Representative, formerly Senior Graphic Equipment Operator and Graphic Services Technician
14. Senior Maintenance Mechanic
15. Senior Plant Operator
16. Senior Pre-Trial Services Officer
17. Technical Training Specialist
18. Wastewater Utilities Supervisor

OTHER

19. Maintenance Worker I/II (X)

Maintenance Worker I/II OSHA training requirement is being revised prior to recruitment.

NEW

20. Project Development Facilitator

Project Development Facilitator was created to assist development projects moving through the plan and permit approval process at the Development Services Center.

RECOMMENDATION

The City recommends approval of the revised job descriptions.

**ALTERNATIVE 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.

DISTINGUISHING CHARACTERISTICS

Alternative Sentencing & Education Specialist I -This is the first class in the Alternative Sentencing & Education Specialist series. This class is distinguished from Alternative Sentencing & Education Specialist II by the performance of the more routine tasks and duties.

Alternative Sentencing & Education Specialist II -This is the second class within the Alternative Sentencing & Education Specialist series. Employees within this class are distinguished from the Alternative Sentencing & Education Specialist I by the performance of the full range of complex duties as assigned.. 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 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

Alternative Sentencing & Education Specialist I

Receives general supervision from the Alternative Sentencing & Education Supervisor.

Alternative Sentencing & Education Specialist II

Receives direction from the Alternative Sentencing & Education Supervisor.

May exercise functional and technical supervision over lower level staff.

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Alternative Sentencing & Education Specialist I/II (continued)

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, teaches and instructs individual and group sessions for offenders in the areas of driving under the influence, petit larceny, impulse control and substance abuse.
2. Conducts and assists in domestic violence individual and group sessions, in accordance with state and federal regulation.
3. Reviews court-mandated conditions of program participation with clients and provides individual case monitoring to assure compliance with court ordered programs; communicates with clients, providers and collateral to assure compliance.
4. Evaluates clients through 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 community resources and social services.
6. Assists with evaluating Alternative Sentencing programs and client services, program improvements, and developing new programs and updating class curriculum.
7. Coordinates job-related activities with professional colleagues.
8. Attends court sessions; submits written and oral reports and issues affidavits regarding client compliance and progress with ordered sentencing requirements.
9. Collects and provides client information in accordance with established state and federal requirements for confidentiality; and maintains case files regularly.
10. Prepares materials and equipment required for classes.
11. 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.

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Alternative Sentencing & Education Specialist I/II (continued)

Marginal Functions:

1. May be required to interpret for clients, as needed in a bi-lingual setting.
2. Performs other duties and responsibilities as assigned.

QUALIFICATIONS

Alternative Sentencing & Education Specialist I

Knowledge of:

Basic 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:

Leading classes and individual and group sessions.

Interacting effectively with diverse population. Learning and applying policies and procedures related to Alternative Sentencing 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.

Working independently with minimal supervision.

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

Establishing and maintaining effective working relationships within the work environment .

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:

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

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Alternative Sentencing & Education Specialist I/II (continued)

Training:

Marriage and Family Therapy
Psychology
Social work
Sociology

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.

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 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.

Alternative Sentencing & Education Specialist II

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

Knowledge of:

Intermediate 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:

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 programs.
Working independently with limited direct supervision

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in counseling, criminal justice counseling, 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

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

Psychology

Social work

Sociology

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.

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Alternative Sentencing & Education Specialist I/II (continued)

Physical Conditions:

Essential and marginal functions require:

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

- *Walking, standing or sitting for extended periods of time;*
- *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 cognitive functioning which allows the capability of:

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

SEGAL

REV 8/10/11 [formerly Court Counselor I/II (X)]

FLSA: exempt; City: nonexempt

CSB 8/24/11

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.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from 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.

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.

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Alternative Sentencing & Education Supervisor (*continued*)

Essential Functions:

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.
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.
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.
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.
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. Prepares extensive analytical and statistical reports on operations, activities and recidivism rates; researches, writes and administers grants.
11. 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.
12. Collects and provides client information in accordance with established laws and principles of confidentiality.
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

Marginal Functions:

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:

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.

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

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Alternative Sentencing & Education Supervisor (*continued*)

Training:

Marriage and Family Therapy
Psychology
Social work
Sociology

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.

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.

Physical Conditions:

Essential and marginal functions require:

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

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

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Alternative Sentencing & Education Supervisor (*continued*)

Physical Conditions:

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL

REV 8/10/11 (formerly Evaluation Center Supervisor)

FLSA: exempt; City: nonexempt

CSB 8/24/11

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.

DISTINGUISHING CHARACTERISTICS

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, 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, 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, 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 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.

Environmental Systems Technician III

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

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

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 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.

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

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.
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).
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 Environmental Division.
2. Learn related standard operating procedures.
3. Learn the basic laws, codes and regulations governing the facility operation.

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

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.

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.

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

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.
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.

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

Operations

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.

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.

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

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.

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.*

CITY OF LAS VEGAS

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

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

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 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.
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.

CITY OF LAS VEGAS

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

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.

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.

Operations

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.

CITY OF LAS VEGAS

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

Operations

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.

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.

CITY OF LAS VEGAS

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

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.

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.

SEGAL

REV 7/18/11

FLSA & City: nonexempt

CSB 8/24/11

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.

SUPERVISION RECEIVED

Receives general supervision from the 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 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. Monitors participants for whereabouts and program compliance by conducting status check interviews, performing field observations and using a variety of telecommunication, monitoring and tracking systems.
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.
8. Assists in creating programs and course materials for rehabilitation and community service programs.

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

Essential Functions:

9. Communicates with other law enforcement and related agencies to share and obtain information.
10. Prepares program performance statistics and reports.
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.
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:

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

Experience and Training Requirements

Experience:

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

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

Training:

Associate's 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.

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

Physical Conditions:

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

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

Physical Conditions:

Maintaining mental capacity which allows the capability of:

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

SEGAL

Revised: 6/20/11

CSB 8/24/11

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

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 and higher level staff.

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

Essential Functions:

1. 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 used in wastewater treatment and laboratory equipment.
3. 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.
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.

CITY OF LAS VEGAS
Instrument Technician (continued)

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.
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.
3. Assists with ensuring the correct replacement parts are ordered.
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.
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.

CITY OF LAS VEGAS
Instrument Technician (*continued*)

Knowledge of:

Applicable Material Safety Data Sheets (MSDS).
Piping and instrumentation diagrams.
Instrumentation loop diagrams.
Computer maintenance management systems (CMMS).

Skills in:

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.
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.

Experience and Training Requirements

Experience:

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

Training:

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.

CITY OF LAS VEGAS
Instrument Technician (*continued*)

License or Certificate

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 (CSST) designation at any level, issued by 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: Exposure to noise and electrical hazards; some exposure to inclement weather conditions and dust; may be exposed to smoke, waste, hazardous or infectious materials.

Physical Conditions:

Essential and marginal functions require:

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

- *Walking, standing, 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.*

SEGAL
REV 6/30/11
FLSA & City: nonexempt
CSB 8/24/11

MAINTENANCE MECHANIC

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

DEFINITION

Performs maintenance, repair and cleaning on various wastewater treatment equipment. Troubleshoots and resolves mechanical problems.

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED

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, rebuilds, installs and troubleshoots a 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.

CITY OF LAS VEGAS
Maintenance Mechanic (*continued*)

Essential Functions:

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. Follows established safety practices and uses appropriate safety equipment and procedures at all times.
9. Identifies needed parts and initiates purchase orders; uses parts books as necessary.

