CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: November 9, 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. Accounting Technician II
2. Agenda Technician, formerly Agenda Technician I/II (X)
3. Aquatic Biologist
4. Business Licensing Supervisor
5. Code Enforcement Inspector
6. Code Enforcement Supervisor
7. Communications Technician, formerly Sr Communications Technician
8. Construction Control Specialist
9. Construction Management Supervisor, formerly Construction Management Coordinator
10. Employee Services Coordinator, formerly Personnel Services Coordinator
11. Equipment Operator I
12. Equipment Operator II
13. Equipment Operator III
14. Heavy Equipment Operator
15. Motor Sweeper Operator
16. Streets & Sanitation Crew Leader, formerly Streets & Sanitation Crew Leader and Motor Sweeper Crew Leader
17. Streets & Sanitation Supervisor, formerly Public Works Maintenance Field Supervisor

OTHER

18. Materials Management Technician

Materials Management Technician was revised to add duties performed in the City Clerk's Office

RECOMMENDATION

The City recommends approval of the revised job descriptions.

ACCOUNTING 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

Performs technical accounting activities involving the reconciling and auditing of assigned area, general ledger or subsystem accounts. Prepares fiscal reports and special reports for management review.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Accounting Technician series. This class is distinguished from the Accounting Technician I by the performance of the full range of duties, the complexity of duties assigned, the level of responsibility assumed and the independence exercised. 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 Accounting Technician in that the latter performs the most difficult and complex duties assigned.

SUPERVISION RECEIVED

Receives general supervision from 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. Generates billing notices, penalties, interest and delinquent notices and mails to customers.

2. Enters data into computerized accounting program; inputs and retrieves information from multiple subsystems and databases.

3. Performs technical accounting activities involving the reconciling and auditing of deposits and accounts; prepares fiscal reports and special reports relating to the progress of assigned accounts; reviews for accuracy, completeness and proper authorization within established city policy and procedures.

4. Maintains and reconciles a variety of general ledger accounts; analyzes revenues and expenditures; examines and corrects accounting transactions to ensure accuracy; determines and prepares appropriate journal entries based on analysis.

Essential Functions:

5. Monitors and collects delinquent accounts receivable payments from appropriate sources, as defined by policy or operating procedures; informs appropriate parties about delinquent accounts; coordinates with outside collection agencies; establishes payment plans for delinquent accounts; compiles a report of items recommended for write-off; prepares and processes claim refunds.

6. Processes and reconciles travel expenses; audits submitted reimbursement documents for proper authorization based on established city policy and federal regulations.

7. Researches and resolves issues brought forth by vendors, customers, and city staff regarding incorrect payments and non-payments.

8. Compiles and prepares statistics, memorandums and reports from multiple financial systems and databases. Calculates and prepares remittance documents for management's approval. Compiles data, reviews and prepares audit schedules for external audit.

9. Assists with the development and testing of various financial software packages; tests the accuracy of the information generated; troubleshoots program problems.

10. Participates in the analysis and preparation of various financial statements, accounts, fiscal reports and special reports relating to the progress or problems of assigned area of responsibility.

11. Responds to and resolves inquires and problems for city staff, city lobbyists, banks and the public; resolves complaints in an efficient and timely manner.

12. Monitors regulations related to payments and reimbursements; assists in updating forms and policies based on legislative changes.

When assigned to Municipal Court:

1. Recommends amendments to the budget as appropriate; compiles and prepares the department's budget submission.

2. Compiles and prepares statistical reports for the State of Nevada, judges, management and other agencies.

3. Prepares necessary documents to pay or reimburse the State of Nevada's share of revenue assessments.

4. Organizes and sustains document storage of daily transactions and reports.

5. Prepares weekly files for contract instructors, interpreters, and alternate judges; submits to accounts payable for processing. Maintains databases to produce the files and for internal reporting.

When assigned to Municipal Court:

6. Verifies bail refunds for accuracy before payment processing.

7. Maintains court asset and equipment lists and ensures that they are accurate and coded correctly.

8. Prepares purchase requisitions for contracted vendors providing goods and services. Compiles expense trending dtata and adjust purchase order funding levels as necessary.

