

City of Las Vegas

**BOARD OF CIVIL SERVICE TRUSTEES
CITY HALL, 400 STEWART AVENUE
CITY CLERK'S FIRST FLOOR CONFERENCE ROOM
CITY OF LAS VEGAS INTERNET ADDRESS: www.lasvegasnevada.gov**

AGENDA OCTOBER 12, 2011 4:30 P.M.

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR ACTION UNLESS SPECIFICALLY NOTED OTHERWISE. UNLESS OTHERWISE STATED, ITEMS MAY BE TAKEN OUT OF THE ORDER PRESENTED AT THE DISCRETION OF THE CHAIRPERSON. TWO OR MORE AGENDA ITEMS FOR CONSIDERATION MAY BE COMBINED; AND ANY ITEM ON THE AGENDA MAY BE REMOVED OR RELATED DISCUSSION MAY BE DELAYED AT ANY TIME.

DUPLICATE AUDIO CDS MAY BE AVAILABLE AT A COST OF \$5.00 EACH THROUGH THE CITY CLERK'S OFFICE.

1. CALL TO ORDER
2. ANNOUNCEMENT RE: COMPLIANCE WITH OPEN MEETING LAW
3. PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS ON THE AGENDA FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD. THE AMOUNT OF DISCUSSION, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED
4. For possible action to approve the Final Minutes by reference of the Regular Meeting of September 28, 2011
5. Discussion for possible action to certify Eligible Lists for Building Services Technician (promotional); Corrections Sergeant (promotional); Payroll Specialist-Part Time (promotional); Payroll Specialist-Part Time (open); Senior Economic Development Specialist (promotional); Senior Economic Development Specialist (open)
6. Discussion for possible action to extend Eligible Lists for Corrections Officer (Lateral) (open); Court Services Supervisor (promotional); Public Safety Technician (promotional); Public Safety Technician (open); Special Inspections Auditor (promotional)
7. Discussion for possible action to certify Job Descriptions for Segal Class/Comp: Combination Inspector [revised]; Construction Inspector, formerly Construction Inspector I/II (X) [revised]; Contracts Specialist [revised]; Customer Service Representative [revised]; License Officer [revised]; Office Specialist I [revised]; Senior License Officer [revised]; Senior Signing & Marking Technician [revised]; Signing & Marking Technician, formerly Signing & Marking Technician I/II (X) [revised]; Traffic Barricade Inspector, formerly Traffic Barricade Inspector I/II (X) [revised]
8. CITIZENS PARTICIPATION: PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS WITHIN THE JURISDICTION OF THE BOARD. NO SUBJECT MAY BE ACTED UPON BY THE BOARD UNLESS THAT SUBJECT IS ON THE AGENDA AND IS SCHEDULED FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD. THE AMOUNT OF DISCUSSION ON ANY SINGLE SUBJECT, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE

City of Las Vegas

LIMITED

9. ADJOURNMENT

Facilities are provided throughout City Hall for the convenience of disabled persons. Reasonable efforts will be made to assist and accommodate physically handicapped persons. If you need an accommodation to attend and participate in this meeting, please call the City Clerk's office at 229-6311 and advise of your need at least 48 hours in advance of the meeting.

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

City Hall Plaza, 400 Stewart Avenue, Vending Area
City Clerk's Bulletin Board, 400 Stewart Avenue, 2nd Floor Skybridge
Las Vegas Library, 833 Las Vegas Boulevard North
Clark County Government Center, 500 S. Grand Central Parkway
Grant Sawyer Building, 555 E. Washington Avenue

CITY OF LAS VEGAS

ELIGIBLE LIST

Building Services Technician
Examination

September 21, 2011
Examination Date

1111283408P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	12	GROUP 1	3
REJECTED	2	GROUP 2	4
<i>TOTAL RECEIVED</i>	14	<i>TOTAL ON LIST</i>	7

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	7			
FAILED	4			
<i>TOTAL TESTED</i>	11			
<i>DID NOT APPEAR</i>	1			

Eligible List for Building Services Technician (Promo) - CSB 10/12/11

Last Name	First Name	Group
Coombs	Mathew	1
Quisenberry	James M.	1
Sanford	Michael J.	1
Esposito	Anthony M.	2
Kleinman	Brent K.	2
McCully	Ryan P.	2
Tatum	Morris L.	2

Total record count: 7

Memorandum

City of Las Vegas
Human Resources

To: Michele Freeman, Director
Department of Detention & Enforcement

From: Helen Gonzales, Personnel Analyst II

CC: Benet Murphy
Lt. Herman Russell
Vince Zamora
Glenna Kouns
Martha Davis

Date: October 3, 2011

Re: Civil Service Examination – Corrections Sergeant

The promotional examination for the position of Corrections Sergeant has been completed. A total of four (4) people passed the test and these individuals now appear on the proposed eligible list(s).

PROMOTIONAL LIST

Group 1 (scores 85% to 100%):	1 people
Group 2 (scores 70% to 84%):	<u>3 people</u>
Total	4 people

The proposed eligible list(s) will be submitted to the Civil Service Board for certification at their October 12, 2011 meeting. This list will be in effect for six months and may be extended in six-month increments for a period of up to two years.

Prior to your conducting interviews, justification for filling this position must be submitted and approved by the City Manager's Office. After approval by the Position Justification Committee, you or your designee may interview:

the one candidate in Group 1 on the Promotional list and make your selection; or

the entire eligible list and make your selection

Please notify Martha Davis at extension 6675, as to how you wish to proceed if you have not done so already, so that she may make the necessary arrangements. **PLEASE NOTE: IF YOUR DEPARTMENT CHOOSES TO ARRANGE THE INTERVIEWS, MARTHA DAVIS MUST BE INFORMED OF THE DATE AND THE RESULTS OF THE INTERVIEW PRIOR TO A SELECTION BEING MADE.**

HG:mjd

CITY OF LAS VEGAS

ELIGIBLE LIST

Corrections Sergeant
Examination

September 7, 2011 (Written Exam)

September 27, 2011 (Oral & Writing Exercise)

Date

11505007P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	23	GROUP 1	1
REJECTED	0	GROUP 2	3
<i>TOTAL RECEIVED</i>	23	<i>TOTAL ON LIST</i>	4

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>Assessment</u> <u>Center</u>
(Weight)	50%			50%
PASSED	4			4
FAILED	17			0
<i>TOTAL TESTED</i>	21			4
<i>DID NOT APPEAR</i>	2			0

***Per the MOU between the City of Las Vegas and the Las Vegas Peace Officers Association, this eligible list is arranged by score from highest to lowest.**

Eligible List for Corrections Sergeant (Promo) - CSB 10/12/11

Last Name	First Name	Group	Ranking #
Dent	Tiffany M.	1	1
Byard	Brett	2	2
Gilbert	Shannon L.	2	3
Holmes	Leslie N.	2	4

Total record count: 4

CITY OF LAS VEGAS

ELIGIBLE LIST

Payroll Specialist-Part Time
Examination

September 29, 2011
Examination Date

11265309P
Exam Code

Promotional
Open/Promotional

NAME	
GROUP 1	
None	
GROUP 2	
None	

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	0	GROUP 1	0
REJECTED	0	GROUP 2	0
<i>TOTAL RECEIVED</i>	0	<i>TOTAL ON LIST</i>	0

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T & E</u>
(Weight)				100%
PASSED				0
FAILED				0
<i>TOTAL TESTED</i>				0
<i>DID NOT APPEAR</i>				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Payroll Specialist-Part Time
Examination

September 29, 2011
Examination Date

112653090
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	18	GROUP 1	4
REJECTED	9	GROUP 2	13
<i>TOTAL RECEIVED</i>	27	<i>TOTAL ON LIST</i>	17

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T & E</u>
(Weight)				100%
PASSED				17
FAILED				1
<i>TOTAL TESTED</i>				18
<i>DID NOT APPEAR</i>				0

Eligible List for Payroll Specialist-Part Time (Open) - CSB 10/12/11

Last Name	First Name	Group
Ames-Serrano	Susana	1
McGillivray	Rene R.	1
Rand	Theresa L.	1
Wdowiak	Priscilla J.	1
Carleton	Julie M.	2
Ceja	Alejandra A.	2
Daley	Julie	2
Espinoza	Raquel	2
Fairchild	Susan A.	2
Griego	Danielle J.	2
Malone	Patrick J.	2
Ogaz	Cynthia A.	2
Paliza	Anabelle P.	2
Penn	Sharron L.	2
Pinson	Elaine	2
Shoup	Michelle C.	2
Whitney	Deanna L.	2

Total record count: 17

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Economic Development Specialist
Examination

September 29, 2011
Examination Date

117950108P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	7	GROUP 1	1
REJECTED	1	GROUP 2	6
<i>TOTAL RECEIVED</i>	8	<i>TOTAL ON LIST</i>	7

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T & E</u>
(Weight)				100%
PASSED				7
FAILED				0
TOTAL TESTED				7
DID NOT APPEAR				0

Eligible List for Senior Economic Development Specialist (Promo) - CSB 10/12/11

Last Name	First Name	Group
Murphy	Patrick D.	1
Adelbai-Hurd	Darcy R.	2
Ali	Rafiq N.	2
Effner	Allison G.	2
Howe	Michael P.	2
Mirkovic	Nenad M.	2
Rex	Mark E.	2

Total record count: 7

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Economic Development Specialist
Examination

September 29, 2011
Examination Date

1179501080
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	20	GROUP 1	13
REJECTED	3	GROUP 2	7
<i>TOTAL RECEIVED</i>	23	<i>TOTAL ON LIST</i>	20

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T & E</u>
(Weight)				100%
PASSED				20
FAILED				0
<i>TOTAL TESTED</i>				20
<i>DID NOT APPEAR</i>				0

Eligible List for Senior Economic Development Specialist (Open) - CSB 10/12/11

Last Name	First Name	Group
Ausmus	Thomas J.	1
Balloqui	Alfred R.	1
Bordenave	Eric A.	1
Hamilton	Leonard	1
Karapanagiotis	Dimitrios A.	1
McFeaters	Jean E.	1
McGeachy	Jeffrey	1
Percell	Bradley S.	1
Robinson	Jack	1
Schmidt	Kimball A.	1
Sheridan	Terri I.	1
Smith	Benjamin C.	1
Vera	Andres B.	1
Goetting	Byron S.	2
Guideng	Maria P.	2
Ohle	Nathaniel S.	2
Savage	Richard	2
Skuse	Russell J.	2
Swallow	Kristina L.	2
Tasko	Jared	2

Total record count: 20

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: October 12, 2011

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: DAN TARWATER, SECRETARY

SUBJECT: 6. EXTENSION OF ELIGIBLE LISTS

**BOARD ACTION: Vote to Extend or Not Extend
(May be taken as a group)**

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 5

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Corrections Officer (Lateral) - Open	17	10/13/11	4/13/12	1
2. Court Services Supervisor – Promotional	7	10/13/11	04/13/12	1
3. Public Safety Technician – Promotional	1	10/13/11	04/13/12	1
4. Public Safety Technician – Open	43	10/13/11	04/13/12	1
5. Special Inspections Auditor – Promotional	3	10/14/11	04/14/12	3

Eligible List for Corrections Officer (Lateral) (Open) - CSB 4/13/11

2/c 11525002(0)

Last Name	First Name	Group
Alcindor	Trevor M.	1
Chavez	Juan J	1
Chumbley III	Kenneth L.	1
Davis	Judy S.	1
DiGregorio	Michael	1
Edmondson	Lewie E.	1
Genio	Wilson H.	1
George	Stephen A.	1
Henderson	Dwayne S.	1
Lacy	Andrea S.	1
Mangan	Ashley L.	1
Mumpower	Dustin R.	1
Rozum	Alex	1
Williams	Lorenzo G.	1
Contreras	Adrian G.	2
Davis	Maurice A.	2
Iuli	Pita W.	2
Kinsey	Maria E.	2

*6/11/11 DE
Selected. DECLINED 6/21/11*

Selected 6/11/11 (DE) and Declined 8/11/11

Total record count: 18

CERTIFIED:	<u>4/13/11</u>	to	<u>10/13/11</u>
Extend:	_____	to	_____
Extend:	_____	to	_____
Extend:	_____	to	_____
EXPIRED:	_____		

Eligible List for Court Services Supervisor (Promo) - CSB 4/13/11

Last Name	First Name	Group
Beckwith	Christy A.	1
Cervantes	David Q.	1
Eldridge	Steve	1
Hibbler	Dereck	1
Jackson	Eddie B.	1 <i>Selected 4/12/11 (MC) md</i>
Wells	Felicia M.	1
Cobb	Judy A.	2
Ragland	Erica R.	2

Total record count: 8

CERTIFIED:	<u>4/13/11</u>	to	<u>10/13/11</u>
Extend:	_____	to	_____
Extend:	_____	to	_____
Extend:	_____	to	_____
EXPIRED:	_____		

Eligible List for Public Safety Technician (Promo) - CSB 4/13/11

Last Name	First Name	Group
Butler	Takia S.	2

Total record count: 1

CERTIFIED: <u>4/13/11</u> to <u>10/13/11</u>
Extend: _____ to _____
Extend: _____ to _____
Extend: _____ to _____
EXPIRED: _____

Eligible List for Public Safety Technician (Promo) - CSB 4/13/11

Last Name	First Name	Group
Butler	Takia S.	2

Total record count: 1

CERTIFIED: <u>4/13/11</u> to <u>10/13/11</u>
Extend: _____ to _____
Extend: _____ to _____
Extend: _____ to _____
EXPIRED: _____

Eligible List for Public Safety Technician (Open) - CSB 4/13/11

Last Name	First Name	Group
Carpenter	Chad A.	1
Dischbein-Campenella	Marie Angele	1
Ellis	Kimberly A.	1
Estrada	Andres	1
Forest	April H.	1
Gargano	Lisa V.	1
Grubmueller	Brooke A.	1
Guasto	Staci L.	1
Harper	Terry L.	1
Harvey	Lori L.	1
Hedden	Robin M.	1 <i>re-certified - declined</i>
Johnson	Amanda L.	1
Jones	Jarvis R.	1 <i>selected (DE) 3/24/11 mb</i>
Kornis	Zoltan A.	1
Lacanlale	Bernadette Y.	1
Mathews	D'Lana N.	1
McKeaney	Timothy J.	1
Muscari	Frank M.	1
Schwerdtfeger	Julie A.	1
Soba-Coreas	Cristina B.	1
Spears	Nathalie D.	1
Trujillo	Athena M.	1
Villanueva	Joseph C.	1
Brown	Ashley N.	2
Cice-Eakin	Denise R.	2
Crutcher	Melessa D.	2
Darbouze	Philip G.	2
Davis	Kendra D.	2
Ford	Stephani	2
Gonzales	Michelle D.	2
Gropp	James	2
Johnson	Cheree L.	2
Lakes	Cleotha D.	2
Lowery	Stephanie D.	2
Martinez	Manuela J.	2
Moore	Diane L.	2
Morrow	Justin T.	2
Peguese	Noelle S.	2
Reyes DeKayian	Vianney	2
Stinnett	Sonja G.	2
Taylor	Shavonne S.	2
Valdez	Antoinette R.	2
Villareal	Bobbi L.	2
Vogel	Julieann	2

Total record count: 44

CERTIFIED:	4/13/11	to	10/13/11
Extend:		to	
Extend:		to	
Extend:		to	
EXPIRED:			

Eligible List for Special Inspections Auditor (Promotional) - CSB 4/14/2010

Last Name	First Name	Group
Anderson	Arland S.	1
Ruuska	Ronald W.	1
Wood	David R.	1

Total record count: 3

CERTIFIED:	<u>4-14-10</u>	to	<u>10-14-10</u>
Extend:	<u>10/14/10</u>	to	<u>4/14/11</u>
Extend:	<u>4/14/11</u>	to	<u>10/14/11</u>
Extend:	_____	to	_____
EXPIRED:	_____		

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: October 12, 2011

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

SUBJECT: 7. JOB DESCRIPTIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

JOB DESCRIPTIONS:

REVISIONS

SEGAL CLASS/COMP

1. Combination Inspector
2. Construction Inspector, formerly Construction Inspector I/II (X)
3. Contracts Specialist
4. Customer Service Representative
5. License Officer
6. Office Specialist I
7. Senior License Officer
8. Senior Signing & Marking Technician
9. Signing & Marking Technician, formerly Signing & Marking Technician I/II (X)
10. Traffic Barricade Inspector, formerly Traffic Barricade Inspector I/II (X)

OTHER

RECOMMENDATION

The City recommends approval of the revised job descriptions.