Marginal Functions:

1. Cleans shop areas, grounds, vehicles and maintenance equipment.
2. Assists with rough carpentry and minor electrical work.
3. Maintains and secures tools.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS

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

CITY OF LAS VEGAS
Maintenance Mechanic (*continued*)

Skills in:

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 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 (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 1 maintenance training program within 9 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 9 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.

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, 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.

CITY OF LAS VEGAS
Maintenance Mechanic (continued)

Physical Conditions:

Essential and marginal functions require:

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.

SEGAL

REV 7/18/11 [formerly Maintenance Mechanic I/II (X)]

FLSA and City: nonexempt

CSB 8/24/11

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

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 and higher level management staff.

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

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

Essential Functions:

1. Plans, schedules and coordinates 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; evaluates job feedback and incorporates, if appropriate, to improve future work; compiles information on completed work orders to create a historical database.
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.
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.

CITY OF LAS VEGAS
Maintenance Planner (continued)

Essential Functions:

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.
7. 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.
8. Provides technical assistance and support to city staff.
9. Maintains detailed archive files on plant equipment.
10. Prepares and presents status reports as requested.
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.
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.

Marginal Functions:

1. Maintains a variety of automated and manual logs, records and files.
2. Attends and participates in process safety meetings.
3. Provides information related to upcoming maintenance activities for use in budget preparation.
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.

CITY OF LAS VEGAS
Maintenance Planner (continued)

Knowledge of:

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.
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:

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.
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.

CITY OF LAS VEGAS
Maintenance Planner (continued)

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.

Possession of a Plant Maintenance Technologist in Training certificate from the Nevada Water Environment Association within 6 months of the date of appointment.

Possession of a Grade I Plant Maintenance Technologist certificate from the Nevada Water Environment Association within 12 months of the date of appointment.

Possession of a Grade II Plant Maintenance Technologist certificate from the Nevada Water Environment Association within 18 months of the date of appointment, and maintenance thereafter.

Possession of a Grade III Plant Maintenance Technologist certificate from the Nevada Water Environment Association within 24 months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Location: Wastewater treatment plant environment and, at times, construction site environment; travel from site to site.

Hazards: Exposure to waste, hazardous and infectious materials, loud machine noise, electrical hazards, inclement weather conditions.

CITY OF LAS VEGAS
Maintenance Planner (continued)

Physical Conditions:

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL

REV 7/18/11

FLSA & City: nonexempt

CSB 8/24/11

PLANT OPERATIONS & MAINTENANCE SUPERVISOR

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

DEFINITION

Supervises the operation and maintenance of the city's wastewater treatment facilities. Develops and prioritizes work schedules. Monitors staff and equipment performance.

SUPERVISION RECEIVED AND EXERCISED

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

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

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

Essential Functions:

1. Plans, prioritizes, assigns, supervises and reviews the work of all levels of employees responsible for all wastewater treatment operations and facilities of the Environmental Division; ensures that all applicable state and federal regulations are met or exceeded.
2. Acts as first line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.
3. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
4. Ensures employees adhere to safe work practices.
5. Monitors and controls wastewater treatment plant functions through the use of SCADA and other complex computer control systems to achieve compliance with federal and state regulations and standards for the discharge permit.

CITY OF LAS VEGAS

Plant Operations & Maintenance Supervisor (*continued*)

Essential Functions:

6. Recommends and assists in the implementation of division goals, objectives, policies and procedures. Prepares and presents monthly performance statistics and reports. Recommends and implements approved policies and procedures.
7. Inspects and evaluates the processing of wastewater and the equipment used; monitors chemical inventory controls and chemical dosages; obtains and interprets laboratory and process data, and directs or makes adjustments to plant processes accordingly.
8. Participates in planning and implementing comprehensive staff training programs.
9. May participate in the preparation and administration of the division or function budget. Submits budget recommendations. Monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Prepares reports on actual and estimated revenues and expenditures.
10. Evaluates technical processes, skills and equipment needed to maintain treatment parameters to ensure all state, Environmental Protection Agency and other federal standards are met; inspects facilities as required; recommends process changes and training on new or modified equipment.
11. Participates in planning and coordinating plant shut-downs for tie-ins, equipment installation and major maintenance procedures.
12. Works with supply, purchasing, laboratory and engineering staff to prepare cost estimates for equipment and supplies; approves the acquisition of materials and supplies.
13. Assists in coordinating the activities of contractors and other division and department staff performing work at plant facilities.
14. Serves as liaison for the division with other city departments, divisions, public and outside agencies. Represents the division in various committees and work groups. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
15. Prepares reports on operations, maintenance, training and other activities.
16. Uses the computerized maintenance management system (CMMS) to develop, update and track work orders and monitor key performance indicators.

Marginal Functions:

1. Attends and participates in professional group meeting; stays abreast of new trends and innovations in wastewater treatment, maintenance management, and process control.
2. 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 large wastewater treatment operations program.
Modern and complex wastewater treatment principles and techniques, especially activated sludge.
Advanced Supervisory Control and Data Acquisition (SCADA) system operation and automated control of equipment and processes.
Principles of supervision, training and performance evaluation.
Chemical processes involved in wastewater treatment.
Pertinent federal, state and local laws, codes and regulations.
Techniques and practices of welding.
Advanced mathematical principles.
Occupational hazards and standard safety practices.
Modern office procedures, methods and computer equipment.
Principles and procedures of record keeping.
Methods, techniques and tools used in wastewater treatment equipment and facility construction, maintenance and repair.
Emergency first responder procedures.
Operations of a Computerized Maintenance Management System (CMMS).

Skills in:

Applying, explaining and enforcing applicable regulations and standards.
Interpreting, applying, explaining and enforcing city, department and division policies and procedures.
Reading and interpreting maps and blueprints.
Estimating time and materials needed for projects.
Using initiative and independent judgment within established guidelines.
Working independently without direct supervision.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work including city officials and the general public.

Experience and Training Requirements

Experience:

Five years of increasingly responsible experience in the operations and maintenance of a wastewater treatment plant facility, including three years of lead or supervisory experience.

CITY OF LAS VEGAS

Plant Operations & Maintenance Supervisor (*continued*)

Training:

Associate's degree from an accredited college or technical institution with major in wastewater treatment plant operations, microbiology, chemistry, engineering (civil, mechanical, electrical, or environmental health), environmental control technologies, or another field closely related to the essential functions.

Additional specialized training in wastewater treatment plant operations, any of the skilled trades, or in managerial and supervisory skills is desirable.

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.

On the date of application, must provide documentation of completion within the last five years of an OSHA-30 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 Nevada Grade IV Wastewater Treatment Plant Operator certificate on the date of application and maintenance thereafter.

Possession of a Grade IV Plant Maintenance Technologist certificate from the Nevada Water Environment Association within 18 months of the date of appointment, and maintenance thereafter.

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

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 six months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Special Requirements

Will be required to be on-call, and respond if necessary, during assigned swing, graveyard and weekend shifts (facilities are 24 hour, 7 day per week operations).

CITY OF LAS VEGAS

Plant Operations & Maintenance Supervisor (*continued*)

Environmental Conditions:

Location: Office, shop and wastewater treatment plant environments and, at times, construction site environment; travel from site to site.

Hazards: Exposure to waste, hazardous and infectious materials, loud machine noise, electrical hazards, dust, grease, inclement weather conditions.