9. Prepares direct payment requests (DPR) for submission to accounts payable for payment.

Marginal Functions:

1. Maintains a variety of automated and manual logs, records and files; receives, sorts, stamps and distributes the mail, paychecks, invoices and billings; performs a variety of record keeping, filing, indexing and other general clerical work.

2. Attends and participates in meetings. Stays abreast of new trends, programs and innovations.

3. Researches information about the sender of returned mail.

4. Completes or participates in a variety of special projects as assigned.

5. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Governmental bookkeeping and accounting principles and practices.
Principles and procedures of financial record keeping and reporting.
Modern office procedures, methods and computer equipment.
Financial research and report preparation methods and techniques.
Advanced principles of mathematics.
Principles of basic report preparation.
Pertinent federal, state and local laws, codes and ordinances.

Skills in:

Examining and verifying a wide variety of financial documents and reports.
Operating a computer including a variety of software programs.
Developing and implementing accounting system modifications.
Analyzing and interpreting financial and accounting records.
Preparing a variety of fiscal reports and analyses.

Skills in:

Utilizing computer equipment and software to produce financial reports, informational items, tracing systems and related documents.
Applying federal, state and local laws and regulations pertaining to accounting and auditing activities.

Experience and Training Requirements

Experience:

Two years of increasingly responsible technical accounting experience, preferably in a government agency.

Training:

Equivalent to graduation from high school.

Additional specialized training in bookkeeping, accounting, automated financial management systems or related field is desirable.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; 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
Revised 10/10/11
FLSA: nonexempt; City: nonexempt; CSB 11/9/11

AGENDA 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 perform a variety of advanced clerical and technical duties in support of various commission and board meetings; this includes the coordination, organization and preparation of complex agendas and other documents as needed.

SUPERVISION RECEIVED

Receives general supervision from Planning 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. Type and proofread a wide variety of reports, letters, forms and resolutions; type from rough draft or verbal instruction; compose correspondence related to assigned responsibilities.

2. As needed, take minutes at appropriate meetings under the jurisdiction of the department; create agenda from basic application of material by interpreting the applicant's request.

3. Act as liaison between the department and other city departments regarding legal documents, agenda items and route contracts for signature.

4. Process information after each board meeting; distribute information as needed.

5. Prepare action letters after each meeting pertaining to agenda items, mail and distribute.

6. Assist the public with requests for research.

7. Prepare monthly reports; prepare and post required notices.

8. Distribute recorded documents; maintain official records of actions for various Boards falling under the jurisdiction of the department.

9. Adhere to requirements pertaining to Open Meeting Law.

Marginal Functions:

1. Update boards' and commissions' lists, memos and cards; track term expiration dates of persons serving on various boards, commissions and committees.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.
Principles and procedures of record keeping.
English usage, spelling, grammar and punctuation.
Principles of numerical and alphabetical filing systems.
Principles of public administration, municipal government and management.
Principles of business letter writing and basic report preparation.
Practices used in minute taking and preparation.
Pertinent local and state laws, codes, regulations, procedures and the Nevada Open Meeting Law.

Skills in:

Learning about city ordinances and applicable municipal codes.
Learning to understand the organization and operation of the city, the City Clerk's Office and of outside agencies as necessary to assume assigned responsibilities.
Reading and understanding various city ordinances.
Compiling and maintaining records.
Responding to requests and inquiries from the general public.
Understanding and following oral and written instructions.
Maintaining confidentiality of work performed.
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 with minimal supervision.
Planning and organizing work to meet scheduled deadlines.
Complying with all posting and publication guidelines of the Nevada Open Meeting Law.

Experience and Training Requirements

Experience:

Two years of increasingly responsible secretarial or clerical experience.

Training:

Equivalent to graduation from high school supplemented by specialized secretarial training.