COMBINATION INSPECTOR

*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 the full range of technical inspections of commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable architectural and structural codes, ordinances and regulations; works with developers, contractors and homeowners to maintain code requirements and resolve problems relating to code compliance.

SUPERVISION RECEIVED

Receives general supervision from the assigned Inspections 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. Inspects single family dwelling structures during all stages of construction and remodeling to ensure compliance with applicable building, electrical and plumbing/mechanical codes, ordinances and regulations; inspects commercial structures in one or more fields of expertise: electrical, building or plumbing/mechanical.
2. Examines plans and specifications of new construction, additions and alterations to single family dwellings to determine compliance with applicable construction codes, ordinances and regulations; examines plans and specifications of new construction, additions and alterations to commercial structures in one or more fields of expertise.
3. Enforces planning and zoning regulations by inspecting new and existing buildings and premises for change of use or occupancy, or compliance with applicable codes, ordinances and/or conditions of approval.
4. Inspects swimming pools and spas for steel, plumbing, gas and electrical installations.
5. Issues notices to comply when violations are identified; maintains records of history of facts for possible legal actions.
6. Investigates complaints forwarded from the supervisor or Building Official.
7. Confers with architects, contractors, builders and the general public in the field and office; explains and interprets requirements and restrictions.

CITY OF LAS VEGAS
Combination Inspector (*Continued*)

Essential Functions:

8. Maintains files and reports regarding inspection and plan check activities and findings.

When performing building inspections:

1. Inspects foundation, concrete, steel, masonry, wood construction, framing, plastering and a large variety of other complex and routine structural and architectural system elements.
2. Inspects footings and grout for block walls, fences and retaining walls.
3. Inspects fire-damaged buildings or structures for safety.
4. Conducts and witnesses smoke detector tests.

When performing electrical inspections:

1. Inspects electrical installations for commercial buildings and single-family dwellings as assigned.
2. Inspects fire-damaged commercial buildings and single-family dwellings for electrical safety, as assigned.

When performing plumbing/mechanical inspections:

1. Conducts hydrostatic tests on water systems.
2. Performs plumbing/mechanical inspections on commercial buildings and single-family dwellings, as assigned.
3. Inspects ground plumbing for sizing and proper slope.
4. Inspects plumbing fixtures for proper sizing and to verify that approved materials were used.
5. Inspects air conditioning and heating installations for code compliance.

Marginal Functions:

1. Attends and participates in meetings; stays abreast of new trends and innovations in each field of inspection.
2. Performs related duties and responsibilities as required.

CITY OF LAS VEGAS
Combination Inspector (*Continued*)

QUALIFICATIONS

Knowledge of:

Building related codes and ordinances as adopted and enforced by the city, including the building, electrical, plumbing and mechanical, and zoning codes.
Complex principles and techniques of building inspection and plans examining work.
Principles of architectural and structural design and engineering mathematics.
Pertinent federal, state and local laws, codes and regulations.
Major types of building construction, materials and methods.
Accepted safety standards and methods of building construction .

Skills in:

Interpreting and applying pertinent federal, state and local laws, codes and regulations.
Reading and interpreting complex building plans, specifications and building codes.
Determining whether construction systems conform to city code requirements.
Applying technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
Making mathematical computations rapidly and accurately.
Enforcing codes, regulations, policies and procedures with firmness and tact.
Understanding and following oral and written instruction.
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 structural building inspection experience or five years of journey-level experience in one or more of the building trades.

Training:

Equivalent to graduation from high school. Specialized training in the building trades or code enforcement is desirable.

CITY OF LAS VEGAS
Combination Inspector (*Continued*)

License or Certificate

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

Must possess one certification in any field listed below on the date of application. Continued employment requires the three certifications in the remaining fields be obtained within twelve months of the date of appointment.

Building: International Code Council (ICC) Building Inspector, which requires successful completion of the residential and commercial building inspector examinations.

Electrical: Either of the following will fulfill the electrical certification requirement, provided it is based on the currently adopted National Electrical Code.

1. International Association of Electrical Inspectors (IAEI) Certified Electrical Inspector – Commercial.
2. International Code Council Commercial Electrical Inspector.

Plumbing: International Association of Plumbing and Mechanical Officials (IAPMO) Plumbing Inspector certification based on the Uniform Plumbing Code.

Mechanical: International Association of Plumbing and Mechanical Officials (IAPMO) Mechanical Inspector certification based on the Uniform Mechanical Code.

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: Work is performed outdoors up to 80% of the time with exposure to all types of weather conditions.

Hazards: Working in construction zones, uneven terrain, exposure to moving objects and vehicles, sharp objects, pinch points, dust, noise, vibration, extreme heat and cold, slippery surfaces, toxic and caustic chemicals.

Equipment Used: City vehicle, radio, measuring equipment, telephone and computer.

Safety Equipment: Safety shoes, hardhat.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Constantly-frequently, in combination with walking on all types of terrain, up to 3-5 miles per shift. Can include walking throughout hazardous construction site.

Sitting: Occasionally, while riding in vehicle between inspection sites.

CITY OF LAS VEGAS
Combination Inspector (*Continued*)

Physical Conditions:

Lift/carry: Frequently, 1-10 lbs., paperwork, clipboards, plans, drawings.

Push/pull: Occasionally, exerting a force up to 10-25 lbs. while inspecting, moving equipment.

Climbing: Occasionally, up and down ladders, walking trusses, in and out of bucket lift.
Requires sense of balance.

Bending/twisting: Frequently, at waist, knees and neck while performing inspection functions and driving vehicle.

Kneeling/crouching/crawling: Infrequent kneeling or crouching, with crawling in attics and crawl spaces.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering, gripping while taking measurements, recording data, keyboarding, reviewing plans.

Sight: Constantly, taking accurate measurements, inspecting constructions sites. Requires color vision, visual acuity in near-, mid- and far-ranges.

Speech/hearing: Constantly, in communicating with public and contractors, 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 9/19/11

FLSA and City: nonexempt

CSB 10/12/11

CONSTRUCTION INSPECTOR

*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

Inspects work quality and materials used in a variety of public works projects within the public right-of-way including the construction, repair, maintenance or alterations of streets, curbs, sidewalks, drainage facilities, underground utilities and related structures; ensures conformance with city standard specifications and safety standards; maintains records and prepares reports on projects inspected.

DISTINGUISHING CHARACTERISTICS

This is a full journey level class within the Construction Inspector series. Employees within this class perform the full range of duties as assigned which include public works contract inspection and completing unusual inspections. Employees at this level receive 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 supervision from higher level supervisory or management staff.

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

Essential Functions:

1. Inspects work quality and materials used in a variety of public works projects during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances and regulations.
2. Inspects various public works structures including underground utilities, streets, sidewalks, gutters, structural concrete, storm systems and various other facilities; checks line, grade, size, elevation and location of structures for conformance with plans specifications and regulations.
3. Prepares detailed data of construction progress and inspection; prepares various reports on daily operations and activities.

CITY OF LAS VEGAS
Construction Inspector (*Continued*)

Essential Functions:

4. Takes samples of materials for examination or analysis by laboratories; performs routine materials and density field tests to assure material and workmanship quality; coordinates results of tests and verifies approval of structure.
5. Observes work during progress and upon completion; ensures that safety procedures are followed; advises contractors of changes in plans and variances.
6. Performs preliminary and final inspections and acceptance of developments.
7. Meets with contractors to clarify plans and specifications; provides technical guidance and interpretation.
8. Ensures compliance with procedures and regulations.

Marginal Functions:

1. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.
2. Performs records research and field investigations as necessary.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and techniques of public works inspection and plans examining work.

Principles and practices of construction trades.

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

Accepted safety standards and methods of construction activities.

Defects and faults in construction.

Codes, standards and regulations applicable to public works construction.

Methods and techniques used in construction inspection.

Mathematics including algebra, geometry and trigonometry as applied to construction inspection work.

Skills in:

Understanding applicable laws, regulations, codes, ordinances and policies governing the construction of assigned public works projects enforced by the city.

Interpreting and applying pertinent federal, state and local laws, codes and regulations.

Reading and interpreting plans and specifications.

Determining if construction systems conform to city code requirements.

CITY OF LAS VEGAS
Construction Inspector (*Continued*)

Skills in:

Applying technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
Making mathematical computations rapidly and accurately.
Enforcing necessary regulations with firmness and tact.
Understanding and carrying out oral and written directions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining cooperative working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience involving the construction of public works projects. Some construction inspection experience is desirable.

Training:

High school diploma or equivalent supplemented by technical training in the building and construction trades.

License or Certificate

Possession of valid, appropriate driver's license on the date of application, 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.

Environmental Conditions:

Location: Work is performed outdoors up to 90% of the time with exposure to all types of weather conditions.

Hazards: Working in construction zones, uneven terrain, exposure to moving objects, vehicles, sharp objects, pinch points, dust, noise, vibration, extreme heat or cold, slippery surfaces, toxic or caustic chemicals. May have to work in cramped quarters in trenches, etc.

Equipment Used: City vehicle, radio, nuclear moisture and density gauges, concrete slump cone, air meter, unit weight equipment, thermometers, asphalt sampling equipment, asphalt or concrete core drill, pressure gauges, water meters, thin film thickness gauges, holiday detector, various hand tools, and any other equipment pertinent to the technical area of expertise.

Safety Equipment: Safety shoes, safety glasses, hard hat, gloves, safety vest.

CITY OF LAS VEGAS
Construction Inspector (*Continued*)

Physical Conditions:

Essential and marginal functions require:

Standing/walking: Constantly-frequently, in combination with walking on all types of terrain, up to ½-3 miles per shift. Can include trenches, slopes.

Sitting: Occasionally, while riding in vehicle between inspection sites.

Lift/carry: Frequently, 10-45 lbs., gauges, testing gear. Occasionally, 60-95 lbs., materials, bags of concrete for distances up to 100 ft.

Push/pull: Occasionally, exerting a force up to 10-35 lbs. while moving equipment and samples.

Climbing: Occasionally, up and down ladders, in and out of trenches.

Bending/twisting: Frequently, at waist, knees, neck while performing inspection functions and driving vehicle.

Kneeling/crouching/crawling: Frequent kneeling and crouching, with occasional crawling while working in trenches.

Hands/arms: Constant use of both hands or arms in reaching, handling, grasping, fingering and gripping while taking measurements, operating equipment, using hand tools.

Sight: Constantly, taking accurate measurements and samples, inspecting constructions sites. Requires visual acuity in near-, mid- and far-ranges.

Speech/hearing: Constantly, in communicating with public and contractors, 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 6/20/11 [formerly Construction Inspector I and II (X)]

FLSA and City: nonexempt

CSB 10/12/11

CONTRACTS 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

Independently develops and prepares specifications, drafts and administers contracts, and conducts negotiations, as required for the most complex formal solicitations and agreements, including construction, professional and technical services, materials and equipment contracts. Assists city departments in the development and evaluation of solicitations. Performs a variety of technical tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Purchasing and Contracts Manager.

Receives technical supervision from Quality Assurance Administrator.

May serve as a technical lead over lower level staff, including providing guidance and explanation.

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

Essential Functions:

1. Advises and provides technical assistance to assigned city department throughout the solicitation and contracting process.
2. Guides assigned city departments in developing specifications, scopes of work and evaluation criteria; evaluates and analyzes solicitations; and facilitates evaluation teams to determine recommendation for contract award. Performs market research to determine procurement strategy.
3. Ensures compliance with applicable Nevada Revised Statutes, standard industry specifications, city policies and procedures, and other applicable regulations.
4. Develops and customizes solicitation documents and reviews for accuracy, content and legality.

CITY OF LAS VEGAS
Contracts Specialist (*continued*)

Essential Functions:

5. Coordinates the solicitation process including pre-solicitation conferences, establishing solicitation lists, determining the need to issue addenda, scheduling supplier/contractor interviews, completing reference checks and ensuring the broadest and fairest competition possible. Advise and assist prospective bidders in all aspects of bidding processes and subsequent actions, including the preparation and submission of required reports, submittals and documentation.
6. Researches and prepares documentation and recommendations for bid protests.
7. Develops negotiation strategies and negotiates to maximize cost savings and supplier service levels for the city; performs research on the market, performs price-cost analysis, and ensures payment terms and methods are appropriate; assembles a negotiation team when appropriate, and acts as head negotiator.
8. Drafts contracts; makes modifications as directed by the Attorney's Office, assigned department project managers and other appropriate city staff; coordinates the award of contract.
9. Follows-up with departments to ensure supplier is adhering to contract requirements; serves as liaison to solve the most complex contractual problems and disputes and to process contract modifications, if needed. May investigate prevailing wage claims on public works projects.
10. Coordinates with city's insurance broker to determine appropriate insurance coverage for various types of contracts to minimize risk.
11. Monitors and addresses procurement performance in accordance with city policy and procedure.
12. Develops a variety of technical and narrative reports and correspondence.
13. Serves as a technical lead, prescribing procedures, methods, and formats as a technical expert within the assigned area of responsibility; provides guidance; mentors and assists lower level purchasing staff as needed.
14. Responds to inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
15. Contribute to the efficiency and effectiveness of the Division's service to its customers.
16. Maintains a variety of automated and manual records and files.

CITY OF LAS VEGAS
Contracts Specialist (*continued*)

Marginal Functions:

1. Stays abreast of market and industry trends in the area of assigned departments.
2. Issues purchase orders.
3. Performs other related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles of lead supervision and training.
Methods and techniques of competitive bidding and negotiation.
Principles and procedures of public purchasing and contract administration.
Warehousing and inventory control procedures.
Materials, specifications and standards.
Prices and current market conditions.
Types of materials, supplies and equipment commonly used in purchasing.
Modern office procedures, methods and computer equipment.
Advanced mathematical principles.
Basic principles and procedures of financial record keeping and reporting.
Pertinent federal, state and local laws, codes and regulations governing municipal purchasing.

Skills in:

Implementing municipal purchasing principles and practices.
Interpreting and explaining city purchasing policies.
Developing and interpreting specifications and contracts.
Analyzing and evaluating the relative merits of competitive commodities and their prices;
prepare clear, legal, accurate documents.
Meeting schedules and time lines.
Making oral and written presentations of a technical nature.
Using, configuring and manipulating computer databases and spreadsheets.
Communicating clearly and concisely, both orally and in writing.
Working independently.
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 all areas of purchasing and contract administration, preferably in public sector purchasing.

CITY OF LAS VEGAS
Contracts Specialist (*continued*)

Training:

Bachelor's degree from an accredited college or university in business administration or 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:

Certified Public Purchasing Officer, Certified Purchasing Manager, Certified Public Purchasing Buyer or Certified Professional in Supply Management is desirable.

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment.

Hazards: Exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL
Rev 9/14/2011
Nonexempt
CSB 10/12/11

CUSTOMER SERVICE REPRESENTATIVE

*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 within the job.*

DEFINITION

Serves as the first public contact for telephone or walk-in customers to city facilities. Watches for and reports any safety hazards and unusual activity.