Physical Conditions:

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL

REV 7/18/11

FLSA: exempt; City: nonexempt

CSB 8/24/11

PLANT OPERATOR I
PLANT OPERATOR 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

Controls, monitors and adjusts mechanical devices used to treat wastewater. Inspects and tests systems and water samples, and initiates changes.

DISTINGUISHING CHARACTERISTICS

Plant Operator I--This is the entry level class in the Plant Operator series. Performs limited or basic tasks under general supervision.

Plant Operator II--This is the full journey level class within the Plant Operator series. Employees performs a variety of both routine and complex tasks under limited supervision.

SUPERVISION RECEIVED

Plant Operator I

Receives immediate supervision from the Plant Operations and Maintenance Supervisor and higher level management. Receives functional and technical supervision from Sr. Plant Operators and Environmental System Technician IIIs.

Plant Operator II

Receives general supervision from the Plant Operations and Maintenance Supervisor and higher level management. Receives functional and technical supervision from Sr. Plant Operators 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. Controls and monitors mechanical devices used to treat wastewater and related sludges, both manually and through the use of the Supervisory Control and Data Acquisition (SCADA) and computer control systems.

CITY OF LAS VEGAS
Plant Operator I/II (*Continued*)

Essential Functions:

2. Monitors, both manually and through the use of the SCADA system, unit process variables and initiates changes as determined through calculations, test procedures and independent judgment to achieve operational goals.
3. Inspects and evaluates wastewater processing; determines computer setpoints to maintain operating parameters necessary to insure compliance with federal and state regulations and standards for the discharge permit; obtains and interprets laboratory and process data and recommends adjustments to or adjusts plant processes accordingly.
4. Inspects all pumps, bar screen and related equipment, grit chambers, digesters and heaters, trickling filters, and primary and secondary basins on a daily basis and records all vital information on production totals.
5. Inspects all pumps and wastewater treatment equipment for malfunctions or leaks; conducts weekly testing of equipment and machinery to maintain quality assurance and high performance; diagnoses needed repairs; performs operations preventive maintenance; refers other maintenance and repair problems to supervisor.
6. Cleans and lubricates pumps and other production equipment as needed.
7. Takes various process samples according to laboratory parameters and as state regulations require; takes primary samples; cleans build-up on weirs; checks pumps, drive motor, flights, chains and secondary electrical building; hose down scum box, pumps down well, skims secondary basins and cleans rags; cleans basins and tanks after removing from service; assists in the removal of biological residue from primary and secondary weirs.
8. Records production and water flow on a daily basis; maintains the accuracy of the reclaimed water system.
9. Obtains water samples for organic or chemical analysis from various locations.
10. Ensures the accuracy and proper functioning of the treatment plant and ensure Environmental Protection Agency operating standards are met or exceeded.
11. Monitors gauges, meters and control panels; operates valves and gates; starts and stops pumps, engines and other equipment used to control process.

Marginal Functions:

1. Assists co-workers by helping to lift or hold items, or providing other basic assistance when requested.
2. Assists in maintaining a neat and orderly work area.
3. Conducts tours of the facilities and operations; explains the water treatment and pumping process.

CITY OF LAS VEGAS
Plant Operator I/II (Continued)

Marginal Functions:

4. Assists in maintaining the security of water pumping facilities.
5. Operates motorized equipment such as trucks, forklifts and mowers.
6. Performs related duties and responsibilities as required.

QUALIFICATIONS

Plant Operator I

Knowledge of:

Basic operations, services and activities of a wastewater treatment program.
Operational characteristics of pump equipment.
Basic principles of hydraulics.
Pump capabilities to regulate water flow.
Basic mathematical calculations.
Occupational hazards and standard safety practices.
Current computer hardware and common applications at a basic level, such as word processing, spreadsheet and database.
Pertinent federal, state and local laws, codes and regulations.

Skills in:

Monitoring and controlling wastewater treatment plant functions through the use of the SCADA and complex computer control systems.
Learning the principles and regulations of the treatment and distribution of reuse water.
Learning chlorine formulas and testing techniques.
Performing less complex wastewater treatment operations.
Learning to operate a variety of pumping equipment in a safe and effective manner.
Learning to recognize improper pump operation through visual or auditory inspection.
Learning to perform preventive and corrective maintenance on facility equipment.
Learning to calculate chemical needs of wastewater based on analysis results.
Reading and writing English at a level necessary to perform essential functions.
Working in confined spaces wearing a breathing apparatus.
Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

One year of related experience in wastewater treatment plant operations.

Training:

Equivalent to graduation from high school.

CITY OF LAS VEGAS
Plant Operator I/II (*Continued*)

License or Certificate

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

Possession of a state of Nevada Wastewater Treatment Plant Operator in Training (OIT) certification within six months of the date of appointment.

Condition of Continued Employment:

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

Plant Operator II

In addition to the qualifications for the Plant Operator I:

Knowledge of:

Operations, services and activities of a wastewater treatment program.
Principles and regulations of the treatment and distribution of reuse water.
Methods and techniques of pump regulation.
Principles of hydraulics.
Chlorine formulas and testing techniques.
Chemical and chemical feeders.
Mathematical calculations.
Common applications at an intermediate level, including word processing, spreadsheet and database.

Skills in:

Performing complex wastewater treatment operations.
Performing preventive and corrective maintenance on facility equipment.
Calculating chemical needs of wastewater based on analysis results.
Operating a variety of pumping equipment in a safe and effective manner.
Recognizing improper pump operation through visual or auditory inspection.
Preparing clear and concise reports.
Working independently with minimal supervision.

Experience and Training Requirements

Experience:

Two years of experience in wastewater treatment plant operations.

Training:

Equivalent to graduation from high school.

CITY OF LAS VEGAS
Plant Operator I/II (*Continued*)

License or Certificate

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

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.

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

Possession of a state of Nevada Grade II Wastewater Treatment Operator certification within 12 months of the date of appointment, and maintenance thereafter.

Special Requirements

Certain city functions operate on a 24 hour per day, seven day per week schedule, and may require support on any shift. May be required to respond to calls for assistance during any shift.

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.

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.

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.

CITY OF LAS VEGAS
Plant Operator I/II (Continued)

Physical Conditions:

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.

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

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

SEGAL
REV 7/18/11
FLSA & City: nonexempt
CSB 8/24/11

PRE-TRIAL SERVICES SUPERVISOR

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

DEFINITION

Supervises, coordinates, assigns and reviews the work of staff responsible for defendant pre-trial release and other programs; oversees and participates in all work activities; and performs a variety of tasks relative to Pre-Trial Services programs.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Courtroom Support Manager.

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

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

Essential Functions:

1. Acts as first line supervisor for designated staff within the section, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives. Supervises and assists with especially difficult or sensitive situations.
2. Recommends and assists in the implementation of division goals, objectives, policies and procedures. Assists with the annual development and submission of business plan measures. Prepares and presents monthly performance statistics and reports. Recommends and implements approved policies and procedures.
3. Establishes schedules and methods for providing pre-trial services. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
4. Administers, coordinates and monitors several programs including identifying the purpose of the program, developing the program content, evaluating success and making adjustments to the policies and procedures as necessary.