License or Certificate

Must type 40 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:

Location: Work in an office environment.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- -- *Walking, standing, or sitting for extended periods of time; 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 9/26/11 [formerly Agenda Technician I/II (X)]
Nonexempt
CSB 11/9/11

AQUATIC BIOLOGIST

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

DEFINITION

Supervises and performs water quality monitoring of Lake Mead and Las Vegas Wash; establishes, implements and maintains policies and procedures for the lake and wash monitoring program; ensures that laboratory maintains ability to perform monitoring operations on Lake Mead and Las Vegas Wash to meet federal wastewater treatment discharge permit requirements; performs a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Environmental Laboratory & Compliance Manager or higher level management.

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

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Supervises, schedules and performs routine and special sampling procedures for monitoring water quality in Lake Mead and Las Vegas Wash to ensure water quality monitoring is in compliance with the National Pollutant Discharge Elimination System permit requirements.

2. Develops and implements procedures for the preparation and operation of various specialized field water sampling equipment.

3. Performs varied and complex plankton species identification and counts in water samples.

4. Maintains computer database of lake and wash monitoring data, processes water data obtained from Lake Mead submitted by multiple entities, analyzes and interprets data and confers with supervisors and other technical and regulatory personnel as necessary.

5. Designs and conducts complex research projects as required.

6. Trains staff to perform water sampling activities.

Essential Functions:

7. Prepares special, quarterly and annual technical reports and maintain logs.

8. Interacts with other agencies performing water quality sampling, analyses, research and watershed management.

9. Assists manager to coordinate the activities of a technical laboratory.

10. Operates, calibrates, repairs, and cleans laboratory and field testing equipment and instrumentation used in the collection, inspection and analysis of water; prepares necessary reagents and standards.

11. Provides training and guidance to less experienced laboratory staff in routine sampling and analytical procedures and associated duties.

12. Operates a truck and transports a sampling boat and trailer to other treatment facilities, Lake Mead and various other sites to collect deep water samples and conduct analyses. Operates boat according to proper procedure.

13. Attends and participates in professional group meetings. Stays abreast of trends, programs and innovations in the field.

Marginal Functions:

1. Requisitions required supplies and equipment.

2. Performs routine plant sampling and chemical, physical and microbiological analyses required for process control and to meet federal discharge permit requirements.

3. Maintains compositing equipment.

4. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Fundamentals of aquatic biology.
Freshwater sampling techniques, procedures, holding times, preservatives and field equipment.
Modern laboratory procedures, techniques, and equipment.
Boat operating procedures and Coast Guard safety regulations.
Zooplankton taxonomy.
Applicable validation procedures.
Various computer spreadsheet, database and word processing applications.

Knowledge of:

Approved methods for basic chemical, physical, and microbiological analyses of water and wastewater.
Federal, state and local laws, codes and regulations related to all water quality standards and federal discharge permit requirements.
Occupational hazards and standard lab and sampling safety practices.

Skills in:

Using a Global Positioning System (GPS).
Swimming at a sufficient level to ensure personal safety while taking water samples.
Interpreting, applying, explaining and enforcing applicable city, department and division policies and procedures.
Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
Conducting complex research projects.
Using and maintaining laboratory equipment.
Developing sampling plans.
Analyzing, interpreting, and applying the results of laboratory testing.
Coordinating the activities of a technical laboratory.
Performing competently in the use of spreadsheet, word processing, email and other applicable software applications.
Preparing clear, concise and technical reports.
Working independently with minimal supervision.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work including city officials, representatives of other agencies, and the general public.

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience with limnology or aquatic biology. Sufficient boating experience to captain the city sampling boat is desirable.

Training:

Bachelor's degree from an accredited college or university with a major in aquatic biology, limnology, 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.

The following conditions of employment apply:

Possession of a State of Nevada Division of Wildlife Safe Boating certificate within 6 months of the date of appointment, and maintenance thereafter.

Possession of a Wastewater Quality Analyst in Training certificate from the Nevada Water Environment Association within 9 months of the date of appointment.

Possession of a Grade 1 Wastewater Quality Analyst certificate from the Nevada Water Environment Association within 2 years of the date of appointment.