SUPERVISION RECEIVED

Receives direct supervision from 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. Serves as the first public contact for telephone or walk-in customers to city facilities. Demonstrates courtesy and friendliness, greets customers, answers questions, provides directions, directs customers to proper location for service, informs staff of visitors' arrival and takes messages.
2. Provides forms to employees and customers and provides basic and routine information regarding departmental policies and procedures. May be required to call departments to obtain answers to questions.
3. Accepts and processes payment for services, and provides customers with receipts or proof of payment. Prepares daily cash balance reports. Prepares daily bank deposits of funds received.
4. Maintains schedule of classes, facilities, conference rooms, or meeting spaces. Takes reservations or registrations over the phone and in person. Provides confirmation information on scheduled classes or events.
5. Performs routine record keeping duties, such as filing, distributing mail and maintaining activity logs.
6. Retrieves data from computer terminal or PC. Uses common office software programs to prepare basic memos, letters, reports, flyers, brochures, and other documents.

CITY OF LAS VEGAS
Customer Service Representative (*continued*)

Essential Functions:

7. Keeps informed about office activities in order to communicate this information to the public.
8. Watches for and reports any fire or safety hazards and unusual or prohibited activity such as loitering, vandalism or soliciting.
9. Assesses difficult situations and respond to customer issues. Calls appropriate authority in situations requiring assistance.

Marginal Functions:

1. Performs related duties and responsibilities as required.
2. May make inspection rounds of buildings and report any vandalism, prowlers or other incidents to appropriate authority.
3. Escorts individuals to and from city facilities.
4. May attend training workshops to develop awareness of security precautions.
5. Trains and oversees hourly personnel.
6. Maintains facility cleanliness during open hours.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.
Basic principles and procedures of filing and record keeping.
Correct business English usage and grammar.
Services, policies and procedures of the assigned department.
Techniques for dealing with the public, in person and on the telephone.
Services provided by other city departments and their locations.
Telephone etiquette.
Security procedures and techniques.
Occupational hazards and safety precautions involved in assigned responsibilities.
Common office software, such as email, word processing, spreadsheet and database.

Skills in:

Providing courteous and informed assistance to the general public.
Dealing tactfully with the public and effectively enforce rules and regulations.
Correctly interpreting, explaining and applying City policies and procedures.

CITY OF LAS VEGAS

Customer Service Representative (*continued*)

Skills in:

Understanding and following written and oral instructions.

Providing quality customer service.

Determining the nature of the call or visit and relaying appropriate information.

Communicating with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Presenting a professional image to the public in appearance and demeanor.

Handling and following through on a large volume of telephone inquiries.

Listening to and comprehending a customer's question.

Being aware of surrounding and noticing when something appears to vary from the usual.

Working independently in the absence of supervision.

Exercising sound judgment in evaluating situations and making decisions.

Recognizing safety hazards, property damage, malfunctions and unusual occurrences.

Demonstrating dependability.

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 routine public contact or customer service experience required, with security-related experience desirable. Experience with Microsoft Outlook, Word, Excel and Access desirable.

Training:

Equivalent to graduation from high school.

Special Requirement

Must type 35 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; may be exposed to hostile or difficult individuals.

CITY OF LAS VEGAS

Customer Service Representative (*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, sitting, stooping, reaching, climbing, stretching, or standing 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 8/16/11

FLSA & City: nonexempt

CSB 10/12/11

LICENSE 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

Conducts inspections of businesses; enforces licensing ordinances and regulations; investigates general, regulated, and privileged license problems and complaints, including zoning and nuisance violations; conducts interviews and issues warning notices and citations; initiates court action and testifies in court; and performs related paperwork and data maintenance.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the License Officer series. Employees perform the full range of duties as assigned including independently conducting field inspections of businesses for business license compliance, informing the public of code requirements and initiating and following through on court action. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from higher level supervisory or management staff.

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 on-site compliance inspections of commercial and in-home businesses as necessary to issue general, regulated and privileged licenses; investigates licenses problems and complaints; issues warnings, notices, and citations; assesses re-inspection fees.
2. Participates in facilitating the general, regulated or privileged license application and renewal process, researching background information on the business, conducting inspections, processing documentation, and facilitating administrative action taken on an application.
3. Provides responsible customer service to the public and other city staff; interprets and explains city business licensing ordinances and regulations, either in person, in writing, or on the telephone; responds to questions, complaints, and violations and resolve problems, including coordinating responses with various affected city departments.

CITY OF LAS VEGAS
License Officer (continued)

Essential Functions:

4. Initiates and follows through on court actions resulting from non-compliance with licensing ordinances; testifies in Municipal Court regarding the history behind the issuance of a citation; coordinates enforcement activities with other jurisdictions.
5. Determines correct licensing categories based upon inspection of business premises.
6. Acts as a liaison to the division; responds to requests from various other city divisions; coordinates the routing of licensing information to applicable divisions.
7. Participates in the enforcement of zoning codes, and refers more complex issues to code enforcement staff.
8. Maintains files of ongoing inspections and other business license activities; compiles and enters data and statistics on inspections into computer systems; prepares and presents a variety of written reports.

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Mathematical principles.
Interviewing techniques.
Customer service principles and practices.
Modern office procedures, methods and computer equipment.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Safety and health standards as applicable to business licensing activities.
Methods of business activities, marketing and business licensing procedures.
Investigative and inspection methods and techniques.
Laws, codes and regulations applicable to general business, regulated, and privileged licensing.
Basic collection procedures and techniques.
Accounting procedures and practices.

Skills in:

Interpreting applicable rules and regulations governing general, regulated and privileged business licensing.
Communicating effectively with irate customers in sensitive situations.
Responding to potentially confrontational situations.
Using investigative and inspection methods and techniques.
Detecting inconsistent or suspect information provided by customer that may warrant further investigation.

CITY OF LAS VEGAS
License Officer (continued)

Skills in:

Understanding and following oral and written instructions.
Making computations rapidly and accurately.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.
Working independently in the absence of supervision.

Experience and Training Requirements

Experience:

One year of work experience which required the frequent interpretation, explanation or enforcement of varied codes and regulations, including one year of frequent, heavy public contact. Business license or business inspection experience is desirable.

Training:

Associate's degree from an accredited college with major course work in business management or a related field.

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

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; office and field environments; exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

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

- *Bending, stooping, kneeling, walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment and vehicles.*

CITY OF LAS VEGAS
License Officer (continued)

Physical Conditions:

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL

REV 5/3/2011[formerly License Officer I/II (X)]

FLSA & City: nonexempt

CSB 10/12/11

OFFICE SPECIALIST I

*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 routine clerical duties in support of department operations; acts as a receptionist; assists and informs the public, in person or on the telephone, on departmental policies and procedures; and provides basic sorting, filing, copying or clerical accounting services.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Office Specialist series. This class is distinguished from the Office Specialist II by the performance of the more routine tasks and duties assigned to positions within the series including receptionist duties, filing and copying. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

SUPERVISION RECEIVED

Receives immediate supervision from 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. Acts as a receptionist, answers the telephone and assists the general public; provides information on city policies and procedures as required.
2. Performs a variety of routine record keeping duties, such as filing and maintaining ledgers, logbooks and bookkeeping records; researches and resolves discrepancies as needed.
3. Enters and updates a variety of departmental data into computer terminal; types a wide variety of documents and forms; retrieves data as necessary; operates a printer and other computer peripherals.
4. Provides information and forms to the public; collects and processes appropriate fees and information; makes and distributes copies as necessary; receives, sorts and distributes incoming and outgoing mail.
5. Schedules appointments and meetings for department staff; maintains calendars and staff schedules.

CITY OF LAS VEGAS
Office Specialist I (*Continued*)

Essential Functions:

6. Operates a variety of office machines including a photocopier, calculator, shredder, typewriter, computer terminal, personal computer and microfilm machine.

Marginal Functions:

1. Contacts outside agencies and the general public to acquire and provide information.
2. Performs related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.
Basic principles and procedures of filing and record keeping.
English usage, spelling, grammar and punctuation.
Basic arithmetic.
Common office software, such as email, word processing, spreadsheet and database.

Skills in:

Learning to correctly interpret, explain and apply city policies and procedures.
Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining cooperative working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

One year of clerical experience including public contact is desirable.

Training:

Equivalent to graduation from high school.

License or Certificate

Must type 35 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.

CITY OF LAS VEGAS
Office Specialist I (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

Maintain mental capacity which allows the capability of:

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

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

- *Walking, standing, stooping, bending, climbing, stretching 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.*

SEGAL

REV 8/16/11

FLSA & City: nonexempt

CSB 10/12/11

SENIOR LICENSE 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 more complex and difficult work of staff responsible for processing, enforcement and inspection of general, regulated, and privileged business licenses; and performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class within the License Officer series. In addition to performing the full range of duties assigned, employees act as lead workers, overseeing the work of license technicians and officers, providing training and guidance to staff, and ensuring quality control, accuracy, and compliance. Employees at this level handle the most complex situations independently with only broad direction from management.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory and management staff.

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

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

Essential Functions:

1. Leads, plans, schedules and reviews the work of staff responsible for processing or enforcement of applicable business licensing ordinances and regulations; verifies the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specifications; supervises the use of and operates computerized office equipment; ensures employees adhere to safe work practices and procedures.
2. Serves as liaison for the division with other city departments, divisions, public and outside agencies. Represents the division in various committees and work groups.
3. Attends pre-application meetings as needed; assists with building plan review and provides technical advice on business licensing code compliance.

CITY OF LAS VEGAS
Senior License Officer (*continued*)

Essential Functions:

4. Provides responsible customer service to the public and other city staff; interprets and explains city business licensing ordinances and regulations, either in person, in writing, or on the telephone; responds to questions, complaints, and violations and resolves problems, including coordinating responses with various affected city departments.
5. Verifies additional departmental and agency approvals for general, regulated or privileged license applications including review of police reports; prepares documentation for City Council agenda; coordinates the routing of licensing information to applicable divisions.
6. Reviews licensing information, verifying applications comply with applicable codes and are properly entered into established systems; compiles and enters data and statistics on inspections into computer systems; prepares and presents a variety of written reports.
7. Plans, coordinates, directs and participates in all enforcement activities pertaining to general, regulated and privileged business licensing including conducting field inspections, receiving complaints and investigating licensing problems, conducting interviews, issuing written warnings and citations, initiating court actions and testifying in court. Assists license officers with more difficult or complex cases.
8. Trains assigned employees in inspection and investigative methods and techniques in general, regulated and privileged licensing, and in techniques for handling customers, including difficult customers.

Marginal Functions:

1. Performs related duties and responsibilities as required.
2. May confer with legal staff on code violations at management's discretion.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of general business, regulated and privileged license programs.
Principles of lead supervision and training.
Investigative and inspection methods and techniques.
Laws, codes and regulations applicable to privileged, regulated and general business licensing.
Methods and techniques of conducting interviews.
Basic collection procedures and techniques.
Advanced customer service principles and practices.
Principles of telephone etiquette.
Accounting procedures and practices.
Operational characteristics of computerized equipment.
Principles of business letter writing and report preparation.

CITY OF LAS VEGAS
Senior License Officer (*continued*)

Knowledge of:

Principles and procedures of record keeping.
Mathematical principles.
Modern office procedures and methods.
Occupational hazards and standard safety practices.

Skills in:

Leading, organizing and reviewing the work of assigned staff.
Independently performing the most difficult business license inspections.
Interpreting, explaining and enforcing department policies and procedures and applicable rules and regulations governing privileged, regulated and general business licensing.
Operating computer equipment.
Resolving problems in the enforcement of business license regulations.
Making computations rapidly and accurately.
Determining fees based on codes and regulations.
Working independently without direct supervision.
Understanding and following oral and written instructions.
Communicating effectively with difficult customers in sensitive situations.
Detecting inconsistent or suspect information provided by customer that may warrant further investigation.
Responding to potentially confrontational situations.
Providing good customer service.
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 enforcing general business, regulated and/or privileged licensing ordinances and regulations to include: field inspections, receiving complaints and investigating licensing problems, explaining code requirements and regulations, and issuing written warning notices and citations.

Training:

Associate's degree from an accredited college with major in business management or a field related to the essential functions.

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

CITY OF LAS VEGAS
Senior License Officer (*continued*)

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Office or field environments; depending on assignment, travel from site to site; exposure to computer screens; depending on assignment, exposure to 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, or sitting for extended periods of time; and*
- *Operating assigned equipment or vehicle.*

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL

REV 6/8/11

FLSA & City: nonexempt

CSB 10/12/11

SENIOR SIGNING AND MARKING TECHNICIAN

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

DEFINITION

Leads, oversees and participates in the more complex and difficult work of staff responsible for a variety of skilled and semi-skilled tasks involved in the installation and maintenance of traffic control indicators; and performs a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Signing and Marking Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series. 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 Traffic Field Supervisor or higher level management staff.

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

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

Essential Functions:

1. Leads, plans and reviews the work of staff responsible for a variety of skilled, semi-skilled and manual labor tasks involved in the installation and maintenance of traffic control devices.
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. Supervises the use of and operates airless spray equipment, paint striping vehicle and hot plastic equipment.

CITY OF LAS VEGAS

Senior Signing and Marking Technician (*Continued*)

Essential Functions:

4. Provides training to assigned city staff in the installation and maintenance of traffic control devices, use of equipment and standard processes, methods and techniques.
5. Ensures that assigned employees adhere to proper traffic barricading techniques when working in or near traffic to protect the safety of staff and the public; if necessary, directs traffic around work.
6. Leads and participates in the marking of curbs, crosswalks, medians, turn lanes, street lettering, parking lots, etc. according to drawings, plans and specifications; applies epoxy adhesives and ceramic buttons or thermoplastic or paint and reflective materials.
7. Coordinates the removal of hazardous waste from pavement marking waste and solvents.
8. Plans and creates work orders; verifies location of work orders.
9. Monitors and evaluates vendor performance; ensures vendor install or reinstall traffic control devices according to plans.
10. Reviews, interprets and follows traffic control device plan; makes minor on-site adjustments for traffic flow if needed. ; refers to regionally accepted and city-wide drawings and specifications, and the Manual on Uniform Traffic Control Devices issued by the Federal Highway Administration (FHWA) for standards.
11. Maintains a variety of automated and manual logs, records and files including daily progress of assigned crew and citizen complaints; forwards written information to supervisor.
12. Fabricates, repairs, installs and replaces traffic and street signs and other public signs such as those indicating crosswalks, school zones and parking lots; cuts pipes; selects and marks proper locations and bores holes for signs and posts.
13. Installs, removes and maintains delineators, meter poles and raised pavement markings on roadways and medians.
14. Cleans equipment and performs maintenance after use.

Marginal Functions:

1. Verifies data in accident reports.
2. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
3. Estimates time, materials and equipment required for jobs assigned; requisitions materials as required.
4. Performs related duties and responsibilities as required.

CITY OF LAS VEGAS
Senior Signing and Marking Technician (*Continued*)

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a traffic and street signing and marking program.
Principles of lead supervision and training.
Traffic drawings and specifications.
Methods and techniques for installing and maintaining traffic control devices.
Operational characteristics of airless spray equipment, a striping machine, striper vehicle and hot plastic equipment and tools.
Standards of uniform traffic control principles, devices and maintenance methods.
Sign installation methods.
Occupational hazards and standard safety practices.

Skills in:

Independently performing the most difficult tasks of installing and maintaining traffic control devices.
Operating a computer and associated peripherals common in an office, shop, and field environment.
Reading and interpreting traffic plans and specifications.
Interpreting, explaining and enforcing department policies and procedures.
Operating a variety of hand and power tools and equipment in a safe and effective manner.
Safely handling required hazardous materials, chemicals and equipment.
Responding to emergency situations.
Performing a variety of skilled, semi-skilled and manual labor tasks.
Keeping accurate and complete records.
Distinguishing colors.
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 traffic maintenance experience, including roadway markings and sign installation.

Training:

Equivalent to graduation from high school.

CITY OF LAS VEGAS

Senior Signing and Marking Technician (*Continued*)

License or Certificate

Possession of an appropriate, valid Class B commercial 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 10 hour 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 Signs and Markings Specialist Level I certification from the International Municipal Signal Association on date of application, and maintenance thereafter.

As a condition of continued employment, employees must acquire the following certifications by the dates specified:

Possession of a Flagman certification from the Nevada Department of Transportation within one year of the date of appointment, and maintenance thereafter.