CITY OF LAS VEGAS

Pre-Trial Services Supervisor (*continued*)

Essential Functions:

5. Monitors defendant compliance with program requirements, reviews incidents of non-compliance and reports to the appropriate court.
6. Participates in the preparation and administration of the unit budget. Submits budget recommendations. Monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Prepares reports on actual and estimated revenues and expenditures.
7. Compiles data and prepares analytical and statistical reports on operations and activities; conducts special studies, as necessary.
8. Serves as liaison for the section with outside agencies to coordinate communication regarding program compliance and monitor customer service.
9. Reviews and drafts responses to pending legislation related to section operations; initiates procedural changes resulting from new legislation.
10. Query local and national criminal history repositories; confirm defendant identity and aliases; analyzes criminal history to determine release eligibility, set bail, or set for judicial review.
11. Ensures that a variety of automated and manual logs, records and files, maintained by lower level staff, are complete, accurate and compliant with applicable standards and specifications.
12. Communicates with other law enforcement and related agencies to share and obtain information.

Marginal Functions:

1. Attends and participates in professional group meetings. Stays abreast of new trends, programs and innovations.
2. Responds to inquiries regarding defendants or other cases in a courteous manner; resolves complaints and issues in an efficient and timely manner.
3. Notarizes documents, as required.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of the criminal justice system and a pre-trial release program.
Court procedures and criminal justice system.
Pre-trial release program development and supervision.

CITY OF LAS VEGAS
Pre-Trial Services Supervisor (*continued*)

Knowledge of:

Principles of supervision, training and performance evaluation.
Modern and complex principles and practices of a defendant release program.
Interviewing methods and techniques.
Basic symptoms and indications of substance abuse, emotional problems and suicidal tendencies.
Basic principles of human behavior.
Community social service agencies and resources.
Techniques and principles of record keeping.
Basic principles and practices of budgeting and accounting.
Pertinent federal, state, and local laws, codes and regulations.
Common office software programs.

Skills in:

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 implementing approved solution in support of goals.
Making responsible, independent decisions.
Presenting a non-judgmental demeanor toward and concerning defendants and other involved parties.
Responding to stressful situations calmly, quickly and decisively.
Interacting effectively with clients from diverse cultural backgrounds and with a variety of social problems.
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 and the general public.
Maintaining mental capacity which allows for effective interaction and communication with others.

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in criminal justice, counseling, social work, psychology or a closely related field, including one year of lead or supervisory responsibility.

Training:

Bachelor's degree from an accredited college or university with major in criminal justice, counseling, psychology, behavioral sciences, social science, business administration, public administration or a closely related field.

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

CITY OF LAS VEGAS
Pre-Trial Services Supervisor (*continued*)

License or Certificate

Possession of a valid notary public certification within six months of the date of appointment.

Special Requirements

The Pre-Trial Services unit operates 19.5 hours, seven days per week. Will be required to respond to calls for assistance during any shift when necessary to assist in resolution of problems that cannot be accomplished by assigned staff.

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 environment; travel from site to site; occasionally, when participating in pre-trial services work: courtroom and jail environments.

Hazards: Exposure to computer screens and noise; exposure to potentially hostile environments and individuals; potential exposure to individuals with a variety of diseases and illnesses.

Physical Conditions:

Essential and marginal functions require:

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 and vehicles.*

Maintain mental capacity which allows the capability of:

- *Making sound decisions; and*
- *Demonstrating intellectual capabilities.*

SEGAL
REV 6/21/11
FLSA: exempt; City: nonexempt
CSB 8/24/11

SENIOR MAINTENANCE MECHANIC

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

DEFINITION

Leads, oversees, and participates in the maintenance and repair of a wide variety of wastewater treatment equipment, including engines, blowers, pumps, valves, augers, pipes, centrifuges, etc. Performs routine and preventative maintenance.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Maintenance Mechanic series. Employees perform the most difficult and responsible types of duties assigned to classes within this series including serving as a lead and the performance of the full range of duties with only occasional instruction or assistance. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Plant Operations & Maintenance Supervisor, and higher level management staff.

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

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Leads, plans, trains and reviews the work of staff responsible for conducting routine, preventive and corrective maintenance on mechanical equipment and systems used in wastewater treatment processes.
2. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
3. Ensures that employees adhere to safe work practices and procedures.

CITY OF LAS VEGAS
Senior Maintenance Mechanic (Continued)

Essential Functions:

4. Supervises the use of and operates a variety of wastewater tools and equipment.
5. Provides training to city staff in inspection, repair and maintenance methods and techniques and in the set up and use of equipment.
6. Generates work orders and updates supervisor on projects in progress or equipment requiring repair or maintenance.
7. Troubleshoots equipment failures; recommends modifications and updates to existing systems, facilities and overall operations.
8. Inspects all pumps, equipment and centrifuges for malfunctions; diagnoses needed repairs; performs maintenance and repairs as needed.
9. Performs preventative and predictive maintenance, including inspecting, cleaning, lubricating, and adjusting, keeping equipment in optimal working condition to minimize unexpected problems and downtime.
10. Estimates time, materials and equipment required for jobs assigned; requisition materials as needed.
11. Performs minor arc and gas welding of parts such as brackets or braces.
12. Prepares reports of activities, as requested.

Marginal Functions:

1. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
2. Maintains a neat and orderly work area.
3. Participates in maintaining the security of the wastewater treatment facilities by ensuring all gates, doors and locks are secure, and observing and reporting any breaches in the perimeter fencing. Maintains and secures tools.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a wastewater maintenance program.
Principles of lead supervision and training.
Methods and techniques of mechanical plumbing and pipe fitting.
Operational characteristics of hand and power tools and equipment.

CITY OF LAS VEGAS
Senior Maintenance Mechanic (Continued)

Knowledge of:

Occupational hazards and standard safety practices.
Pump repair and installation methods.
Advanced mathematical calculations.
Word processing, spreadsheet and database applications at an intermediate level.
The use of measuring tapes, calipers, dial indicators, micrometers, feeler gauges and other common measuring devices.

Skills in:

Independently performing the most difficult maintenance and repair of wastewater control and pumping equipment in a safe and effective manner.
Recognizing improper pump operation through visual or auditory inspection.
Interpreting, explaining and enforcing department policies and procedures.
Reading and writing English at a level necessary for successful performance of the essential functions.
Preparing clear and concise reports and other documentation.
Operating a variety of power and hand tools and equipment in a safe and effective manner.
Performing complex pump, valve and other plant equipment installation.
Performing a variety of manual tasks for extended periods of time in unfavorable weather conditions.
Working independently without constant supervision.
Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Three years of increasingly responsible mechanical maintenance work, including installation and repair of pumps and valves.

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
Senior Maintenance Mechanic (Continued)

License or Certificate

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

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

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

Possession of a Grade III Plant Maintenance Technologist certificate from the Nevada Water Environment Association within 6 months of the date of appointment, and maintenance thereafter.

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 waste water 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, 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, aerial lifts, 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:

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.

CITY OF LAS VEGAS
Senior Maintenance Mechanic (*Continued*)

Physical Conditions:

- 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.

SEGAL
REV 7/18/11
FLSA & City: nonexempt
CSB 8/24/11

SENIOR PLANT OPERATOR

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

DEFINITION

Leads, oversees, and participates in the operations of wastewater treatment. Controls, monitors and adjusts mechanical devices used to treat wastewater. Inspects and tests systems and water samples, and initiates changes.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Plant Operator series. Performs the most complex duties. Leads the work of other staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned Plant Operations & Maintenance Supervisor and higher level management staff.

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

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

Essential Functions:

1. Leads, plans, participates in and reviews the work of staff responsible for wastewater treatment operations including regulating and calculating flow, monitoring chemical additions, maintaining state regulated effluent quality and implementing Environmental Protection Agency testing policies and procedures.
2. Plans, directs and participates in activities designed to monitor pumps, gauges and basins; runs the sludge handling facility; handles chemicals and their tests, collects samples and removes dried sludge and grit.
3. Controls and monitors mechanical devices used to treat wastewater and related sludges, both manually and through the use of the Supervisory Control and Data Acquisition (SCADA) and computer control systems.