Possession of a Grade 2 Wastewater Quality Analyst certificate from the Nevada Water Environment Association within 4 years of the date of appointment, and maintenance thereafter.

Possession of a Grade 3 Wastewater Quality Analyst certificate from the Nevada Water Environment Association is desirable.

WORKING CONDITIONS

Environmental Conditions:

Location: Laboratory, wastewater treatment plant and field environments; work outdoors in heat, cold and in inclement weather conditions.
Hazards: Exposure to potentially hazardous chemicals, waste and infectious materials.
Equipment used: Work in or with water; operate a boat on Lake Mead; exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:
Maintaining physical condition appropriate to the performance of assigned duties and responsibilities that may include the following:
- -- *Walking, standing, or sitting for extended periods of time;*
- -- *Moderate to heavy lifting; 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, motorized vehicles and watercraft.*

Physical Conditions:

Maintaining mental capacity which allows the capability of:

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

SEGAL
REV 10/17/11
FLSA: exempt; City: nonexempt
CSB 11/9/11

BUSINESS LICENSING SUPERVISOR

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

DEFINITION

Supervises, assigns and reviews the work of staff responsible for general business licensing, field enforcement, revenue account audits, and commercial property compliance; provides responsible staff assistance to the division manager; coordinates projects within the division as assigned by the division manager; and performs a variety of tasks relative to the assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Business Licensing Manager or higher level management.

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

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

Essential Functions:

1. Plans, prioritizes, assigns, supervises and reviews the work of staff responsible for general business licensing, field enforcement, revenue account audits, and commercial property compliance; ensures the delivery of quality customer service.

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. Directs, advises and participates in confidential criminal investigations in conjunction with other law enforcement agencies; reviews confidential police reports; makes recommendations to Manager on disciplinary action against a licensee.

4. Develops training materials and courses to improve the effectiveness and efficiency of compliance and enforcement teams; trains new staff on new and routine tasks associating with business licensing, audit, and property compliance.

Essential Functions:

5. Resolves the most complex licensing issues and problems pertaining to the components of the business license approval process or enforcement activity, including the explanation of fees, taxes, licensing procedures, laws, business licensing codes and regulations.

6. Acts as first line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.

7. Assists in the preparation and administration of the division budget. Submits budget recommendations.

8. Assists in the development and implementation of division goals, objectives, policies and procedures. Assists with the annual development and submission of business plan measures. Prepares and presents monthly performance statistics and reports. Recommends and implements approved policies and procedures based on interpretation of state laws.

9. Serves as liaison for the division with other city departments, divisions, public and outside agencies. Represents the division in various committees and work groups. Works with various local, regional, and state regulatory agencies and boards to develop and recommend new and revised policies and legislation.

10. Coordinates division representation at small business development seminars several times per year to inform business owners of general business licensing regulations, processes and procedures.

11. Works with the Las Vegas Metropolitan Police Department and other law enforcement agencies to enforce business licensing codes through coordinated special projects.

12. Works with state and local regulatory agencies on mutual issues which may require inter-jurisdictional enforcement.

13. Supervises the enforcement action taken by staff to ensure business license code compliance.

14. Appears in court as required as a result of enforcement action taken.

Marginal Functions:

1. Attends and participates in professional group meetings; stays abreast of current trends and innovations in the field of business licensing.

2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of the Business Licensing division.
Business licensing rules, regulations and procedures.
Pertinent federal, state and local laws, codes and regulations.
Principles of supervision, training and performance evaluation.
Principles and practices of municipal budget preparation and administration.
Computer system application re-design processes.
Principles of business writing and report preparation.
Complex record keeping procedures and techniques.
Current office procedures, methods, computer equipment and common office software packages.