Possession of a City of Las Vegas forklift certificate within one year of the date of appointment, and maintenance thereafter.

Possession of Signs and Markings Specialist Level II certification from the International Municipal Signal Association within two years 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

Certain city functions operate on a 24 hour per day, seven day per week schedule, and may require support on any shift. Additionally, position may be required to respond to call outs during emergency situations.

Environmental Conditions:

Location: Up to 100% outdoors in field environment with exposure to all typical weather conditions, including travel from site to site. May work in sign shop if assigned.

Hazards: Exposure to extreme traffic hazards, pinch points, moving objects and vehicles, dust, noise, vibration, grease, fumes, cramped quarters, inclement weather conditions, slippery surfaces, electrical shock, toxic and caustic chemicals.

Equipment Used: City vehicles, aerial lift truck, forklift, variety of hand and power tools, jackhammer, cutting torch, airless sprayers.

Safety Equipment: Respirator, goggles, hearing protection, safety shoes, dust mask, safety vest and other equipment as needed.

CITY OF LAS VEGAS

Senior Signing and Marking Technician (*Continued*)

Physical Conditions:

Essential and marginal functions require:

Standing/walking: Occasional standing, in combination with walking, outdoors while performing general work duties, up to 1-3 miles per day.

Sitting: If assigned to paint striper truck, sits constantly while truck operates. Otherwise, occasional sitting while operating or riding in vehicle.

Lift/carry: Occasional lifting 1-60 lbs, tools, equipment, materials. Carrying up to 25 ft.

Push/pull: Occasionally, using both hands and arms in moving equipment or materials while using hand and power tools exerting a force of 25-35 lbs.

Climbing: Occasionally, on and off vehicles, using ladders, in and out of lift bucket.

Bending/twisting: Frequently, at waist, knees and neck while working in a variety of positions performing work duties.

Kneeling/crouching/crawling: Occasionally, while performing work at street level, painting, setting markers, traffic signage, measuring and marking.

Hands/arms: Constant use of hands and arms reaching, grasping, fingering, gripping, handling. Occasionally, overhead reaching using tools. Light data entry.

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

Speech/hearing: Constantly, in communicating with co-workers, using radios, and maintaining safe work environment.

Other physical demands: Must be able to react quickly when working in high traffic situations.

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 4/18/11

FLSA & City: nonexempt

CSB 10/12/11

SIGNING AND MARKING 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

Installs and maintains traffic control indicators using paint, traffic tape and raised pavement markers; sets up safe work zones in traffic areas as needed.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Signing and Marking Technician 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. This class is distinguished from the Senior Signing and Marking Technician in that the latter exercises functional and technical supervision.

SUPERVISION RECEIVED

Receives general supervision from the Traffic Field Supervisor or higher level management staff.

May receive functional and technical supervision from a Senior Signing & Marking Technician.

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

Essential Functions:

1. Measures and marks off streets, parking stalls and lanes for painting.
2. Drives the paint striper vehicle and operates partially automated paint controls on the paint striper vehicle; operates airless spray equipment and hot plastic equipment.
3. Installs, replaces, repairs, fabricates and maintains street signs and other public signs; cuts pipe; selects and marks proper locations and bores holes for signs and posts.
4. Installs, removes and maintains delineators, meter poles and raised pavement markings on roadways.
5. Grinds out old pavement markings before applying fresh markings when necessary.
6. Installs, repairs and removes traffic adhesive tape.

CITY OF LAS VEGAS

Signing and Marking Technician (*Continued*)

Essential Functions:

7. Ensures the safety of self, co-workers and the public by following proper traffic barricading techniques when working in or near traffic; if necessary, directs traffic around work; refers to regionally accepted and city-wide drawings and specifications, and the Manual on Uniform Traffic Control Devices issued by the Federal Highway Administration (FHWA) for standards.
8. Reads, interprets and follows written plans for traffic markings.
9. Monitors and maintains appropriate levels of supplies, equipment and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials, equipment and vendors, assisting with specifications and requisitioning materials as needed.
10. Maintains a variety of computerized, automated, and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.
11. Cleans equipment and performs maintenance after use.
12. Inputs, updates and retrieves data from a variety of computerized databases; generates reports as necessary.

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. Repairs, replaces and removes parking meters; installs bases for multi-bay meters.
3. Performs related duties and responsibilities, as required.

QUALIFICATIONS

Knowledge of:

Construction techniques and methods.

Operational characteristics of construction equipment and tools.

Operations of a traffic and street signing and marking program.

Methods and techniques of installing and maintaining traffic control devices.

Operational characteristics and safe operating techniques of airless spray equipment, striping machine and hot plastic equipment, materials and tools.

Standards and specifications of uniform traffic control principles, devices and maintenance methods.

Traffic and street sign fabrication, placement and installation methods.

Occupational hazards and standard safety practices.

Modern office procedures, methods and computer equipment.

CITY OF LAS VEGAS
Signing and Marking Technician (*Continued*)

Skills in:

Keeping accurate records.

Operating a computer and associated peripherals common in an office, shop, and field environment.

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

Distinguishing colors.

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.

Performing journey level tasks of installing and maintaining traffic control devices.

Fabricating signs using available equipment and techniques, including a personal computer.

Safely handling required hazardous materials, chemicals and equipment.

Working independently in the absence of supervision.

Experience and Training Requirements

Experience:

Two years experience in maintenance, construction, or a field related to the essential functions.

Training:

Equivalent to graduation from high school.

License or Certificate

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

As a condition of continued employment, employees must acquire the following within one (1) year of the date of initial appointment:

Possession of a Flagman certification from the Nevada Department of Transportation, and maintenance thereafter

Possession of a City of Las Vegas forklift certificate, and maintenance thereafter.

CITY OF LAS VEGAS
Signing and Marking Technician (*Continued*)

License or Certificate

As a condition of continued employment, employees must acquire the following within two (2) years of the date of initial appointment:

Possession of an appropriate, valid Class B commercial driver's license, and maintenance thereafter.

Possession of Signs and Markings Specialist Level I certification from the International Municipal Signal Association, 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:

Certain city functions operate on a 24 hour per day, seven day per week schedule, and may require support on any shift. Additionally, position may be required to respond to call outs during emergency situations.

Environmental Conditions:

Location: Up to 100% outdoors in field environment with exposure to all typical weather conditions, including travel from site to site. May work in sign shop if assigned.

Hazards: Exposure to extreme traffic hazards, pinch points, moving objects and vehicles, dust, noise, vibration, grease, fumes, cramped quarters, inclement weather conditions, slippery surfaces, electrical shock, toxic and caustic chemicals.

Equipment Used: City vehicles, aerial lift truck, forklift, variety of hand and power tools, jackhammer, cutting torch, airless sprayers.

Safety Equipment: Respirator, goggles, hearing protection, safety shoes, dust mask, safety vest and other equipment as needed.

Physical Conditions:

Essential and marginal functions require:

Standing/walking: Frequent standing, in combination with walking, outdoors while performing general work duties, up to 1-3 miles per day.

Sitting: If assigned to paint striper truck, sits constantly while truck operates. Otherwise, occasional sitting while operating or riding in vehicle.

Lift/carry: Frequent lifting 1-60 lbs, tools, equipment, materials. Carrying up to 25 ft.

Push/pull: Frequently, using both hands and arms in moving equipment or materials while using hand and power tools exerting a force of 25-35 lbs.

Climbing: Frequently, on and off vehicles, using ladders, in and out of lift bucket.

Bending/twisting: Frequently, at waist, knees and neck while working in a variety of positions performing work duties.

CITY OF LAS VEGAS

Signing and Marking Technician (*Continued*)

Physical Conditions:

Kneeling/crouching/crawling: Frequently, while performing work at street level, painting, setting markers, traffic signage, measuring and marking.

Hands/arms: Constant use of hands and arms reaching, grasping, fingering, gripping, handling. Frequently, overhead reaching using tools. Light data entry.

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

Speech/hearing: Constantly, in communicating with co-workers, using radios, and maintaining safe work environment.

Other physical demands: Must be able to react quickly when working in high traffic situations.

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 6/13/11 [formerly Signing & Marking Technician I and II (X)]

FLSA & City: nonexempt

CSB 10/12/11

TRAFFIC BARRICADE INSPECTOR

*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

Inspects all work zones within the city right-of-way to protect the public from unnecessary hazards due to road construction; instructs city work crews in proper work zone safety; enforces and investigates all matters involving construction to protect the city from unnecessary liability.

SUPERVISION RECEIVED

Receives supervision from the Engineering Project Manager or other higher level supervisory and management staff.

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

Essential Functions:

1. Inspects work zones in city right-of-way to ensure compliance with standard traffic control principles and practices; documents all activities in automated log.
2. Inspects construction project flaggers for proper credentials and monitors activities.
3. Coordinates traffic control set-ups with internal departments and external agencies.
4. Designs and prepares traffic control plans.
5. Reviews all traffic control plans and specifications for proposed construction projects; approves or recommends revisions to comply with traffic control standards; assists traffic barricading companies to comply with legal requirements and prepare proper traffic control plans.
6. Maintains files of all traffic control plans and records any deficiencies; maintains records of daily inspections.
7. Assists other internal work groups with barricade problems.
8. Represents City Traffic Engineer at applicable pre-construction and pre-bid meetings to address barricading concerns; reviews bid documents.
9. Provides technical training to staff.

CITY OF LAS VEGAS

Traffic Barricade Inspector (*continued*)

Essential Functions:

10. Reviews and updates information to be provided to the news media each week regarding traffic disruptions.
11. Reports school zone roadway construction to Clark County School District officials; monitors construction zone for trouble spots; makes recommendations as required.
12. Interprets, explains and enforces laws regarding traffic control for contractors and city staff; advises appropriate city departments of road deficiencies, damaged or missing signs, and malfunctioning traffic signals.
13. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
14. Prepares reports of activities as requested by management.

Marginal Functions:

1. Attends staff meetings and updates staff on project issues and progress.
2. Represents the city as a witness in legal proceedings.
3. Monitors the collection of fines and plan review fees.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of traffic control as described in the Manual of Uniform Traffic Control Devices.

Methods and practices of construction.

Legal street signs and street markings.

Principles and procedures of recordkeeping.

English usage, spelling, grammar and punctuation.

Construction contract plans and specifications.

Modern office procedures, methods and computer equipment.

Personal computer operations and common office software including word processing, spreadsheet, email and other related applications at an advanced level.

Pertinent federal, state and local laws, codes and regulations including parking laws and restrictions.

Principles set forth in Clark County Uniform Standard Specifications Book and Clark County Uniform Standard Drawings Book; OSHA standards for construction industry.

CITY OF LAS VEGAS
Traffic Barricade Inspector (*continued*)

Skills in:

Operating a variety of modern office equipment including computer equipment.
Performing competently in the use of spreadsheet, email and other pertinent software applications.
Reading a map book.
Interpreting, applying, explaining and enforcing city, department and division policies and procedures.
Recognizing potential hazards and making proper field changes to keep work zones safe.
Working independently without direct supervision.
Understanding and following oral and written instructions.
Establishing and maintaining effective working relationships with those contacted in the course of work.
Communicating clearly and concisely, both orally and in writing.

Experience and Training Requirements

Experience:

One year of traffic barricading 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 a Level I Signs and Marking Specialist certificate from the International Municipal Signal Association within six months of the date of appointment, and maintenance thereafter.

Possession of a Work Zone Safety certification from the International Municipal Signal Association within six months of the date of appointment, and maintenance thereafter.

Possession of a Flagger registration from the American Traffic Safety Services Association within six months of the date of appointment, and maintenance thereafter.

Possession of a Level II Signs and Marking Specialist certificate from the International Municipal Signal Association within one year of the date of appointment, and maintenance thereafter.

CITY OF LAS VEGAS
Traffic Barricade Inspector (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Location: Office and field environments.

Hazards: Exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL

REV 5/4/2011 [formerly Traffic Barricade Inspector I and II (X)]

FLSA & City: nonexempt

CSB 10/12/11

COMBINATION INSPECTOR

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~~ Performs the full range of technical ~~combination building~~ inspections of single family dwellings to enforce compliance with building, electrical, plumbing and mechanical codes, regulations and ordinances; commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable architectural and structural codes, ordinances and regulations; ~~to perform inspections of commercial structures within one or more fields of expertise; to work~~s with developers, ~~contractors and homeowners superintendents and contractors~~ to maintain code requirements and resolve problems relating to code compliance.

DISTINGUISHING CHARACTERISTICS

~~This is the advanced journey level class in the Inspector series. Employees at this level are distinguished from other classes within the series by the performance of single family dwelling inspections in all areas of construction, and commercial inspections in one or more fields of expertise. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.~~

SUPERVISION RECEIVED

Receives general supervision from the assigned Inspections 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. Inspects single family dwelling structures during all stages of construction and remodeling to ensure compliance with applicable building, electrical and plumbing/mechanical codes, ordinances and regulations; inspects commercial structures in one or more fields of expertise: electrical, building or plumbing/mechanical.
2. Examines plans and specifications of new construction, additions and alterations to single family dwellings to determine compliance with applicable construction codes, ordinances and regulations; examines plans and specifications of new construction, additions and alterations to commercial structures in one or more fields of expertise.

CITY OF LAS VEGAS
Combination Inspector (*Continued*)

3. Enforces planning and zoning regulations by inspecting new and existing buildings and premises for change of use or occupancy, or compliance with applicable codes, ~~and~~ ordinances and/or conditions of approval.

Essential Functions:

4. Inspects swimming pools and spas for steel, plumbing, gas and electrical installations.
5. Issues notices to comply when violations are identified; maintains records of history of facts for possible legal actions.
6. Investigates complaints forwarded from the supervisor or Building Official.
7. Confers with architects, contractors, builders and the general public in the field and office; explains and interprets requirements and restrictions.
8. Maintains files and reports regarding inspection and plan check activities and findings.

When performing building inspections:

1. Inspects foundation, concrete, steel, masonry, wood construction, framing, plastering and a large variety of other complex and routine structural and architectural system elements.
2. Inspects footings and grout for block walls, fences and retaining walls.
3. Inspects fire-damaged single-family dwellings buildings or structures for safety.
4. Conducts and witnesses smoke detector tests.

When performing electrical inspections:

1. Inspects electrical installations for commercial buildings and single-family dwellings as assigned.
2. Inspects fire-damaged commercial buildings and single-family dwellings for electrical safety, as assigned.

When performing plumbing/mechanical inspections:

1. Conducts hydrostatic tests on water systems.
2. Performs plumbing/mechanical inspections on commercial buildings and single-family dwellings, as assigned.
3. Inspects ground plumbing for sizing and proper slope.
4. Inspects plumbing fixtures for proper sizing and to verify that approved materials were used.

CITY OF LAS VEGAS
Combination Inspector (*Continued*)

5. Inspects air conditioning and heating installations for code compliance.

Marginal Functions:

1. Attends and participates in meetings; stays abreast of new trends and innovations in each field of inspection.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Building related codes and ordinances **as adopted and** enforced by the city, including the **uniform** building, electrical, plumbing and mechanical, **codes** and zoning codes. Complex principles and techniques of building inspection and plans examining work. Principles of architectural and structural design and engineering mathematics. Pertinent federal, state and local laws, codes and regulations. Major types of building construction, materials and methods. Accepted safety standards and methods of building construction **for single-family dwellings.**

Ability to: Skills in:

Interpreting and applying pertinent federal, state and local laws, codes and regulations. Reading and interpreting complex building plans, specifications and building codes. Determine whether construction systems conform to city code requirements. Applying technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices. Make mathematical computations rapidly and accurately. Enforce codes, regulations, policies and procedures with firmness and tact. Understanding and following oral and written instruction. Communicate clearly and concisely, both orally and in writing. Establishing and maintaining effective working relationships with those contacted in the course of work.