CITY OF LAS VEGAS
Senior Plant Operator (*continued*)

Essential Functions:

4. Monitors, both manually and through the use of the SCADA system, unit process variables and initiates changes as determined through calculations, test procedures and independent judgment to achieve operational goals.
5. Inspects equipment and performs operations preventive maintenance.
6. Inspects and evaluates wastewater processing; determines computer setpoints to maintain operating parameters necessary to ensure compliance with federal and state regulations and standards for the National Pollution Discharge Elimination System permit; obtains and interprets laboratory and process data and recommend adjustments or adjust plant processes accordingly.
7. Supervises the use of and operates forklifts, front end loaders, centrifuges, hydraulic power packs and small trucks.
8. Trains assigned employees in wastewater treatment methods and techniques and in the set up and use of equipment.
9. Verifies the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specifications.
10. Ensures that employees adhere to safe work practices and procedures.
11. Checks bar screen for rag disposal and proper operation; monitors drive units; monitors and participates in grit collection and removal; takes sludge samples; logs readings; checks remote control panels and changes set points; assists in the removal of biological residue from primary and secondary weirs.
12. Monitors and participates in digester operation, including monitoring temperatures and cross checking feed, loading and supernatant flows.
13. Inspects all pumps and wastewater treatment equipment on a daily basis; records vital information; assesses malfunctions or leaks; diagnoses needed repairs; schedules maintenance and repairs as needed.
14. Cleans and lubricates pumps and other production equipment as needed; performs weekly testing of equipment and machinery to maintain quality assurance and high performance.
15. Records production and other information on a weekly basis; maintains the accuracy of the effluent water system.
16. Determines chemical needs of the water; tests and maintains proper chlorine residual; calculates chemical dosages and adds appropriate chemicals to water as needed.

CITY OF LAS VEGAS
Senior Plant Operator (*continued*)

Essential Functions:

17. Drafts and revises standard operating procedures related to plant operations and safety for management review.
18. Prepares reports of activities, as requested.
19. Maintains inventory of chemicals for testing and plant check sheets and replenishes supplies.

Marginal Functions:

1. Conducts tours of the facilities and operations; explains the wastewater treatment process.
2. Cleans and maintains pump rooms; scrubs weirs and walkways; assists in providing a neat and orderly work area.
3. Participates in maintaining the security of wastewater treatment facilities by ensuring all gates, doors and locks are secure, and observing and reporting any breaches in the perimeter fencing.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a wastewater treatment program.
Principles and regulations of treatment and distribution of reuse water.
Chemical processes involved in wastewater treatment.
Principles of lead supervision and training.
Supervisory Control and Data Acquisition (SCADA) system operation and automated control of equipment and processes.
Principles of hydraulics.
Pump capabilities to regulate water flow.
Chlorine formulas and testing techniques.
Intermediate mathematical calculations.
Chemical and chemical feeders.
Basic methods and techniques of, and tools used in, pump operation.
Word processing, spreadsheet and database applications at an intermediate level.
Advanced methods and techniques of pump regulation.
Advanced operational characteristics of pump equipment.
Occupational hazards and standard safety practices.
Pertinent federal, state and local laws, codes and regulations.

CITY OF LAS VEGAS
Senior Plant Operator (*continued*)

Skills in:

Independently performing the most difficult wastewater treatment operations.
Reading and writing English at a level necessary for successful performance of the essential functions.
Preparing clear and concise reports and other documentation.
Interpreting, explaining and enforcing department policies and procedures.
Operating a variety of pumping equipment in a safe and effective manner.
Recognizing improper pump operation through visual or auditory inspection.
Performing minor repair of water control and pumping equipment.
Calculating chemical needs of wastewater based on analysis results.
Working independently in the absence of supervision.
Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Three years of increasingly responsible wastewater treatment plant operations experience.

Training:

Equivalent to graduation from high school.

License or Certificate

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

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

Condition of Employment:

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

Special Requirements

Certain city functions operate on a 24 hour per day, seven day per week schedule, and may require support on any shift. May be required to respond to calls for assistance during any shift.

CITY OF LAS VEGAS
Senior Plant Operator (continued)

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.

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.

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

Physical Conditions:

Essential and marginal functions require:

Standing/walking: Frequently, in combination with walking throughout work shift on all types of terrain up to 1/4-1 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.

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

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

SEGAL
REV 7/5/11
FLSA & City: nonexempt
CSB 8/24/11

SENIOR PRE-TRIAL SERVICES OFFICER

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

DEFINITION

Leads, oversees, and participates in the work of Pre-Trial Services Officers. Reviews Officers work for completeness and compliance. Collects, analyzes, and prepares reports on program statistics for court performance measures.

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Pre-Trial Services Supervisor or higher level management staff.

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

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

Essential Functions:

1. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly; participates in the selection and training of staff.
2. Leads and assists with especially difficult or sensitive situations.
3. Compiles data and prepares analytical and statistical reports on operations and activities; assists with developing and implementing department goals, objectives, policies and procedures.

CITY OF LAS VEGAS

Senior Pre-Trial Services Officer (*continued*)

Essential Functions:

4. Oversees and participates in implementing other programs such as Weekender Program for offenders serving jail time of weekends, the holiday release program, mental health competency evaluations, and the mental commitment program.
5. Ensures compliance federal and local mandates as it relates to timely hearings, no bail releases, bail settings, probable cause review, and competency related processes for in custody defendants.
6. Coordinates the in custody competency review process; effectuate releases as appropriate.
7. Interviews persons charged with misdemeanor offenses; verifies responses and references; queries local and national criminal history databases and confirm defendants identity and aliases; evaluates criminal history of persons and information gathered from interview against established guidelines; determines if defendants meet specified guidelines to be released from custody on their own recognizance or must be held for court; determines bail amount; and process additional criminal charges that may be outstanding.
8. Schedules court dates; prepares and submits statistics and written and oral reports to the court; recommends special conditions of release if appropriate.
9. Reviews release requirements with defendant or offender, third party custodians and family members to assure full understanding of the conditions and obligations of release and the consequences of non-compliance with those conditions.
10. Responds to inquiries regarding defendants or other cases in a courteous manner; resolves complaints and issues in an efficient and timely manner.
11. Verifies warrants; ensures warrant confirmation requests are processed within the predetermined time frame.
12. Determines appropriate schedules for follow-up and performs follow-up contact to defendants and offenders; ensures that individual is adhering to conditions of release; notifies judge of noncompliance.
13. Maintains a variety of automated and manual logs, records and files; processes a variety of forms and documentation; verifies documents for accuracy and compliance with applicable standards and specifications.
14. Communicates with other law enforcement and related agencies to share and obtain information.

CITY OF LAS VEGAS

Senior Pre-Trial Services Officer (*continued*)

Marginal Functions:

1. Attends and participates in professional group meetings. Stays abreast of new trends, programs and innovations.
2. Coordinates the transportation of defendants between court and local jails.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of the criminal justice system as they relate to pre-trial release and supervision.

Municipal court procedures.

Service, operations and activities of a pre-trial services program.

Principles of lead supervision and training.

Interviewing methods and techniques.

Basic symptoms and indications of substance abuse, emotional problems and suicidal tendencies.

Basic principles of human behavior.

Community social service agencies and resources.

Techniques and principles of record keeping.