Skills in

Providing highly responsible administration of the business licensing, enforcement and license audit programs.
Developing and coordinating strategies for the review, design, development and implementation of business license improvement projects.
Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures .
Accurately calculating license fees and taxes based on codes and regulations.
Acting calmly, rationally, decisively and tactfully in difficult situations.
Analyzing complex problems, identifying alternative solutions, projecting consequences of proposed actions, recommending best options and implementing approved solution in support of goals.
Setting and adjusting priorities in a rapidly changing environment.
Planning, organizing and prioritizing assignments.
Using initiative and independent judgment within established guidelines.
Managing multiple assignments.
Demonstrating respect and sensitivity for cultural differences.
Communicating with individuals from a variety of social, cultural, economic and educational backgrounds.
Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Four years of progressively responsible experience in the following two areas:
1. a. Processing business license applications, explaining fees, licensing procedures and regulations; OR

Experience:

1. b. Enforcing business licensing ordinances and regulations, field inspections, receiving complaints and investigating licensing problems; AND
2. Issuing enforcement notices and citations; initiating court action; and testifying in court, when appropriate.

Two years of supervisory or lead experience is required.

Training:

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

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

WORKING CONDITIONS

Environmental Conditions:

Location: Primarily office environment; occasional to frequent travel to field locations.
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 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 10/24/11
FLSA: exempt; City: nonexempt
CSB 11/9/11

CODE ENFORCEMENT 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 field inspections and investigations of single and multi-family dwellings, mobile homes and light commercial buildings to ensure compliance with applicable housing structural, electrical, plumbing, and mechanical property maintenance codes; responds to and investigates complaints and reports; evaluates and enforces code requirements; performs a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Code Enforcement Supervisor and higher level management staff.

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

Essential Functions:

1. Receives and investigates complaints regarding unsafe, sub-standard and non-compliant dwellings; performs complex on-site inspections of single and multi-family dwellings, manufactured homes, mobile homes and businesses to determine compliance with applicable housing structural, electrical, plumbing, and mechanical property maintenance codes; photographs and documents violations.

2. Coordinates with citizens, property owners, property managers, contractors, developers, other city departments and city agencies to resolve complaints and enforce code requirements. Provides information to city departments concerning housing and dangerous buildings.

3. Inspects commercial, vacant or substandard buildings; assesses damage, habitability and code compliance; makes repair or demolition recommendations and coordinates resolution.

4. Inspects fire damaged structures and provides reports, photographs, correction notices or notices of violation as required.

5. Performs commercial building life safety inspections for fire equipment, accessibility, ANSI 117.1, ramps, stairs, window bars, fire extinguishers, handrails, ingress/egress, lighting, exit doors and door locks.

Essential Functions:

6. Inspects dwellings for water intrusion and possible formation of toxic mold spores or growth.

7. Inspects rehab work at apartments, office suites and business parks to determine if valid permits are in place and to ensure work is in compliance with Nevada Revised Statutes and all adopted Southern Nevada Building Codes.

8. Inspects air conditioning, ventilating or environmental exhaust systems to ensure proper size, function, installation, maintenance and repair.

9. Communicates code violations, compliance process and notification and appeal processes verbally and in writing to tenants, property owners, contractors and other agency representatives.

10. Conducts research and gather evidence pertaining to code violations, property ownership, compliance requirements, fees, legal process and other federal, state and local requirements.

11. Prepares and issues correction notices, notice and orders, inspection information, memos, reports and recommendations to abate substandard, hazardous and public or chronic nuisance properties.

12. Issues criminal or administrative citations to offenders; prepares administrative search warrants, summonses and complaint affidavits; testifies at city council meetings, administrative hearings, depositions and court proceedings as required.

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. Maintains a variety of automated and manual logs, records and files. Enters information and uploads pictures from field investigation into the computer system. Performs a variety of record keeping, filing, indexing and other general clerical work.

Marginal Functions:

1. Coordinates and participates in special programs and events as assigned. Attends and participates in various meetings.

2. Enforces zoning and nuisance regulations in conjunction with housing and dangerous building violations.

3. Stays abreast of code revisions, trends and innovations in the field of housing and dangerous building inspections.

4. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.