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

~~———— Making observations;~~
~~———— Communicating with others;~~
~~———— Distinguishing colors;~~
~~———— 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:~~

~~———— Walking or standing for extended periods of time; and~~

CITY OF LAS VEGAS
Combination Inspector (Continued)

~~Operating assigned equipment.~~

Experience and Training Requirements

Experience:

Three years of increasingly responsible structural building inspection experience ~~and/or~~ five years of journey-level experience ~~as-in one or more of the building trades. of the following:~~

~~A plumber or heating, ventilation and air conditioning (HVAC) technician;~~

~~An electrician; or~~

~~A layout or framing carpenter; hands-on general contractor; or construction superintendent with extensive carpentry.~~

Training:

Equivalent to graduation from high school. Specialized training in the building trades or code enforcement is desirable.

License or Certificate

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

Must possess one certification in any field listed below on the date of application. Continued employment requires the three certifications in the remaining fields be obtained within twelve months of the date of appointment.

Building: International Code Council (ICC) Building Inspector, which requires successful completion of the residential and commercial building inspector examinations.

Electrical: ~~Any one~~ Either of the following ~~three~~ will fulfill the electrical certification requirement, provided it is based on the currently adopted National Electrical Code.

1. International Association of Electrical Inspectors (IAEI) Certified Electrical Inspector - Commercial ~~or Residential.~~
2. International Code Council Commercial Electrical Inspector.
- ~~3. International Code Council Residential Electrical Inspector.~~

Plumbing: International Association of Plumbing and Mechanical Officials (IAPMO) Plumbing Inspector certification based on the Uniform Plumbing Code.

Mechanical: International Association of Plumbing and Mechanical Officials (IAPMO) Mechanical Inspector certification based on the Uniform Mechanical Code.

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.

CITY OF LAS VEGAS
Combination Inspector (*Continued*)

Environmental Conditions:

Location: Work is performed outdoors up to 80% of the time with exposure to all types of weather conditions.

Hazards: Working in construction zones, uneven terrain, exposure to moving objects and vehicles, sharp objects, pinch points, dust, noise, vibration, extreme heat and cold, slippery surfaces, toxic and caustic chemicals.

Equipment Used: City vehicle, radio, measuring equipment, telephone and computer.

Safety Equipment: Safety shoes, hardhat.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Constantly-frequently, in combination with walking on all types of terrain, up to 3-5 miles per shift. Can include walking throughout hazardous construction site.

Sitting: Occasionally, while riding in vehicle between inspection sites.

Lift/carry: Frequently, 1-10 lbs., paperwork, clipboards, plans, drawings.

Push/pull: Occasionally, exerting a force up to 10-25 lbs. while inspecting, moving equipment.

Climbing: Occasionally, up and down ladders, walking trusses, in and out of bucket lift.
Requires sense of balance.

Bending/twisting: Frequently, at waist, knees and neck while performing inspection functions and driving vehicle.

Kneeling/crouching/crawling: Infrequent kneeling or crouching, with crawling in attics and crawl spaces.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering, gripping while taking measurements, recording data, keyboarding, reviewing plans.

Sight: Constantly, taking accurate measurements, inspecting constructions sites. Requires color vision, visual acuity in near-, mid- and far-ranges.

Speech/hearing: Constantly, in communicating with public and contractors, 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.

~~SMMSEGAL~~

REV ~~5/5/06~~9/19/11

FLSA and City: nonexempt

~~CSB 5/24/06~~

CONSTRUCTION INSPECTOR I
~~CONSTRUCTION INSPECTOR 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 inspect~~ Inspects work quality and materials used in a variety of public works projects within the public right-of-way including the construction, repair, maintenance or alterations of streets, curbs, sidewalks, drainage facilities, underground utilities and related structures; ~~to~~ ensures conformance with city standard specifications and safety standards; ~~and to~~ maintains records and prepares reports on projects inspected.

DISTINGUISHING CHARACTERISTICS

~~Construction Inspector I~~ This is an entry level class in the Construction Inspector series. This class is distinguished from the Construction Inspector II by the performance of the more routine inspections assigned to positions within the series, including occasional public works contract inspection.

~~Construction Inspector II~~ This is a full journey level class within the Construction Inspector series. Employees within this class ~~are distinguished from the Construction Inspector I by the performance of~~ the full range of duties as assigned which include public works contract inspection and completing unusual inspections. Employees at this level receive 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

Construction Inspector I

Receives supervision from ~~the Construction Inspection Supervisor or~~ higher level supervisory or management staff.

Construction Inspector II

~~Receives general supervision from the Construction Inspection Supervisor or higher level management staff.~~

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

Essential Functions:

1. Inspects work quality and materials used in a variety of public works projects during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances and regulations.
2. Inspects various public works structures including underground utilities, streets, sidewalks, gutters, structural concrete, storm systems and various other facilities; checks line, grade, size, elevation and location of structures for conformance with plans specifications and regulations.
3. Prepares detailed data of construction progress and inspection; prepares various reports on daily operations and activities.
4. Takes samples of materials for examination or analysis by laboratories; performs routine materials and density field tests to assure material and workmanship quality; coordinates results of tests and ~~verify~~ verifies approval of structure.
5. Observes work during progress and upon completion; ensures that safety procedures are followed; advises contractors of changes in plans and variances.
6. Performs preliminary and final inspections and acceptance of developments.
7. Meets with contractors to clarify plans and specifications; provides technical guidance and interpretation.
8. Ensures compliance with procedures and regulations.

Marginal Functions:

- ~~1. Prepare various inspection reports as required; maintain files and reports regarding inspection and plan check activities and findings. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.~~
- ~~1.2. Performs records research and field investigations as necessary.~~
- ~~2.3. Perform related duties and responsibilities as required.~~

QUALIFICATIONS

Construction Inspector I

Knowledge of:

- Principles and techniques of public works inspection and plans examining work.
- Principles and practices of construction trades.

CITY OF LAS VEGAS

Construction Inspector ~~I/II~~ (Continued)

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

Accepted safety standards and methods of construction activities.

Defects and faults in construction.

Codes, standards and regulations applicable to public works construction.

Methods and techniques used in construction inspection.

~~Basic mathematics~~ Mathematics including algebra, geometry and trigonometry as applied to construction inspection work.

Ability to: Skills in:

~~Learn~~ Understanding applicable laws, regulations, codes, ordinances and policies governing the construction of assigned public works projects enforced by the city.

Interpreting and applying pertinent federal, state and local laws, codes and regulations.

Reading and interpreting plans and specifications.

~~Learn to determine~~ Determining if construction systems conform to city code requirements.

Applying technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.

~~Make~~ Making basic mathematical computations rapidly and accurately.

~~Enforce~~ Enforcing necessary regulations with firmness and tact.

Understanding and ~~early~~ carrying out oral and written directions.

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

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

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

~~———— Walking, standing, bending, or stooping for extended periods of time; and~~

~~———— Operating assigned equipment, lifting heavy objects.~~

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

~~———— Making observations;~~

~~———— Communicating with others;~~

~~———— Reading and writing; and~~

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience involving the construction of public works projects. Some construction inspection experience is desirable.

Note: ~~One half the number of years of work experience as a Materials Testing Technician at any level, provided the assigned responsibilities included inspection, will qualify toward the minimum qualifications for Construction Inspector I or II.~~

Training:

~~Equivalent to graduation from high school~~ High school diploma or equivalent supplemented by technical training in the building and construction trades.

License or Certificate

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

Construction Inspector II

In addition to the qualifications listed in Construction Inspector I:

Knowledge of:

Principles and practices of construction trade.

Codes, standards and regulations applicable to public works construction.

Safety standards and practices for construction sites.

Methods and techniques used in construction inspection.

Mathematics, including algebra, geometry and trigonometry as applied to construction inspection work.

Federal, state and local laws, codes and regulations.

Ability to:

Understand applicable laws, regulations, codes, ordinances and policies governing construction on public works projects.

Interpret and apply pertinent laws, codes and regulations.

Determine construction conformance with codes and standards.

Examine workmanship materials on electrical projects.

Apply inspection techniques.

Recognize defects and faulty work.

Make mathematical computations rapidly and accurately.

Experience and Training Requirements

Experience:

Four years of increasingly responsible experience involving the construction of public works projects including two years in construction inspection activities.

Note: One half the number of years of work experience as a Materials Testing Technician at any level, provided the assigned responsibilities included inspection, will qualify toward the minimum qualifications for Construction Inspector I or II.

Training:

Equivalent to graduation from high school supplemented by technical training in the building and construction trades.

License or Certificate

~~Possession of a valid, appropriate driver's license on the date of application.~~

WORKING CONDITIONS

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

Environmental Conditions:

Location: Work is performed outdoors up to 90% of the time with exposure to all types of weather conditions.

Hazards: Working in construction zones, uneven terrain, exposure to moving objects, vehicles, sharp objects, pinch points, dust, noise, vibration, extreme heat or cold, slippery surfaces, toxic or caustic chemicals. May have to work in cramped quarters in trenches, etc.

Equipment Used: City vehicle, radio, nuclear moisture and density gauges, concrete slump cone, air meter, unit weight equipment, thermometers, asphalt sampling equipment, asphalt or concrete core drill, pressure gauges, water meters, thin film thickness gauges, holiday detector, various hand tools, and any other equipment pertinent to the technical area of expertise.

Safety Equipment: Safety shoes, safety glasses, hard hat, gloves, safety vest.

Physical Conditions:

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

Standing/walking: Constantly-frequently, in combination with walking on all types of terrain, up to ½-3 miles per shift. Can include trenches, slopes.

Sitting: Occasionally, while riding in vehicle between inspection sites.

Lift/carry: Frequently, 10-45 lbs., gauges, testing gear. Occasionally, 60-95 lbs., materials, bags of concrete for distances up to 100 ft.

Push/pull: Occasionally, exerting a force up to 10-35 lbs. while moving equipment and samples.

Climbing: Occasionally, up and down ladders, in and out of trenches.

Bending/twisting: Frequently, at waist, knees, neck while performing inspection functions and driving vehicle.

Kneeling/crouching/crawling: Frequent kneeling and crouching, with occasional crawling while working in trenches.

Hands/arms: Constant use of both hands or arms in reaching, handling, grasping, fingering and gripping while taking measurements, operating equipment, using hand tools.

Sight: Constantly, taking accurate measurements and samples, inspecting constructions sites. Requires visual acuity in near-, mid- and far-ranges.

Speech/hearing: Constantly, in communicating with public and contractors, 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.

CITY OF LAS VEGAS

| Construction Inspector-~~I/II~~ (Continued)

| PLMSEGAL

REV ~~2/3/99~~6/20/11 [formerly Construction Inspector I and II (X)]

FLSA and City: nonexempt

| ~~CSB~~7/11/01

| SEGAL

CONTRACTS 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

~~Independently perform specifications development, preparation, contract administration and negotiations, as required for the most complex formal solicitations and agreements, including construction, professional and technical services, materials and equipment contracts. Perform a variety of technical tasks related to assigned area of responsibility.~~ Independently develops and prepares specifications, drafts and administers contracts, and conducts negotiations, as required for the most complex formal solicitations and agreements, including construction, professional and technical services, materials and equipment contracts. Assists city departments in the development and evaluation of solicitations. Performs a variety of technical tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Purchasing and Contracts Manager.

Receives technical supervision from Quality Assurance Administrator.

May serve as a technical lead over lower level staff, including providing guidance and explanation.

~~Exercise technical and functional supervision over professional, technical, and clerical staff.~~

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

Essential Functions:

~~1. Lead, plan, train and review the work of subordinate staff as required for all types of formal procurements, agreements, negotiations; contract administration; procedures, methods and techniques; and applicable standards and specifications.~~

1. Advises and provides technical assistance to assigned city department throughout the solicitation and contracting process.

2. Guides assigned city departments in developing specifications, scopes of work and evaluation criteria; evaluates and analyzes solicitations; and facilitates evaluation teams to determine recommendation for contract award. Performs market research to determine procurement strategy.

1.3. Ensures compliance with applicable Nevada Revised Statutes, standard industry specifications, and City policies and procedures, and other applicable regulations.

CITY OF LAS VEGAS
Contracts Specialist *(continued)*

~~3.4. Develops and customizes formal and informal bidding solicitation documents for construction and professional services and reviews for accuracy, content and legality.~~

~~Coordinates the solicitation process including pre-solicitation conferences, establishing solicitation lists, –determining the need to issue addenda, scheduling supplier/contractor interviews, completing reference checks and ensuring the broadest and fairest competition possible. Initiate, schedule and conduct pre-bid conferences, specification conferences, and bid openings; monitor and conduct the bidding process; establish bidders lists and ensure the broadest and fairest competition possible.–~~

~~5. Advise and assist prospective bidders and client departments and agencies in all aspects of bidding processes and subsequent actions, including the preparation and submission of required reports, submittals and documentation.~~

~~6. Researches and prepares documentation and recommendations for bid protests.~~

~~7. Develops negotiation strategies and negotiates to maximize cost savings and supplier service levels for the city; performs research on the market, performs price-cost analysis, and ensures payment terms and methods are appropriate; assembles a negotiation team when appropriate, and acts as head negotiator.~~

~~8. Drafts contracts; makes modifications as directed by the Attorney's Office, assigned department project managers and other appropriate city staff; coordinates the award of contract.~~

~~9. Follows-up with departments to ensure –supplier is adhering to contract requirements; serves as liaison to solve the most complex contractual problems and disputes and to process contract modifications, if needed. May investigate prevailing wage claims on public works projects.~~

~~10. Coordinates with city's insurance broker to determine appropriate insurance coverage for various types of contracts to minimize risk.~~

~~3.11. Monitors and addresses procurement performance in accordance with city policy and procedure.~~

~~6. Obtain or research and prepare specification data; prepare documentation for presentation to the City Council.~~

~~7. Evaluate and analyze bids and assist client departments in the development of evaluation criteria for professional service contracts.~~

~~4. Essential Functions:~~

~~8. Lead specifications and standardization teams, specialized committees, and supplier performance problem-solving teams; may organize and lead teams to evaluate and negotiate contracts.~~

CITY OF LAS VEGAS
Contracts Specialist *(continued)*

~~9.12. Draft and prepare~~ Develops a variety of various technical and narrative reports and correspondence.

~~9.~~

9.13. Serves as a technical lead, prescribing procedures, methods, and formats as a technical expert within the assigned area of responsibility; provides guidance; mentors and assists lower level purchasing staff as needed.

~~10. Coordinate the transmittal of construction bid documents to prospective bidders.~~

~~11. Study various market trends of new products and developments.~~

~~12.14.~~ Responds to inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

~~15.~~

~~13~~ Contribute to the efficiency and effectiveness of the Division's service to its customers.

~~14. Follow up with departments to ensure vendor is adhering to contract requirements; serve as liaison to solve the most complex contractual problems and disputes and authorize contract modifications, if needed.~~

~~Issue confirmation purchase orders.~~

~~8.~~ 16. Maintains a variety of automated and manual records and files.

Marginal Functions:

1. Stays abreast of market and industry trends in the area of assigned departments.

2. Issues purchase orders.

~~1.3.~~ Performs other related duties and responsibilities as required.

~~2. May advise and assist in the warehousing and inventory control function.~~

QUALIFICATIONS

Knowledge of:

Principles of lead supervision and training.
Methods and techniques of competitive bidding and negotiation.
Principles and procedures of public purchasing and contract administration.
Warehousing and inventory control procedures.
Materials, specifications and standards.
Prices and current market conditions.
Types of materials, supplies and equipment commonly used in purchasing.
Modern office procedures, methods and computer equipment.
Advanced mathematical principles.
Basic principles and procedures of financial record keeping and reporting.

CITY OF LAS VEGAS
Contracts Specialist *(continued)*

Pertinent federal, state and local laws, codes and regulations governing municipal purchasing.

Skills in: Ability to:

~~Lead, organize and review the work of staff.~~

Implementing municipal purchasing principles and practices.

Interpreting and explaining City purchasing policies.

Developing and interpreting specifications and contracts.