Principles of business letter writing and basic report preparation.

English usage, spelling, grammar and punctuation.

Basic mathematical principles.

Modern office procedures, methods and computer equipment.

Common office software programs.

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

Skills in:

Using initiative and independent judgment within established guidelines.

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

Managing multiple assignments.

Observing and recognizing indications of mental health problems and substance abuse.

Interacting effectively with defendants, offenders and professional criminal justice system personnel.

Presenting a non-judgmental demeanor toward and concerning defendants and other involved parties.

Responding to stressful and sensitive situations calmly, quickly and decisively.

Working with minimal supervision.

Interacting effectively with clients from diverse cultural backgrounds and with a variety of social problems.

CITY OF LAS VEGAS

Senior Pre-Trial Services Officer (*continued*)

Skills in:

Communicating clearly and concisely, both orally and in writing.

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

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in pre-trial services or in a closely related area.

Training:

Bachelor's degree from an accredited college or university with major in criminal justice, counseling, psychology, behavioral sciences, social science or a closely related field.

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

License or Certificate

Possession of a valid notary public certification within six months of 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.

Special Requirements

The Pre-Trial Services unit operates 19.5 hours, seven days per week. Assigned work schedule may change and may be for any shift and any day of the week.

WORKING CONDITIONS

Environmental Conditions:

Location: Office, jail and courtroom environments; work within a locked environment; travel from site to site.

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

CITY OF LAS VEGAS

Senior Pre-Trial Services Officer (*continued*)

Physical Conditions:

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL

REVISED 6/20/11

FLSA & City: nonexempt

CSB 8/24/11

TECHNICAL TRAINING SPECIALIST

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

DEFINITION

Plans, assesses, develops, implements, conducts, and evaluates employee technical training programs within the Public Works Environmental Division. Evaluates department needs and develops and/or coordinates training.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Environmental Manager or higher level staff.

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

Essential Functions:

1. Researches and develops materials for training programs as required; develops on-the-job training lessons; copies allowable audio-visual materials for future use; develops testing materials; employs various media, including interactive video training, in addition to written materials.
2. Works with division management to develop and implement a comprehensive technical training program as a critical component of the Environmental Systems Technician (EST) program; assesses needs, creates curriculums and implements the program; ensures that training supports and coordinates with the in-house EST certification skill blocks.
3. Locates and obtains information regarding applicable college classes and other professional training; when necessary, arranges for outside vendors to provide training; publicizes all types of training information to division staff; assists employees in determining the training that best meets their needs.
4. Schedules and conducts in-house training classes; schedules facilities to hold courses and coordinates instructors as necessary.
5. Identifies problem areas and recommends new or changes to existing training programs to resolve problems; ensures that course materials include relevant, current information.
6. Conducts needs assessments for future training programs as needed and reports findings to management; ensures that training is in place to meet division needs as they arise.

CITY OF LAS VEGAS
Technical Training Specialist (*continued*)

Essential Functions:

7. Maintains comprehensive training records; produces data and reports as requested.
8. Prepares training justifications and various authorization forms.
9. Monitors the progress of employees in self-study programs.
10. Maintains training materials library; videotapes classes as required; coordinates loan of training materials.
11. Collects, compiles and analyzes information from various sources on a variety of specialized topics related to employee training issues; validates skills learned, prepares reports which present and interpret data and identify alternatives; makes and justifies recommendations.
12. Reviews contracts from primary engineering contractor to ensure adequate training is provided on new equipment and building operations; makes recommendations on contracts pertaining to new items.
13. Reviews material safety data sheets (MSDS) and incorporates applicable information into training classes.

Marginal Functions:

1. Attends and participates in professional group meetings; stays abreast of current trends and innovations in the field of employee technical training and development.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern technical training principles, methods and techniques used in adult education.
Group dynamics and human behavior.
Principles and practices of conducting training needs analysis.
Techniques of curriculum planning, development and evaluation.
Methods and techniques of research and program analysis.
Methods and techniques of report preparation.
English sentence structure, usage, spelling, grammar and punctuation.
Modern office procedures, methods and common office hardware and software, including word processing, spreadsheets and presentation.
Modern audiovisual and computer equipment commonly used in training.
Principles and procedures of record keeping.
Pertinent federal, state and local laws and regulations.

CITY OF LAS VEGAS
Technical Training Specialist (*continued*)

Skills in:

Learning the organization, operation and needs of the assigned division and department as necessary to assume assigned responsibilities.
Learning the principles and techniques of municipal budget preparation and administration.
Learning applicable municipal purchasing policies and regulations.
Interpreting and applying city, department and division policies and procedures.
Working independently with minimal supervision.
Delivering effective oral training presentations.
Instructing adults in a classroom setting.
Using initiative and independent judgment within established guidelines.
Defining issues, collecting and analyzing pertinent data, identifying alternative solutions, projecting consequences of proposed actions, drawing valid conclusions, proposing sound recommendations, and implementing approved solution in support of goals.
Demonstrating respect and sensitivity for cultural differences.
Communicating with individuals from a variety of social, cultural, economic and educational backgrounds.
Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Three years of experience in employee training.

Training:

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

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

WORKING CONDITIONS

Environmental Conditions:

Location: Wastewater treatment plant environment and, at times, construction site environment; travel from site to site.

Hazards: Exposure to waste, hazardous and infectious materials, loud machine noise, electrical hazards, inclement weather conditions.

CITY OF LAS VEGAS
Technical Training Specialist (*continued*)

Physical Conditions:

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL
REV 7/5/11
FLSA & City: nonexempt
CSB 8/24/11

WASTEWATER UTILITIES SUPERVISOR

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

DEFINITION

To plan, schedule, coordinate, prioritize, assign, direct, inspect and supervise the work of staff responsible for installing, testing, calibrating, modifying, maintaining, repairing and servicing heavy industrial electrical and electronic equipment including low to medium voltage 3-phase systems and equipment, variable frequency drives, uninterruptible power supply, devices, industrial instrumentation systems, controls, machinery and heating/ventilation/air conditioning (HVAC) equipment used in the treatment of wastewater and production of re-use water; to oversee and participate in all work activities; and to perform a variety of technical and administrative tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff.

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

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Plan, schedule, coordinate, prioritize, assign, direct, inspect and supervise the work of staff engaged in installing, testing, calibrating, modifying, maintaining, repairing and servicing heavy industrial electrical and electronic equipment including low to medium voltage 3-phase systems and equipment, variable frequency drives, uninterruptible power supply (UPS), devices, industrial instrumentation systems, controls, machinery, HVAC equipment and related appurtenances used in the treatment of wastewater and production of re-use water.
2. Motivate assigned staff and participate in their selection; provide or coordinate staff training; 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; work with employees to develop short and long term goals, regularly monitor performance and accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.