Marginal Functions:

5. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of code enforcement and inspections.
International Building Code, International Code for One and Two Family Dwellings, Uniform Code for the Abatement of Dangerous Buildings, National Electrical Code, Uniform Housing Code, Uniform Mechanical Code, Uniform Plumbing Code, Southern Nevada Pool Code, Las Vegas Municipal Code Vacant Buildings Chapter 16.31 and Las Vegas Municipal Code Mobile Homes Chapter 16.44.
Minimum housing standards for property maintenance, zoning, nuisance, dangerous building codes and ordinances pertaining to structural, electrical, plumbing and mechanical safety.
Advanced construction methods used in building and related structures.
Legal procedures and documentation requirements related to enforcement of municipal ordinances and codes.
Federal, state and local laws, ordinances, rules and regulations related to zoning, neighborhood maintenance, building and nuisance requirements.
Local geography and city street locations.
Principles, practices and techniques of customer service delivery.
Methods and techniques of conflict resolution.
Standard occupational hazards and safety practices.
English usage, spelling, grammar and punctuation.
Basic office software applications including word processing, email and spreadsheets.
Record keeping techniques and practices.
NRS landlord/tenant regulations.

Skills in:

Working cooperatively with neighborhood leaders, city officials, media representatives and the general public.
Organizing, prioritizing and monitoring workload to meet critical deadlines.
Understanding and following oral and written instructions.
Performing tasks independently.
Compiling and summarizing data and prepare reports for presentation.
Interpreting, explaining, applying and enforcing federal, state and local laws, codes and regulations.
Communicating effectively with citizens of varying socioeconomic and cultural backgrounds.
Acting calmly, rationally, decisively and tactfully in difficult situations.
Analyzing complex problems, identifying alternative solutions, projecting consequences of proposed actions, recommending best options and implementing approved solution in support of goals.
Interpreting, explaining, applying and enforcing city and department policies and procedures.

Skills in:

Using initiative and independent judgment within established guidelines.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Three years experience as a combination inspector or code enforcement officer.

Training:

Two years of full-time general degree coursework requirements from an accredited college or university.

Additional specialized training in building codes and zoning regulations is desirable.

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

License or Certificate:

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

Possession of a Zoning Enforcement Officer certification, issued by the American Association of Code Enforcement (AACE), or Zoning Inspector certification, issued by the International Code Council (ICC), on the date of application, and maintenance thereafter.

Possession of a Housing and Property Maintenance certification, issued by the American Association of Code Enforcement (AACE), or Property Maintenance and Housing Inspector certification, issued by the International Code Council (ICC), on the date of application, and maintenance thereafter.

Possession, and maintenance, of all of one of the following groups of certifications on the date of application:

1. Building Inspector, Electrical Inspector, Plumbing Inspector and Mechanical Inspector combination certifications from the International Code Council or International Conference of Building Officials;
   OR
2. Residential Building, Electrical, Plumbing and Mechanical Inspector certifications from the International Code Council or International Conference of Building Officials;
   OR

License or Certificate:

3. Combination Inspector certification from the International Code Council or International Conference of Building Officials.

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. May be exposed to hostile individuals.

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

Safety Equipment: Safety shoes, hardhat.

Physical Conditions:

Essential and marginal functions require:

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.

CODE ENFORCEMENT SUPERVISOR

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

DEFINITION

Supervises, assigns and reviews the work of staff responsible for resolving complaints and enforcing municipal codes and zoning ordinances; oversees and participates in all work activities; and performs a variety of technical and administrative tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Code Enforcement Manager or higher level management staff.

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

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

Essential Functions:

1. Plans, prioritizes, assigns, supervises and reviews the work of staff responsible for resolving complaints and enforcing municipal codes and zoning ordinances.

2. Acts as first line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.

3. Recommends and assists in the implementation of section goals, objectives, policies and procedures. Assists with the annual development and submission of business plan measures. Prepares and presents monthly performance statistics and reports. Recommends and implements approved policies and procedures.

4. Plans, directs and participates in inspection and investigation activities; recommends final disposition of cases not resolved by staff.

5. 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.

Essential Functions:

6. Participates in the preparation and administration of the division or function budget. Submits budget recommendations. Monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Prepares reports on actual and estimated revenues and expenditures.

7. Oversees issuance of notices after verification of violations, assessment of fees when appropriate and issuance of criminal citation when necessary.