Analyzing and evaluating the relative merits of competitive commodities and their prices;
prepare clear, legal, accurate documents.

Meeting schedules and time lines.

Making oral and written presentations of a technical nature.

Using, configuring and manipulating computer databases and spreadsheets.

Communicating clearly and concisely, both orally and in writing.

Working independently.

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

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

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

~~— Sitting for extended periods of time~~

~~— Operating assigned equipment.~~

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

~~— Making observations~~

~~— Communicating with others~~

~~— Reading and writing~~

~~— Operating assigned equipment.~~

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in all areas of purchasing and contract administration, preferably in public sector purchasing.

Training:

~~Equivalent to a~~ Bachelor's degree from an accredited college or university in business administration or 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:

Certified Public Purchasing Officer, Certified Purchasing Manager, ~~or~~ Certified Public Purchasing Buyer or Certified Professional in Supply Management is desirable.

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment.

Hazards: Exposure to computer screens.

Work in an office environment; exposure to computer screens.

Physical Conditions:

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

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

ARB:macSEGAL

Rev 8/959/14/2011

CSB 9/13/95

Nonexempt

Segal 07/29/10

CUSTOMER SERVICE REPRESENTATIVE

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 within the job.

DEFINITION

~~To~~Serves as the first public contact for telephone or walk-in customers to city facilities. ~~to~~
~~w~~Watches for and reports any safety hazards and unusual activity.

SUPERVISION RECEIVED

Receives direct supervision from higher level ~~supervisory or managerial~~ 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. Serves as the first public contact for telephone or walk-in customers to city facilities. Demonstrates~~ing~~ courtesy and friendliness, greets customers, answers questions, provides directions, directs customers to proper location for service, informs staff of visitors' arrival, and takes messages.
2. Provides forms to employees and customers and provides basic and routine information regarding departmental policies and procedures. ~~M~~may be required to call departments to obtain answers to questions.
3. Accepts and processes payment for services, and provides customers with receipts or proof of payment. Prepares daily cash balance reports. Prepares daily bank deposits of funds received.
4. Maintains schedule of classes, facilities, conference rooms, or meeting spaces. Takes reservations or registrations over the phone and in person. Provides confirmation information on scheduled classes or events.
- 3.5. Performs routine record keeping duties, such as filing, distributing mail and maintaining activity logs.
- 4.6. Retrieves data from computer terminal or PC. ~~u~~Uses common office software programs to prepare basic memos, letters, reports, flyers, brochures, and other documents.

CITY OF LAS VEGAS

Customer Service Representative (*continued*)

- | 5.7. Keeps informed about office activities in order to communicate this information to the public.
- | 6.8. Watches for and reports any fire or safety hazards and unusual or prohibited activity such as loitering, vandalism or soliciting.
- | 7.9. Assesses difficult situations and respond to customer issues; eCalls appropriate authority in situations requiring assistance.

Marginal Functions:

- | 1. Performs related duties and responsibilities as required.
- 2. May make inspection rounds of buildings and report any vandalism, prowlers or other incidents to appropriate authority.
- | 3. Escorts individuals to and from city facilities.
- | 4. May attend training workshops to develop awareness of security precautions.
- 5. Trains and oversees hourly personnel.
- | 4.6. Maintains facility cleanliness during open hours.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.
Basic principles and procedures of filing and record keeping.
Correct business English usage and grammar.
Services, policies and procedures of the assigned department.
Techniques for dealing with the public, in person and on the telephone.
Services provided by other city departments and their locations.
Telephone etiquette.
Security procedures and techniques.
Occupational hazards and safety precautions involved in assigned responsibilities.
Common office software, such as email, word processing, spreadsheet and database.

| Ability to: Skills in:

- | Providinge courteous and informed assistance to the general public.
- | Dealing tactfully with the public and effectively enforce rules and regulations.
- | Correctly interpreting, explaining and applying eCity policies and procedures.
- | Understand and follow written and oral instructions.
- | Providinge quality customer service.

CITY OF LAS VEGAS

Customer Service Representative (*continued*)

Determin~~e~~**ing** the nature of the call or visit and relay~~ing~~**ing** appropriate information.

Communicat~~ing~~**ing** with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Present~~ing~~**ing** a professional image to the public in appearance and demeanor.

Handl~~ing~~**ing** and follow~~ing~~**ing** through on a large volume of telephone inquiries.

Listen~~ing~~**ing** to and comprehend~~ing~~**ing** a customer's question.

Be~~ing~~**ing** aware of surrounding and notic~~ing~~**ing** when something appears to vary from the usual.

Work~~ing~~**ing** independently in the absence of supervision.

Exercis~~ing~~**ing** sound judgment in evaluating situations and making decisions.

Recogniz~~ing~~**ing** safety hazards, property damage, malfunctions and unusual occurrences.

Demonstrat~~e~~**ing** dependability.

Communicat~~ing~~**ing** clearly and concisely, both orally and in writing.

Establish~~ing~~**ing** and maintain~~ing~~**ing** 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 or standing for extended periods of time; and~~

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

Experience and Training Requirements

Experience:

One year of routine public contact or customer service experience required, with security-related experience desirable. Experience with Microsoft Outlook, Word, Excel and Access desirable.

Training:

Equivalent to graduation from high school.

Special Requirement

Must type 35 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.

CITY OF LAS VEGAS

Customer Service Representative (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; may be exposed to hostile or difficult individuals.

Physical Conditions:

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

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

ARBSEGAL

REV 1/24/018/16/11

FLSA & City: nonexempt

CSB 2/14/01

Segal 07/07/2010

LICENSE OFFICER-I
LICENSE OFFICER-II

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

DEFINITION

~~To conduct inspections of businesses; to enforce licensing ordinances and regulations, process applications including assessing taxes and fees; and to perform a variety of tasks relative to assigned area of responsibility.~~ Conducts inspections of businesses; enforces licensing ordinances and regulations; investigates general, regulated, and privileged license problems and complaints, including zoning and nuisance violations;- conducts interviews and issues warning notices and citations; initiates court action and testifies in court; and performs related paperwork and data maintenance.

DISTINGUISHING CHARACTERISTICS

~~**License Officer I:** This is the entry level class in the License Officer series. It is distinguished from the License Officer II by the performance of the more routine tasks and duties assigned to positions within the series including assisting in conducting field inspections for new applications and renewals for standard business licenses, issuing permits with supervisory approval, and assisting in the preparation and presentation of reports of inspections. 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.~~

~~**License Officer II:** This is the full journey level class within the License Officer series. Positions in this class are distinguished from the License Officer I by the Employees performance of perform~~ the full range of duties as assigned including independently conducting field inspections of businesses ~~and child care facilities~~ for business license compliance, ~~calculating license fees,~~ informing the public of code requirements and initiating and following through on court action. 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

License Officer I

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

License Officer II

Receives general supervision from higher level supervisory or management staff.

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

Essential Functions:

1. Conducts on-site compliance inspections of commercial and in-home businesses as necessary to issue general, regulated and privileged ~~and child care business~~ licenses; investigates licenses problems and complaints; issues warnings, notices, and citations; assesses re-inspection fees.
2. Participates in facilitating the general, ~~child care~~ regulated or privileged license application and renewal process, ~~including guiding business owners through the application process, researching background information on the business,~~ conducting inspections, ~~calculating fees,~~ processing documentation, and facilitating administrative action taken on an application.
3. ~~Provides responsible customer service to the public and other city staff; interprets and explains city business licensing ordinances and regulations, either in person, in writing, or on the telephone; responds to questions, complaints, and violations and resolve problems, including coordinating responses with various affected city departments. Accept, respond to and resolve telephone, in-person and written inquiries; interpret and explain city business licensing ordinances and regulations; communicate with co-workers, business owners, other departments and agencies and the general public by various means to respond to and resolve complaints, violations or other situations and to coordinate activities.~~
4. ~~Respond to and investigate any complaints or owner's failure to comply with requirements; conduct on-site inspections as needed to investigate complaints, accompanied by another officer as the situation warrants; issue cease and desist notices and citations depending on level of violation or noncompliance; i~~Initiates and follow through on court actions resulting from non-compliance with licensing ordinances; testify in Municipal Court regarding the history behind the issuance of a citation; coordinates enforcement activities with other jurisdictions.
5. Determines correct licensing categories based upon inspection of business premises.~~Correspond with business license holders primarily by letter, and also by phone and on-site visits, to initiate the process of collecting fees, including those paid with returned checks; correspond with business owners to collect on returned checks; ensure that license holders are notified by mail of any change in regulations with which they must comply.~~
6. Acts as a liaison to the division; Responds to requests from ~~the Current Planning~~various other city divisions; coordinates the routing of licensing information to applicable divisions. on privileged license applications for zoning purposes.
7. Participates in the Eenforcement of zoning codes, and or refers more complex issues to Code Eenforcement staff.
8. ~~Initiate and follow through on court action resulting from non-compliance with licensing ordinances, testify in court as necessary.~~

~~9. Determine correct license fees based on inspection of premises or owner's declaration.~~

~~10.8.~~ Maintains files of ongoing inspections and other business license activities; compiles and enters data and statistics on inspections into computer systems; prepares and presents a variety of written reports.

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS

License Officer I

Knowledge of:

~~Basic-m~~ Mathematical principles.

~~Basic-i~~ Interviewing techniques.

~~Basic-e~~ Customer service principles and practices.

Modern office procedures, methods and computer equipment.

Principles and procedures of record keeping.

Principles of business letter writing and basic report preparation.

~~Basic-s~~ Safety and health standards as applicable to business licensing activities.

Methods of business activities, marketing and business licensing procedures.

Investigative and inspection methods and techniques.

Laws, codes and regulations applicable to general business, regulated, and privileged licensing.

Basic collection procedures and techniques.

Accounting procedures and practices.

Ability to: Skills in:

~~Learn the basics of ordinances and regulations pertaining to general business licensing.~~

~~Learn to-i~~ Interpreting applicable rules and regulations governing general, regulated and privileged business licensing.

~~Learn to-e~~ Communicating effectively with irate customers in sensitive situations.

~~Learn to-r~~ Responding to potentially confrontational situations.

~~Learn-Using~~ investigative and inspection methods and techniques.

~~Learn to-d~~ Detecting inconsistent or suspect information provided by customer that may warrant further investigation. ~~Learn to conduct on-site evaluations of commercial businesses to determine whether they are properly licensed.~~

~~Respond to requests and inquiries from the general public.~~

Understanding and following oral and written instructions.

Making computations rapidly and accurately.

~~Maintain records 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.

Working independently in the absence of supervision.

Experience and Training Requirements

Experience:

One year of work experience which required the frequent interpretation, explanation or enforcement of varied codes and regulations, including one year of frequent, heavy public contact. Business license or business inspection experience is desirable.

Training:

~~Equivalent to an Associate's of Arts~~ degree from an accredited college with major course work in business management or a related field.

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

License or Certificate

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

License Officer II

~~In addition to the qualifications for License Officer I:~~

Knowledge of:

~~Methods of business activities, marketing and business licensing procedures.~~

~~Investigative and inspection methods and techniques.~~

~~Laws, codes and regulations applicable to general business, privileged and child care licensing.~~

~~Customer service principles and practices.~~

~~Basic collection procedures and techniques.~~

~~Mathematical principles.~~

~~Accounting procedures and practices.~~

~~Safety and health standards as applicable to business licensing activities.~~

~~Interviewing techniques.~~

Ability to:

~~Determine fees based on codes, ordinances and regulations.~~

~~Interpret applicable rules and regulations governing general business, privileged and child care licensing.~~

~~Explain and enforce business license regulations and ordinances.~~

~~Respond to potentially confrontational situations.~~

~~Communicate effectively with irate customers in sensitive situations.~~

~~Detect inconsistent or suspect information provided by customer that may warrant further investigation.~~

~~Conduct on-site evaluations of commercial businesses to determine whether they are properly licensed.~~

~~Issue cease and desist notices and citations.~~

~~Testify in court when required.
Work independently in the absence of supervision.~~

Experience and Training Requirements

Experience:

~~Two years of increasingly responsible experience in either area listed below:~~

~~Enforcing business license ordinances and regulations, to include field inspections, receiving complaints and investigating licensing problems, explaining code requirements and regulations, and issuing written warning notices and citations;~~

~~OR~~

~~Processing child care, general or privilege licenses, to include explaining licensing procedures and code requirements, explaining fees, assisting customers with either county or state licensing requirements and sending correspondence to business licensees.~~

~~A combination of the types of experience listed above under either option totaling at least three years may be acceptable.~~

Training:

~~An Associate degree from an accredited college or university with major in business management or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.~~

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; office and field environments; exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

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

- Bending, stooping, kneeling, walking, standing, or sitting for extended periods of time; and
- Operating assigned equipment and vehicles.

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

- Making sound decisions;
- Effective interaction and communication with others; and

CITY OF LAS VEGAS

License Officer ~~I/II~~ (continued)

~~-- Demonstrating intellectual capabilities.~~

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

~~ARBSEGAL~~

~~REV 5/15/06 5/3/2011 [formerly License Officer I/II (X)]~~

~~FLSA & City: nonexempt~~

~~CSB 6/14/06~~

~~Segal 07/13/2010~~

OFFICE SPECIALIST I

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

DEFINITION

~~To p~~Performs routine clerical duties in support of an assigned function department operations; ~~to~~ acts as a receptionist; ~~to~~ assists and informs the public, in person or on the telephone, on departmental policies and procedures; and ~~to~~ provides basic sorting, filing, copying or clerical accounting services.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Office Specialist series. This class is distinguished from the Office Specialist II by the performance of the more routine tasks and duties assigned to positions within the series including receptionist duties, filing and copying. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

SUPERVISION RECEIVED

Receives immediate supervision from higher level supervisory or management staff.

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

Essential Functions:

1. Acts as a receptionist, answers the telephone and assists the general public; provides information on city policies and procedures as required.
2. Performs a variety of routine record keeping duties, such as filing and maintaining ledgers, logbooks and bookkeeping records; researches and resolves discrepancies as needed.
3. Enters and updates a variety of departmental data into computer terminal; types a wide variety of documents and forms; retrieves data as necessary; operates a printer and other computer peripherals.
4. Provides information and forms to the public; collects and processes appropriate fees and information; makes and distributes copies as necessary; receives, sorts and distributes incoming and outgoing mail.
5. Schedules appointments and meetings for department staff; maintains calendars and staff schedules.

CITY OF LAS VEGAS
Office Specialist I (*Continued*)

6. Operates a variety of office machines including a photocopier, calculator, shredder, typewriter, computer terminal, personal computer and microfilm machine.

Marginal Functions:

1. Contacts outside agencies and the general public to acquire and provide information.
2. Performs related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.

Basic principles and procedures of filing and record keeping.

English usage, spelling, grammar and punctuation.

Basic arithmetic.

Common office software, such as email, word processing, spreadsheet and database.

Ability to Skills in:

Learning to correctly interpret, explain and apply city policies and procedures.

~~Perform general clerical work including maintaining files and compiling information for reports.~~

~~Operate standard office machines including a personal computer.~~

Understanding and following oral and written instructions.

Communicating clearly and concisely, both orally and in writing.

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

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

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

~~_____ sitting for extended periods of time~~

~~_____ operating assigned equipment.~~

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

~~_____ making observations~~

~~_____ communicating with others~~

~~_____ reading and writing~~

~~_____ operating assigned equipment.~~

Experience and Training Requirements

Experience:

One year of clerical experience including public contact is desirable.

Training:

Equivalent to graduation from high school.

CITY OF LAS VEGAS
Office Specialist I (*Continued*)

License or Certificate

Must type 35 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

Maintain mental capacity which allows the capability of:

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

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

- Walking, standing, stooping, bending, climbing, stretching 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.