CITY OF LAS VEGAS
Wastewater Utilities Supervisor (*continued*)

Essential Functions:

3. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
4. Establish schedules and methods for providing maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly; monitor the progress of projects.
5. Ensure staff is trained in work methods, use of tools and equipment, and relevant safety practices and precautions; provide specialized electrical training for staff in other divisions and departments.
6. Participate in the preparation and administration of the division's budget; submit budget recommendations; participate in the acquisition of and authorize the purchase of materials, supplies, tools and equipment; monitor work activities and expenditures to control costs; prepare specifications for the purchase of equipment, tools, devices and supplies.
7. Ensure employees follow proper safety procedures while working in dangerous situations and use appropriate equipment correctly; educate employees on rules, regulations, codes, safe work habits and potential hazards presented by their work environment; train staff to safely handle hazardous chemicals.
8. Assess technical requirements needed to repair, modify, maintain and rehabilitate wastewater treatment equipment; participate with other staff to analyze problems and determine the best and most cost effective approach to resolve them; make recommendations for implementation to management; ensure all Environmental Protection Agency standards are met.
9. Ensure the timely completion of preventive and predictive maintenance programs.
10. Attend meetings with other departments and outside contractors.
11. Prepare and maintain a variety of records and reports, including timecards, worksheets, accident reports, maintenance requests, and others using the computerized maintenance management system (CMMS) and other applications; prepare analytical and statistical reports on operations and activities.
12. Respond to emergency situations as necessary.
13. Participate in preparing or reviewing drawings and specifications for projects; read and interpret blueprints, specifications and drawings; participate in meetings with city staff and contractors from the pre-bid process to project completion; inspect work performed to determine compliance with specifications, applicable standards and compatibility with existing equipment.
14. Respond to inquiries in a courteous manner; provide information with the area of assignment.

CITY OF LAS VEGAS

Wastewater Utilities Supervisor (*continued*)

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of trends and innovations in the industrial electrical, electronic and HVAC trades.
2. Perform skilled maintenance work.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a wastewater system and the maintenance of its operating systems.

Principles, methods, tools and equipment used in installation, maintenance and repair of heavy industrial electrical and electronic systems, equipment and devices common to a large wastewater system.

Principles and techniques of heating and ventilation unit repairs.

Operation and use of a computerized maintenance management system (CMMS).

Tools, materials, methods and procedures as applied to the maintenance of wastewater treatment facilities.

General electrical principles and practices.

Applicable mathematical principles.

Operational characteristics of mechanical equipment and tools used in the area of assignment.

Principles of supervision, training, goal setting and performance evaluation.

Occupational hazards and standard safety practices and regulations.

Purchasing principles.

Principles and practices of record keeping.

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

Skills in:

Reading and interpreting specifications, schematics, symbols, drawings and blueprints.

Working independently with minimal supervision.

Using initiative and independent judgment within established guidelines.

Interpreting, explaining, applying and enforcing applicable regulations, standards, and city policies and procedures.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, recommending best options and implementing approved solution in support of goals.

Planning, organizing and prioritizing assignments.

Meeting critical deadlines.

Managing multiple assignments.

Working in confined spaces.

Distinguishing colors.

CITY OF LAS VEGAS
Wastewater Utilities Supervisor (*continued*)

Skills in:

Using a computer to prepare work orders, time cards and other documentation and reports.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Four years of journey-level industrial electrical maintenance and repair experience in a wastewater treatment plant or an industrial, manufacturing or process environment, including one year of supervisory or lead experience. Electronic instrumentation systems experience is desirable.

Training:

Equivalent to graduation from high school. Additional specialized training in management or supervisory courses is desirable.

License or Certificate

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

On the date of application, provide documentation of completion within the last five years of an OSHA-30 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.

License or Certificate

By the date of application, must possess or have completed any one of the following four:

1. A journeyman electrician card from a recognized union, such as the International Brotherhood of Electrical Workers (IBEW).
2. An apprenticeship from an organization such as a chapter of the Associated Builders and Contractors (ABC), or a union such as the IBEW.
3. Official mailed test results from the International Code Council indicating a passing score on the Standard Journeyman Electrician or Standard Master Electrician examination. Examination must have been taken within three years of the date of application. The Standard Journeyman Sign Electrician and the Standard Journeyman Residential Electrician examinations are not acceptable.
4. A current Clark County, Nevada, Journeyman Electrician or Master Electrician ID card.

Possession of a current Clark County Journeyman Electrician or Master Electrician ID card within 6 months of the date of appointment, and maintenance thereafter.

CITY OF LAS VEGAS
Wastewater Utilities Supervisor (*continued*)

License or Certificate

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 six months of the date of appointment, and maintenance thereafter.

Special Requirement

May be required to be on-call and respond, if necessary, during assigned on-call shift. Facilities operate 24 hours per day, seven days per week.

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; office, wastewater treatment plant and shop environments; exposure to waste, hazardous and infectious materials, loud machine noise, electrical hazards, inclement weather, dust, grease, smoke, fumes, gases, high voltage; work at heights on scaffolding and ladders. May work in confined spaces.

Physical Conditions:

Essential and marginal functions require:

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

- *Sitting, standing and walking for extended periods of time;*
- *Heavy to moderate lifting, bending, stooping, kneeling, crawling, walking for prolonged periods of time; and*
- *Operating assigned equipment and vehicles.*

SEGAL
REVISED 7/18/11
FLSA: exempt; City: nonexempt
CSB 8/24/11

**MAINTENANCE WORKER I
MAINTENANCE WORKER 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 semi-skilled and skilled work in the construction, maintenance and related service activities related to street, sanitary sewer, wastewater treatment, parks and cemetery maintenance.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I--This is the entry level class in the Maintenance Worker series. This class is distinguished from the Maintenance Worker II by the performance of the more routine tasks and duties assigned to positions within the series including maintaining parks and open spaces, city streets, the cemetery, wastewater treatment facility and sanitary sewers, and performing more of the semi-skilled tasks involved with these operations. This class may be used as a training class, wherein employees need only limited or no directly related work experience, or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

Maintenance Worker II--This is the full journey level class within the Maintenance Worker series. Employees within this class are distinguished from the Maintenance Worker I by the performance of the full range of duties as assigned including the more complex and skilled duties of the classification. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED

Maintenance Worker I

Receives immediate supervision from higher level staff.

Maintenance Worker II

Receives general supervision from higher level staff.

CITY OF LAS VEGAS
Maintenance Worker I/II (Continued)

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Clean and maintain roads, alleyways, streets, sanitary sewers, parks, open spaces, cemetery, and playground equipment; remove graffiti; assist with flood control efforts and cleanup; clean up oil spills; haul debris and trash, install ramps and curb cuts.
2. Construct forms, pour and finish concrete on curb, gutter, sidewalk, street, alley and other related areas; dig ditches, backfill trenches and holes; install storm drain pipes; perform concrete repairs as needed.
3. Assist in construction and repair of concrete bridges throughout the city.
4. Break and repair concrete and asphalt surfaces; excavate and replace concrete, asphalt and blacktop surfaces; repair and install fences and gates; lay brick.
5. Operate pneumatic and hand tools; may operate light equipment; clean and maintain equipment; provide assistance to equipment operators.
6. Set up and take down traffic warning devices and barricades for traffic control.
7. Mow with a hand mower, plant, cultivate, weed and trim turf edges, trees, shrubs and flowers; lay sod and plant grass seed; prepare planters for planting; load and unload landscape materials.
8. Spray herbicides, pesticides and fertilizers, under the direction of a licensed applicator.
9. Assist in the construction of new parks and outdoor recreational facilities; maintain existing facilities; lay out game fields; rake and level ball diamonds to prepare for use.
10. Mix materials to be used on job assigned.
11. Clean public rest rooms, pavilions, picnic areas, parking lots, gutters and curbs; clean turf and hardscape areas.
12. Maintain and repair sewer lines and clean drainage ditches; relocate man holes and sewer lines on over-laid streets; investigate and respond to odor complaints; deodorize lines.
13. Assist in the installation and repair of pumps, valves and other plant equipment; clean and paint wastewater treatment plant equipment as needed.