8. Prepares reports; provides information for neighborhood advisory boards and organizations and city departments, agencies and staff.

9. Resolves the most complex citizen complaints; handles issues of a very sensitive nature.

10. Performs on-site inspections of the most complex code violations.

11. Maintains automated and manual logs, records and files of section activities.

Marginal Functions:

1. Consults with legal staff to resolve sensitive issues.

2. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.

3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services, codes and activities of a municipal code enforcement operation.
Principles of supervision, training and performance evaluation.
Federal, state and local laws, ordinances, rules and regulations related to zoning, neighborhood maintenance, building and nuisance requirements.
Construction methods used in buildings and related structures.
Principles, practices and techniques of customer service delivery.
Local geography and City street locations.
Methods and techniques of conflict resolution.
English usage, spelling, grammar and punctuation.
Standard occupational hazards and safety practices.
Basic office software applications including work processing, email and spreadsheets.
Record keeping techniques and practices.

Skills in:

Working cooperatively with neighborhood leaders, city officials, media representatives and the general public.
Communicating effectively with citizens of varying socioeconomic and cultural backgrounds.
Acting calmly, rationally, decisively and tactfully in difficult situations.
Analyzing complex problems, identifying alternative solutions, projecting consequences of proposed actions, recommending best options and implementing approved solution in support of goals.
Interpreting, explaining, applying and enforcing policies and procedures.
Using initiative and independent judgment within established guidelines.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Five years of journey level experience working with Las Vegas Municipal Code in the areas of zoning, litter and dangerous building abatement; lead or supervisory experience is preferred.

Experience with heavy public contact and in stressful or confrontational situations is preferred.

Training:

Bachelor's degree from an accredited college or university with a degree in community development, urban affairs, planning, economics or public or business administration.

Additional specialized training in building codes and zoning regulations is desirable.

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

License or Certificate

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

Possession of a Zoning Enforcement Officer certification, issued by the American Association of Code Enforcement (AACE), or Zoning Inspector certification, issued by the International Code Council (ICC), on the date of application, and maintenance thereafter.

License or Certificate

Possession of a Housing and Property Maintenance certification, issued by the American Association of Code Enforcement (AACE), or Property Maintenance and Housing Inspector certification, issued by the International Code Council (ICC), on the date of application, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Location: Office and field environments; travel within and outside the community.
Hazards: Exposure to inclement weather conditions; may be exposed to hostile individuals.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:
- -- *Walking, standing, or sitting for extended periods of time; 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 10/12/11
FLSA: exempt; City: nonexempt
CSB 11/9/11

COMMUNICATIONS 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

Administers, operates and repairs the integrated voice and data systems including switches, servers and wiring; provides technical assistance and training to users; installs, programs and maintains analog and digital phones.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Information Technologies management.

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

Essential Functions:

1. Manages and operates the integrated digital voice and unified communications systems.

2. Installs, programs, secures, and maintains analog and digital voice communications systems; makes necessary updates when employees or departments relocate.

3. Responds to requests for service or repair; troubleshoots and repairs malfunctioning equipment in a timely manner.

4. Estimates time, materials and equipment required for jobs assigned; maintains appropriate levels of parts and supplies necessary in the performance of work.

5. Assists in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed.

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

Marginal Functions:

1. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.

2. Assists in designing voice communication systems and options to be user-friendly.

Marginal Functions:

3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a telecommunications maintenance program.
Methods and techniques of telephone and radio maintenance and repair.
Operational characteristics of electrical and electronic equipment and tools.
Basic construction and techniques.
Record keeping and inventory control techniques.
Occupational hazards and standard safety practices.
Telephone and radio parts and equipment and maintenance and repair techniques.
Modem communications methods and procedures in the area of telephones, radio and paging systems.

Skills in:

Interpreting, explaining and enforcing department policies and procedures.
Operating a variety of electrical equipment in a safe and effective manner.
Setting priorities in dealing with service calls.
Using sound judgment in analyzing and troubleshooting electronic equipment.
Participating in safe work practices.
Keeping accurate records.
Performing skilled activities in the installation, maintenance and repair of various telecommunication equipment.
Distinguishing color code on communications wire.
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 experience in radio and digital/analog voice communications maintenance, repair and servicing.