ARBSEGA

REV ~~8/20/96 (minor changes)~~8/16/11

FLSA & City: nonexempt

~~Approved 8/20/96~~

SENIOR LICENSE OFFICER

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

DEFINITION

~~To~~ Leads, oversees and participates in the more complex and difficult work of staff responsible for processing, enforcement and inspection of general, regulated, and privileged ~~and child care~~ business licenses; and ~~to~~ performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class within the License Officer series. In addition to performing the full range of duties assigned, employees act as lead workers, overseeing the work of license technicians and officers, providing training and guidance to staff, and ensuring quality control, accuracy, and compliance. Employees at this level handle the most complex situations independently, with only broad direction from management.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from ~~the Business Licensing Supervisor, Business Services Manager and~~ higher level supervisory and management staff.

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

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

Essential Functions:

1. Leads, plans, schedules and reviews the work of staff responsible for processing or enforcement of applicable business licensing ordinances and regulations; verifies the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specifications; supervises the use of and operates computerized office equipment; ensures employees adhere to safe work practices and procedures.
2. ~~Verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specifications; supervise the use of and operate computerized office equipment.~~

CITY OF LAS VEGAS
Senior License Officer (*continued*)

~~3. Ensure assigned employees adhere to safe work practices and procedures.~~

~~4.2. Serves as liaison for the division with other city departments, divisions, public and outside agencies. Represents the division in various committees and work groups.~~

~~4.3. Attends pre-application meetings as needed; assists with building plan review and provides technical advice on business licensing code compliance. Participate in preparation for board meetings and City Council meetings, or coordinate team meetings involving other departments, city management, business owners, developers and customers' design staff as a representative of the department.~~

~~4. Provides responsible customer service to the public and other city staff; interprets and explains city business licensing ordinances and regulations, either in person, in writing, or on the telephone; responds to questions, complaints, and violations and resolves problems, including coordinating responses with various affected city departments.~~

~~5. Verifies additional departmental and agency approvals for general, child-care regulated or privileged license applications including review of police reports; prepares documentation for City Council agenda; coordinates the routing of licensing information to applicable divisions.~~

~~6. Reviews licensing information, verifying applications comply with applicable codes and are properly entered into established systems; compiles and enters data and statistics on inspections into computer systems; prepares and presents a variety of written reports. Prepare statistical reports from data compiled by assigned staff.~~

~~7. Respond to public inquiries; provide information within the area of assignment; resolve complaints in an efficient and timely manner.~~

When Assigned to Child Care:

~~2.7. Plans, coordinates, directs and participates in all enforcement activities pertaining to general, regulated and privileged child-care business licensing including conducting field inspections, receiving complaints and investigating child-care licensing problems, conducting interviews, issuing written warnings and citations, initiating court actions and testifying in court. Assists license officers with more difficult or complex cases.~~

~~9.8. Trains assigned employees in inspection and investigative methods and techniques in general, regulated and privileged child-care licensing, and in techniques for handling customers, including difficult customers.~~

When Assigned to Enforcement:

~~1. Plan, coordinate, direct, and participate in all enforcement activities pertaining to general and privileged licensing including conducting field inspections, receiving complaints and investigating general and privileged licensing problems, conducting interviews, issuing written warning notices and citations, initiating court action and testifying in court.~~

CITY OF LAS VEGAS
Senior License Officer (*continued*)

~~2.Train assigned employees in inspection and investigative methods and techniques in general and privileged licensing and in techniques for handling customers, including difficult customers.~~

~~When Assigned to Privilege Licensing:~~

~~1.Lead, plan, schedule and review work of staff responsible for processing various types of permits.~~

~~2.Plan, coordinate, direct, and participate in all activities for child care and privilege licensing including accepting applications for new licenses and changes to existing licenses, and explaining fees, licensing procedures and regulations.~~

~~3.Train assigned employees in the special procedures for child care and privilege licensing and in techniques for handling customers, including difficult customers.~~

~~When Assigned to General Licensing:~~

~~1.Lead, plan, schedule, and review work of staff responsible for processing various types of permits.~~

~~2.Plan, coordinate, direct and participate in all activities for general business licensing including accepting applications for new licenses and changes to existing licenses, and explaining fees, licensing procedures and regulations.~~

~~3.Train assigned employees in the special procedures for general business licensing and in techniques for handling customers, including difficult customers.~~

Marginal Functions:

1. Performs related duties and responsibilities as required.
2. May confer with legal staff on code violations at management's discretion.

~~When assigned to Privilege and General Licensing sections~~

~~1.Assist License Technicians with processing the more complex license applications.~~

~~When assigned to Child Care and Enforcement sections~~

~~1.Assist License Officers with the more complex problems in inspections or investigations.~~

QUALIFICATIONS

Knowledge of:

| Operations, services and activities of general business, regulated and privileged and child care license programs.

CITY OF LAS VEGAS
Senior License Officer (*continued*)

Principles of lead supervision and training.

Investigative and inspection methods and techniques.

Laws, codes and regulations applicable to privileged, regulated and general business ~~and child care~~ licensing.

Methods and techniques of conducting interviews.

Basic collection procedures and techniques.

Advanced customer service principles and practices.

Principles of telephone etiquette.

Accounting procedures and practices.

Operational characteristics of computerized equipment.

Principles of business letter writing and report preparation.

Principles and procedures of record keeping.

Mathematical principles.

Modern office procedures and methods.

Occupational hazards and standard safety practices.

Ability to: Skills in:

Lead~~ing~~, organiz~~ing~~ and review~~ing~~ the work of assigned staff.

Independently perform~~ing~~ the most difficult business license inspections.

~~Training assigned staff in all aspects of privilege, regulated and general business or child care licensing.~~

Interpret~~ing~~, explain~~ing~~ and ~~enforce-enforcing~~ department policies and procedures and applicable rules and regulations governing privileged, regulated and general business ~~or child care~~ licensing.

Operat~~ing~~ computer equipment.

Resolv~~ing~~ problems in the enforcement of business license regulations.

Mak~~ing~~ computations rapidly and accurately.

Determin~~ing~~ fees based on codes and regulations.

Work~~ing~~ independently without direct supervision.

Understand~~ing~~ and follow~~ing~~ oral and written instructions.

Communicat~~ing~~ effectively with difficult customers in sensitive situations.

Detect~~ing~~ inconsistent or suspect information provided by customer that may warrant further investigation.

~~Issu~~ing~~ cease and desist notices and citations, depending on assignment.~~

~~Testify~~ing~~ in court when required.~~

Respond~~ing~~ to potentially confrontational situations.

Provid~~ing~~ good customer service.

~~Responding to requests and inquiries from the general public.~~

Communicat~~ing~~ clearly and concisely, both orally and in writing.

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

~~Maintain mental capacity which allows the capability of:~~

~~———— Making sound decisions;~~

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

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

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

CITY OF LAS VEGAS
Senior License Officer (*continued*)

~~Walking, standing or sitting for extended periods of time; and~~
~~Operating computer equipment.~~
Maintain effective audio-visual discrimination and perception needed for:
~~Making observations;~~
~~Communicating with others;~~
~~Reading and writing; and~~
~~Operating computerized equipment.~~

Experience and Training Requirements

Experience:

~~When Assigned To Child Care and Enforcement:~~

Three years of increasingly responsible experience enforcing general business, regulated and/or privileged licensing ordinances and regulations to include: field inspections, receiving complaints and investigating licensing problems, explaining code requirements and regulations, and issuing written warning notices and citations.

~~When Assigned to Privilege or General Licensing:~~

~~Three years of increasingly responsible experience processing child care, general or privilege licenses, to include: explaining licensing procedures and code requirements, explaining fees, assisting customers with either county or state licensing requirements and sending correspondence to business licensees.~~

~~Any combination of the types of experience listed above under either option totaling at least four years may be acceptable.~~

Training:

~~Equivalent to an~~ Associate's degree from an accredited college with major in business management or a field related to the essential functions.

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

License or Certificate

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

~~When assigned to Child Care or Enforcement: Possession of a valid driver's license on the date of application.~~

WORKING CONDITIONS

Environmental Conditions:

CITY OF LAS VEGAS

Senior License Officer (*continued*)

Office or field environments; depending on assignment, travel from site to site; exposure to computer screens; depending on assignment, exposure to 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, or sitting for extended periods of time; and
- Operating assigned equipment or vehicle.

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

~~Essential and marginal functions may require maintaining physical condition necessary for walking, sitting or standing for prolonged periods of time; depending on assignment, operating motorized vehicles.~~

ARBSEGAL

REV 4/26/066/8/11

FLSA & City: nonexempt

CSB 5/10/06

Segal 07/13/2010

SENIOR SIGNING AND MARKING TECHNICIAN

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

DEFINITION

~~To~~ Leads, oversees and participates in the more complex and difficult work of staff responsible for a variety of skilled and semi-skilled tasks involved in the installation and maintenance of traffic control indicators; and ~~to~~ performs a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Signing and Marking Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series. 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 Traffic Field Supervisor or higher level management staff.

~~Exercises technical and functional supervision over lower level Signing and Marking Technician 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 and reviews the work of staff responsible for a variety of skilled, semi-skilled and manual labor tasks involved in the installation and maintenance of traffic control devices.
- ~~1.2.~~ 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.
- ~~2.~~ Plan, lead, oversee and participate in the activities of a signing and marking crew.

CITY OF LAS VEGAS

Senior Signing and Marking Technician (*Continued*)

3. Supervises the use of and operates airless spray equipment, paint striping machine, striping vehicle and hot plastic equipment.
4. Provides training to Train-assigned city staff employees in their areas of work in the installation and maintenance of traffic control devices, use of equipment and standard processes, methods and techniques.

Essential Functions:

5. Verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specifications found in the Manual on Uniform Traffic Control Devices.

6.5. Ensures that assigned employees adhere to proper traffic barricading techniques when working in or near traffic to protect the safety of staff and the public; if necessary, directs traffic around work.

6. Leads and participates in the marking of curbs, crosswalks, medians, turn lanes, street lettering, parking lots, etc. according to drawings, plans and specifications; applies epoxy adhesives and ceramic buttons or thermoplastic or paint and reflective materials.

7. Coordinates the removal of hazardous waste from pavement marking waste and solvents.

8. Plans and creates work orders; verifies location of work orders.

6. Monitors and evaluates vendor performance; ensures vendor install or reinstall traffic control devices according to plans.

9.

8.10. Reviews contracted, interprets and follows traffic control device work plan; and makes minor revisions on-site to adjustments for traffic flow if needed. ; refers to regionally accepted and city-wide drawings and specifications, and the Manual on Uniform Traffic Control Devices issued by the Federal Highway Administration (FHWA) for standards.

9.11. Maintains a variety of automated and manual logs, records and files including daily progress of assigned crew and citizen complaints; Keep records on the daily progress of assigned crew; log citizen complaints; forwards written information to supervisor.

12. Fabricates, repairs, installs and replaces traffic and street signs and other public signs such as those indicating crosswalks, school zones and parking lots; cuts pipes; selects and marks proper locations and bores holes for signs and posts.

13. Installs, removes and maintains delineators, meter poles and raised pavement markings on roadways and medians.

9.

11.14. Cleans equipment and performs maintenance after use.

CITY OF LAS VEGAS
Senior Signing and Marking Technician (*Continued*)

Marginal Functions:

1. Verifies data in accident reports.

1.2. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

2.3. Estimates time, materials and equipment required for jobs assigned; requisitions materials as required.

3. ~~May be called in on evenings or weekends to repair or replace critical signs damaged in accidents or by vandalism.~~

4. —

5.4. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a traffic and street signing and marking program.

Principles of lead supervision and training.

Traffic drawings and specifications.

Methods and techniques for installing and maintaining traffic control devices.

Operational characteristics of airless spray equipment, a striping machine, striper vehicle and hot plastic equipment and tools.

Knowledge of:

Standards of uniform traffic control principles, devices and maintenance methods.

Sign installation methods.

Occupational hazards and standard safety practices.

Skills in Ability to:

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

Independently performing the most difficult tasks of installing and maintaining traffic control devices.

Operating a computer and associated peripherals common in an office, shop, and field environment.

Reading and interpreting traffic plans and specifications.

Interpreting, explaining and enforcing department policies and procedures.

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

~~Fabricate signs using available equipment and techniques, including a personal computer.~~

Safely handling required hazardous materials, chemicals and equipment.

Responding to emergency situations.

~~Drive and operate striper vehicle.~~

Performing a variety of skilled, semi-skilled and manual labor tasks.

Keeping accurate and complete records.

CITY OF LAS VEGAS
Senior Signing and Marking Technician (*Continued*)

Distinguishing colors.

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.

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

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

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

~~———— Operating assigned equipment and vehicles.~~

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

~~———— Making observations;~~

~~———— Communicating with others;~~

~~———— Reading and writing; and~~

~~———— Operating assigned equipment and vehicles.~~

~~Maintain mental capacity which allows the capability of:~~

~~———— Making sound decisions;~~

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

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible traffic maintenance experience, including ~~street roadway markings~~ ~~painting~~ and sign installation.

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of an appropriate, valid Class B commercial 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 10 hour 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 Signs and Markings Specialist Level I certification from the International Municipal Signal Association on date of application, and maintenance thereafter.

~~Possession of Signs & Markings Specialist Level II certification from the International Municipal Signal Association within one year of the date of appointment, and maintenance thereafter.~~

CITY OF LAS VEGAS

Senior Signing and Marking Technician (*Continued*)

As a condition of continued employment, employees must acquire the following certifications by the dates specified:

Possession of a Flagman certification from the Nevada Department of Transportation ~~on the date of application~~ within one year of the date of appointment, and maintenance thereafter.

Possession of a City of Las Vegas forklift certificate ~~on the date of application~~ within one year of the date of appointment, and maintenance thereafter.

Possession of Signs and Markings Specialist Level II certification from the International Municipal Signal Association within two years of the date of appointment, and maintenance thereafter.

~~On the date of application, provide documentation of completion within the last five years of an OSHA 10 hour 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.~~

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

Certain city functions operate on a 24 hour per day, seven day per week schedule, and may require support on any shift. Additionally, position may be required to respond to call outs during emergency situations.

Environmental Conditions:

Location: Up to 100% outdoors in field environment with exposure to all typical weather conditions, including travel from site to site. May work in sign shop if assigned.

Hazards: Exposure to extreme traffic hazards, pinch points, moving objects and vehicles, dust, noise, vibration, grease, fumes, cramped quarters, inclement weather conditions, slippery surfaces, electrical shock, toxic and caustic chemicals.

Equipment Used: City vehicles, aerial lift truck, forklift, variety of hand and power tools, jackhammer, cutting torch, airless sprayers.

Safety Equipment: Respirator, goggles, hearing protection, safety shoes, dust mask, safety vest and other equipment as needed.

Physical Conditions:

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

Standing/walking: Occasional standing, in combination with walking, outdoors while performing general work duties, up to 1-3 miles per day.

CITY OF LAS VEGAS

Senior Signing and Marking Technician (*Continued*)

Sitting: If assigned to paint striper truck, sits constantly while truck operates. Otherwise, occasional sitting while operating or riding in vehicle.

Lift/carry: Occasional lifting 1-60 lbs, tools, equipment, materials. Carrying up to 25 ft.

Push/pull: Occasionally, using both hands and arms in moving equipment or materials while using hand and power tools exerting a force of 25-35 lbs.

Climbing: Occasionally, on and off vehicles, using ladders, in and out of lift bucket.

Bending/twisting: Frequently, at waist, knees and neck while working in a variety of positions performing work duties.

Kneeling/crouching/crawling: Occasionally, while performing work at street level, painting, setting markers, traffic signage, measuring and marking.

Hands/arms: Constant use of hands and arms reaching, grasping, fingering, gripping, handling. Occasionally, overhead reaching using tools. Light data entry.

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

Speech/hearing: Constantly, in communicating with co-workers, using radios, and maintaining safe work environment.

Other physical demands: Must be able to react quickly when working in high traffic situations.

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.