CITY OF LAS VEGAS
Maintenance Worker I/II (Continued)

Essential Functions:

14. Maintain pool facilities, including picking up litter, cleaning rest rooms, showers, locker rooms, pool decks, windows, staff areas; brush and backwash pools; check water quality and chemical balance; perform minor repairs such as tightening nuts, bolts and screws on lifeguard stands, diving boards, bleachers and pool ladders; empty pool filter baskets; identify major repairs and report to Pool Technician; paint staff areas as needed; maintain inventory of equipment and supplies.
15. Maintain records and logs of all work performed.

When Assigned to Rapid Response Team

1. Remove illegal signs, graffiti, trash, debris, vegetation, vagrant camps, dilapidated fences, shopping carts, basketball hoops, junk vehicles and abandoned appliances from medians, public rights-of-way and city property.
2. Drain stagnant swimming pools.

Marginal Functions:

1. Perform basic repairs to drip and pop-up irrigation systems such as replacing emitters, risers and irrigation heads and drip supply lines.
2. Respond to public inquiries in a courteous manner.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Maintenance Worker I

Knowledge of:

Basic methods and techniques of general construction, maintenance and repair related to the area of work assigned.
Equipment and tools used in the area of work assigned.
Occupational hazards and standard safety practices.

Ability to:

Learn to perform a variety of skilled maintenance, construction and repair work in the area of work assigned.
Learn to operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.
Learn to perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.
Perform heavy manual labor.

CITY OF LAS VEGAS
Maintenance Worker I/II (Continued)

Maintenance Worker II

In addition to the qualifications for Maintenance Worker I:

Ability to:

Perform a variety of skilled maintenance, construction and repair work in the area of work assigned.
Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.
Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.

Experience and Training Requirements

Experience:

Two years of increasingly responsible field maintenance experience.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

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: Mostly outdoors in a field environment with exposure to all typical weather conditions, including travel from site to site, and indoors within various building facilities.

Hazards: Exposure to sharp objects, pinch points, moving objects, vehicles, dust, noise, vibration, grease, smoke, fumes, gasses, uneven and slippery surfaces, cramped quarters, working at heights, biological waste, sewer hazards, toxic and caustic chemicals, inclement weather conditions and electrical shock.

Equipment used: City vehicles, tractors, forklift, garbage truck, dump truck, hoist, ladders, variety of hand and power tools, jackhammer, measuring and testing equipment and other equipment associated with the building trades.

Safety Equipment: Respirator, goggles, hearing and eye protection, safety shoes, dust mask, hard hat, gloves, and other protective equipment as needed. Back support belts are optional.

PROJECT DEVELOPMENT FACILITATOR

*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

DEFINITION

To monitor, coordinate, facilitate and troubleshoot the development review process for complex or high priority projects to meet the needs of Development Services Center (DSC) customers; and to assist with daily work flow management of the DSC including processes requiring interdepartmental coordination.

DISTINGUISHING CHARACTERISTICS

This job is located in the Office of Administrative Services. It is distinguished from jobs in the Economic and Urban Development Department in that it is not actively involved in business development or redevelopment, but assists in those efforts by fast-tracking the complex or high priority projects wherever possible. It is distinguished from jobs in the departments of Building and Safety, Planning, Fire and Rescue and Public Works in that it is not involved in the plan review or approval process; rather, it assists both the developer and plan review staff to determine which approvals are required and facilitates the progress of plans through the review and approval process.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Project Development Manager and higher level management staff.

Provides dotted line functional supervision over DSC staff through their managers and directors to facilitate the progress of projects through the development review process.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Monitor, coordinate, facilitate and troubleshoot various large or complex development projects and special research projects which have significant cross departmental flow; represent the city's interest in the project; work directly with land owners, developers, contractors and engineers to facilitate development review and approval.
2. Serve as a coordinator in the DSC facility triage/help desk function to assess customers' needs and direct them to appropriate locations and services.

CITY OF LAS VEGAS
Project Development Facilitator (*continued*)

Essential Functions:

3. Assist with interdepartmental coordination to increase efficiency of the development review process.
4. Assist the Project Development Manager in the oversight of the Rapid Resolution Team which solves difficult situations and addresses unique customer issues.
5. Resolve citizen, staff and management complaints and concerns regarding specific projects or the development review process; provide follow-up assessment, recommendations and documentation for management.
6. Establish and maintain productive working relationships with community leaders, elected officials, staff of other departments and other local agencies; assist staff to be sensitive to and maintain such relationships; assist staff to handle sensitive situations.
7. Meet regularly with Project Development Manager to monitor progress of assigned projects.
8. In a support role to the Project Development Manager, providing staff support to the DSC Operations Committee, which consists of DSC department directors and senior management whose role is to oversee the processes and physical facility changes within the DSC to focus on customer service and operations.
9. Research best practices and analyze DSC processes; recommend changes to improve customer service.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

All phases of the plan review and approval process required for commercial development of various types, including vacant parcels of land.
Basic engineering principles and theories to assist in resolving design and construction problems not specifically covered by code, standards or plans.
Basic materials, methods and tools used in the design and construction of commercial buildings and large public facilities.
Commercial or office construction projects and related public works improvements.
Business and management principles involved in coordination of people and resources.
Negotiation techniques.
Pertinent federal, state, and local laws, codes and regulations.
Basic research and statistical analysis techniques for analyzing DSC processes and comparison to national best practices.

CITY OF LAS VEGAS
Project Development Facilitator (*continued*)

Knowledge of:

The workings of a local government agency.
Specialized software programs used in the development review process.
An understanding of programs to retain, expand and attract businesses.
Principles and techniques of record keeping.
Techniques of report preparation.
Common office software, including word processing and spreadsheet.

Ability to:

Work with staff of various departments to resolve internal and external conflicts and competing interests.
Negotiate to find mutually acceptable solutions.
Consider the relative costs and benefits of potential actions to choose the most appropriate.
Use logic and reasoning to assess alternative solutions, conclusions or approaches to problems.
Identify and analyze complex problems and review related information to develop and evaluate options and offer solutions.
Read, understand and interpret laws, government documents and construction documents.
Plan, organize and prioritize a wide variety of project details.
Meet critical deadlines.
Manage multiple assignments.
Learn a variety of software programs.
Respond to difficult and sensitive public inquiries.
Lead project teams.
Use initiative and independent judgment within established guidelines.
Recognize and understand political sensitivities and inter-relationships in the local community and their effect on the development review process.
Set priorities in a changing environment.
Manage multiple assignments, often through team members.
Facilitate discussions and mediate conflicts.
Understand and carry out oral and written directions.
Communicate clearly and concisely, both orally and in writing.
Communicate with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.
Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
Establish and maintain effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
Project Development Facilitator (*continued*)

Experience and Training Requirements

Experience:

Extensive knowledge of the development plan review and approval process required by a local government agency and exposure to the public side of private development. This requires four years experience working with various types and sizes of private development projects, either through private sector entities such as developers, construction companies, design firms or engineering firms, or working in a development services capacity in the public sector in planning, building permits, redevelopment agency, economic development or community development. Other types of experience may also be acceptable.

Training:

Bachelor's degree from an accredited college or university with major in planning, real estate development, construction management, business management, architecture, engineering or a field related to the essential functions. May substitute a combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

WORKING CONDITIONS

Environmental Conditions:

Office environment; some travel from site to site; exposure to distressed individuals.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

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

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

Maintain mental capacity which allows the capability of:

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

Maintaining effective audio-visual discrimination and perception needed for:

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

ARB
NEW 8/15/11
FLSA & City
CSB 8/24/11