ARBSEGAL

REV 2/8/014/18/11

FLSA & City: nonexempt

CSB 7/11/01

Segal 08/16/10

NTR 5/21/11

SIGNING AND MARKING TECHNICIAN I
SIGNING AND MARKING TECHNICIAN II

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

DEFINITION

~~To perform a variety of skilled and semi-skilled tasks involved in the installation and maintenance of traffic control indicators; and to perform a variety of technical tasks relative to assigned area of responsibility.~~ Installs and maintains traffic control indicators using paint, traffic tape and raised pavement markers; sets up safe work zones in traffic areas as needed.

DISTINGUISHING CHARACTERISTICS

~~**Signing and Marking Technician I** This is the entry level class in the Signing and Marking Technician series. This class is distinguished from the Signing and Marking Technician II by the performance of the more routine tasks and duties assigned to positions within the series including performing routine activities in the maintenance and installation of traffic control indicators. 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.~~

~~**Signing and Marking Technician II** This is the full journey level class within the Signing and Marking Technician series. Employees within this class are distinguished from the Signing and Marking Technician I by the performance of the full range of duties as assigned including performing skilled tasks in the installation and maintenance of traffic control indicators. 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. This class is distinguished from the Senior Signing and Marking Technician in that the latter exercises functional and technical supervision. 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

Signing and Marking Technician I

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

Signing and Marking Technician II

Receives general supervision from the Traffic Field Supervisor or higher level management staff.

May receive functional and technical supervision from a Senior Signing & Marking Technician.

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

Essential Functions:

1. Measures and marks off streets, parking stalls and lanes for painting.
- ~~2. Paint curbs and street markings.~~
2. Drives the paint striper striping vehicle and; operates partially automated paint controls on the paint striping vehicle; machine when assigned; operates airless spray equipment and hot plastic equipment.
- ~~2. Installs, replaces, repairs, and fabricates and maintains~~ street signs and other public signs ~~such as those indicating crosswalks, school zones and parking lots;~~ cuts pipe; selects and marks proper locations and bores holes for signs and posts.
- ~~2. Installs, removes and maintains delineators, meter poles and raised pavement markings on roadways.~~
- ~~3.~~
- ~~5.4. Grinds out old pavement markings before applying fresh markings when necessary.~~
- ~~6.5. Installs, repairs and removes traffic adhesive tape. crosswalks, medians, turn lanes, etc. using epoxy adhesives and ceramic buttons, or thermoplastic or paint and reflective materials.~~
- ~~7. Assist in maintaining a stock of often used signs and fabricate signs as needed.~~
6. Ensures the safety of self, co-workers and the public by following proper traffic barricading techniques when working in or near traffic; if necessary, directs traffic around work; refers to regionally accepted and city-wide drawings and specifications, and the Manual on Uniform Traffic Control Devices issued by the Federal Highway Administration (FHWA) for standards.
- ~~7. Reads, interprets and follows~~ written plans for traffic markings; ~~refer to Manual on Uniform Traffic Control Devices issued by the federal Highway Department for standards.~~
- ~~8. Monitors and maintains appropriate levels of supplies, equipment and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials, equipment and vendors, assisting with specifications and requisitioning materials as needed.~~
- ~~7.9. Maintains a variety of computerized, automated, and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.~~
10. Cleans equipment and performs maintenance after use.

~~8.11. Inputs, updates and retrieves data from a variety of computerized databases; generates reports as necessary.~~

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.

~~Maintain daily logs or records.~~

~~2. May be called in on evenings or weekends to repair or replace critical signs damaged in accidents or by vandalism.~~

~~2. Repairs, replaces and removes parking meters; installs bases for multi-bay meters.~~

~~4.3. Performs related duties and responsibilities, as required.~~

QUALIFICATIONS

Signing and Marking Technician I

Knowledge of:

~~Basic construction techniques and methods.~~

~~Operational characteristics of construction equipment and tools.~~

~~Basic occupational hazards and standard safety practices.~~

Ability to:

~~Keep accurate records.~~

~~Learn to fabricate signs using available equipment and techniques, including a personal computer.~~

~~Learn to safely handle required hazardous materials, chemicals and equipment.~~

~~Learn to perform routine tasks of installing and maintaining traffic control devices.~~

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

~~Learn to operate paint striper vehicle controls.~~

~~Distinguish colors.~~

~~Understand and follow oral and written instructions.~~

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

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

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

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

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

~~———— Operating assigned equipment and vehicles.~~

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

~~———— Making observations;~~

~~———— Communicating with others;~~

~~———— Reading and writing; and~~

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

Experience and Training Requirements

Experience:

One year of experience in any of the labor, maintenance, construction or related fields.

Training:

Equivalent to graduation from high school.

License or Certificate

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

~~Possession of a Flagman certification from the Nevada Department of Transportation within 6 months of the date of appointment.~~

~~Possession of a City of Las Vegas forklift certificate within 6 months of the date of appointment.~~

Signing and Marking Technician II

In addition to the qualifications for Signing and Marking Technician I:

Knowledge of:

Construction techniques and methods.

Operational characteristics of construction equipment and tools.

Operations of a traffic and street signing and marking program.

Methods and techniques of installing and maintaining traffic control devices.

Operational characteristics and safe operating techniques of airless spray equipment, striping machine and hot plastic equipment, materials and tools.

Standards and specifications of uniform traffic control principles, devices and maintenance methods.

Traffic and street sign fabrication, placement and installation methods.

Occupational hazards and standard safety practices.

Modern office procedures, methods and computer equipment.

Skills inAbility to:

Keeping accurate records.

Operating a computer and associated peripherals common in an office, shop, and field environment.

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

Distinguishing colors.

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.

Performing journey level tasks of installing and maintaining traffic control devices.

Fabricating signs using available equipment and techniques, including a personal computer.

Safely handling required hazardous materials, chemicals and equipment.

~~Operate paint striper vehicle controls.~~

~~Drive the paint striper.~~

~~Perform maintenance on equipment.~~

Working independently in the absence of supervision.

Experience and Training Requirements

Experience:

~~Two years experience~~ Two years of increasingly responsible traffic in maintenance, construction, or a field related to the essential function~~experience, including street painting and sign installation.~~

Training:

Equivalent to graduation from high school.

License or Certificate

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

As a condition of continued employment, employees must acquire the following within one (1) year of the date of initial appointment:

Possession of a Flagger certification from the Nevada Department of Transportation, and maintenance thereafter

Possession of a City of Las Vegas forklift certificate, and maintenance thereafter.

As a condition of continued employment, employees must acquire the following within two (2) years of the date of initial appointment:

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

Possession of Signs and Markings Specialist Level I certification from the International Municipal Signal Association, and maintenance thereafter.

~~On the date of application, 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 Signs and Markings Specialist Level I certification from the International Municipal Signal Association within one year of the date of appointment.~~

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Signing and Marking Technician ~~I/H~~ (Continued)

~~Possession of a Flagman certification from the Nevada Department of Transportation on the date of application.~~

~~Possession of a City of Las Vegas forklift certificate on the date of application.~~

WORKING CONDITIONS

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

Special Requirements:

Certain city functions operate on a 24 hour per day, seven day per week schedule, and may require support on any shift. Additionally, position may be required to respond to call outs during emergency situations.

Environmental Conditions:

Location: Up to 100% outdoors in field environment with exposure to all typical weather conditions, including travel from site to site. May work in sign shop if assigned.

Hazards: Exposure to extreme traffic hazards, pinch points, moving objects and vehicles, dust, noise, vibration, grease, fumes, cramped quarters, inclement weather conditions, slippery surfaces, electrical shock, toxic and caustic chemicals.

Equipment Used: City vehicles, aerial lift truck, forklift, variety of hand and power tools, jackhammer, cutting torch, airless sprayers.

Safety Equipment: Respirator, goggles, hearing protection, safety shoes, dust mask, safety vest and other equipment as needed.

Physical Conditions:

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

Standing/walking: Frequent standing, in combination with walking, outdoors while performing general work duties, up to 1-3 miles per day.

Sitting: If assigned to paint striper truck, sits constantly while truck operates. Otherwise, occasional sitting while operating or riding in vehicle.

Lift/carry: Frequent lifting 1-60 lbs, tools, equipment, materials. Carrying up to 25 ft.

Push/pull: Frequently, using both hands and arms in moving equipment or materials while using hand and power tools exerting a force of 25-35 lbs.

Climbing: Frequently, on and off vehicles, using ladders, in and out of lift bucket.

Bending/twisting: Frequently, at waist, knees and neck while working in a variety of positions performing work duties.

Kneeling/crouching/crawling: Frequently, while performing work at street level, painting, setting markers, traffic signage, measuring and marking.

Hands/arms: Constant use of hands and arms reaching, grasping, fingering, gripping, handling. Frequently, overhead reaching using tools. Light data entry. **Physical**

Conditions:

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Signing and Marking Technician ~~I/II~~ (Continued)

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

Speech/hearing: Constantly, in communicating with co-workers, using radios, and maintaining safe work environment.

Other physical demands: Must be able to react quickly when working in high traffic situations.

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.

GMWSEGAL

REV 08/29/006/13/11 [formerly Signing & Marking Technician I and II (X)]

FLSA & City: nonexempt

CSB 7/11/01

Segal 08/16/10

NTR 5/21/11

TRAFFIC BARRICADE INSPECTOR I
~~**TRAFFIC BARRICADE INSPECTOR 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 inspect~~ Inspects all work zones within the city right-of-way to protect the public from unnecessary hazards due to road construction; ~~to instruct~~ s city work crews in proper work zone safety; ~~and to enforce~~ s and investigates s all matters involving construction to protect the City-city from unnecessary liability.

DISTINGUISHING CHARACTERISTICS

~~Traffic Barricade Inspector I This is the entry level class in the Traffic Barricade Inspector series. This class is distinguished from the Traffic Barricade Inspector II by the level of experience required for the performance of the tasks and duties assigned. 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.~~

~~Traffic Barricade Inspector II This is the full journey level class within the Traffic Barricade Series. Employees within this class are distinguished from the Traffic Barricade Inspector I by the level of experience required to perform the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. 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

Traffic Barricade Inspector I

Receives supervision from the Engineering Project Manager or other higher level supervisory and management staff.~~Receives direct supervision from higher level division staff.~~

Traffic Barricade Inspector II

~~Receives general supervision from higher level division staff.~~

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

Essential Functions:

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Traffic Barricade Inspector ~~I/II~~ (continued)

1. Inspects work zones in city right-of-way to ensure compliance with standard traffic control principles and practices; documents all activities in automated log.
2. Inspects construction project flaggers for proper credentials and monitors their activities.
3. Coordinates traffic control set-ups with internal departments and external agencies.
- 2.4. Designs and prepares traffic control plans.
- 3.5. Reviews all traffic control plans and specifications for proposed construction projects; approves or recommends revisions to comply with traffic control standards; assists traffic barricading companies to comply with legal requirements and prepare proper traffic control plans.
- 4.6. Maintains files of all ~~Traffic-traffic Control-control Plans-plans~~ and records any deficiencies; maintains records of daily inspections.
- 5.7. Assists ~~Construction Inspectors-other internal work groups~~ with barricade problems.
8. Represents City Traffic Engineer at applicable pre-construction and pre-bid meetings to address barricading concerns; reviews bid documents.
- 6.9. Provides technical training to staff.
7. ~~Provide instruction on work zone safety for City staff and other agencies.~~
8. Reviews and updates information to be provided to the news media each week regarding traffic disruptions.
9. Reports school zone roadway construction to Clark County School District officials; monitors construction zone for trouble spots; makes recommendations as required.
10. Interprets, explains and enforces laws regarding traffic control for contractors and city staff; advises appropriate city departments of road deficiencies, damaged or missing signs, and malfunctioning traffic signals.
11. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
- 9.12. Prepares reports of activities as requested by management.
10. ~~Interprets, explains and enforces laws regarding traffic control for contractors and City city staff; advises appropriate City city departments of road deficiencies, damaged or missing signs, and malfunctioning traffic signals.~~
11. ~~Respond to or resolve citizen questions and complaints concerning traffic work zones.~~

CITY OF LAS VEGAS

Traffic Barricade Inspector ~~I/II~~ (continued)

~~12. Prepares reports of activities as requested by management.~~

Marginal Functions:

1. Attends staff meetings and updates staff on project issues and progress.

2. Represents the City as a witness in legal proceedings.

2.3. Monitors the collection of fines and plan review fees.

3.4. Performs related duties and responsibilities as required.

QUALIFICATIONS

Traffic Barricade Inspector I

Knowledge of:

~~Basic laws and legal requirements of traffic control at work sites.~~

~~Basic principles~~ Principles and practices of traffic control as described in the Manual of Uniform Traffic Control Devices.

~~Basic methods~~ Methods and practices of construction.

Legal street signs and street markings.

Principles and procedures of recordkeeping.

English usage, spelling, grammar and punctuation.

Construction contract plans and specifications.

Modern office procedures, methods and computer equipment.

Personal computer operations and common office software including word processing, spreadsheet, email and other related applications at an advanced level.

Pertinent federal, state and local laws, codes and regulations including parking laws and restrictions.

Principles set forth in Clark County Uniform Standard Specifications Book and Clark County Uniform Standard Drawings Book; OSHA standards for construction industry.

Ability to: Skills in:

Operating a variety of modern office equipment including computer equipment.

Performing competently in the use of spreadsheet, email and other pertinent software applications.

Reading a map book.

Interpreting, applying, explaining and enforcing city, department and division policies and procedures.

~~Recognize~~ Recognizing potential hazards and ~~make~~ making proper field changes to keep work zones safe.

~~Respond to requests and inquiries from the general public.~~

Working independently without direct supervision.

Understanding and following oral and written instructions.

CITY OF LAS VEGAS

Traffic Barricade Inspector ~~I/II~~ (continued)

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

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

~~Maintain mental capacity which allows the capability of:~~

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

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

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

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

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

Experience and Training Requirements

Experience:

One year of ~~experience with primary responsibility for~~ traffic barricading experience, ~~traffic movement or traffic control;~~

OR

~~Two years of experience enforcing municipal codes;~~

OR

~~Three years experience in a field occupation that included traffic barricading.~~

Training:

Equivalent to graduation from high school.

License or Certificate

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

Possession of a Level I Signs and Marking Specialist certificate from the International Municipal Signal Association within six months of the date of appointment, and maintenance thereafter.

Possession of a Work Zone Safety certification from the International Municipal Signal Association within six months of the date of appointment, and maintenance thereafter.

Possession of a Flagger registration from the American Traffic Safety Services Association within six months of the date of appointment, and maintenance thereafter.

Possession of a Level II Signs and Marking Specialist certificate from the International Municipal Signal Association within one year of the date of appointment, and maintenance thereafter.

Traffic Barricade Inspector II

~~In addition to the qualifications for the Traffic Barricade Inspector I:~~

Knowledge of:

~~Principles set forth in Clark County Uniform Standard Specifications Book and Clark County Uniform Standard Drawings Book. OSHA standards for construction industry. Construction contract plans and specifications.~~

Experience and Training Requirements

Experience:

~~Two years of traffic barricading experience.~~

Training:

~~Equivalent to graduation from high school.~~

License or Certificate

~~Possession of an appropriate, valid driver's license on the date of application.~~

~~Possession of a Level II Signs and Marking Specialist certificate from the International Municipal Signal Association within six months of the date of appointment.~~

WORKING CONDITIONS

Environmental Conditions:

~~Location: Office and field environments.~~

~~Hazards: Exposure to computer screens.~~

~~Office and field environments; exposure to computer screens.~~

Physical Conditions:

~~Essential and marginal functions require:~~

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

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

~~-- Operating assigned equipment.~~

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

~~-- Making observations;~~

~~-- Communicating with others;~~

CITY OF LAS VEGAS

Traffic Barricade Inspector ~~I/II~~ (continued)

- ~~-- 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.~~

~~Essential and marginal functions may require maintaining physical condition necessary for moderate or light lifting, walking or standing for prolonged periods of time; operating motorized equipment and vehicles.~~

ARBSEGAL

REV ~~1/30/03~~ 4/2011 [formerly Traffic Barricade Inspector I and II (X)]

FLSA & City: nonexempt

CSB: ~~2/12/03~~

SEGALSegal 1/13/11