Training:

Equivalent to graduation from high school, supplemented by additional specialized training in electronics or a related field.

License or Certificate

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

Possession of unified communications certifications and/or telephonic communications certifications is desirable.

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment; outdoor environment; travel from site to site.
Hazards: Exposure to noise and dust; high voltage, computer screens, heat, cold; work at heights on scaffolding and ladders; work in confined spaces.

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;*
- -- *Moderate lifting; and*
- -- *Operating assigned equipment.*

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

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

SEGAL
REVISED 10/11/11 (formerly Senior Communications Technician)
FLSA & City: nonexempt
CSB 11/9/11

CONSTRUCTION CONTROL SPECIALIST

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

DEFINITION

To oversee and coordinate assigned public works construction projects, activities and operations; and to conduct a wide variety of project research, maintain construction files, process pay requests, analyze data, write reports and contribute to maintaining project budgets.

SUPERVISION RECEIVED

Receives direction from the Construction Manager-Capital Improvement Projects and higher level management staff.

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

Essential Functions:

1. Review, prepare and process all contractor pay requests for public works construction projects.

2. Review and maintain records for public works construction projects.

3. Prepare and process professional service agreements for outside consultants performing construction management services; verify the validity of consultant pay requests before processing for payment.

4. Participate in the development and implementation of goals, objectives, policies and priorities for assigned areas of responsibility; identify resource needs; recommend and implement policies and procedures.

5. Collect, evaluate and distribute project administration data on public construction projects.

6. Review contracts to ensure conformity with local ordinances, labor laws and project plans; make recommendations accordingly.

7. Prepare a variety of memoranda, letters and construction and financial reports regarding capital improvement projects.

8. Attend a variety of public meetings, construction progress meetings and other professional group meetings; prepare appropriate reports as necessary.

Essential Functions:

9. Assist program and project managers with project budgets, projecting expenditures and long range programming.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic public construction project operations and administration.
Basic accounting and budgeting practices and techniques.
Project management software.
Basic construction administration practices.
Pertinent federal, state and local laws, and regulations.
Modern office procedures, methods and computer equipment.
Principles of business letter writing and report preparation.
Principles and practices of technical research.
Principles and procedures of public project construction and financing.

Skills in:

Preparing clear and concise reports.
Organizing and correlating statistical data.
Working independently in the absence of supervision.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Three years of increasingly responsible administrative, operational, or project management experience, preferably within a local government environment. Experience with project management software, such as Expedition, is desirable.

Training:

Bachelors degree from an accredited college or university with major course work in public administration, business administration, finance, construction management, engineering or a field closely related to the area of assignment.

Training:

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

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment.

Physical Conditions:

Essential and marginal functions require:

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

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- -- *Walking, standing or sitting for extended periods of time; 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.*

SEGAL
REV 9/26/11
FLSA & City: nonexempt
CSB 11/9/11

CONSTRUCTION MANAGEMENT SUPERVISOR

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

DEFINITION

Supervises, assigns, and participates in the most complex and difficult work of Construction Project Representatives and Inspectors who manages the performance and progress of city capital improvement projects (CIPs); represents the city on public construction projects; and performs a variety of technical tasks and special projects relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory and management staff.

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

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Supervises, assigns, and participates in the most complex and difficult work of Construction Project Representatives and Inspectors who manages the performance and progress of city capital improvement projects (CIPs), constructed either by outside contractors or by city staff.

2. Acts as first line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.

3. Reviews construction project plans and provides input regarding improvements, possible savings, constructability, clarification, or choice of construction methods and materials.

4. May prepare designs and cost estimates using sound construction or engineering judgment and accepted industry standards; performs and reviews various civil engineering calculations.

5. Provides technical direction to construction contractor or city staff, administers contracts, monitors status of construction projects and schedules, and enforces contract requirements through plan interpretation, code compliance, resolution of contested issues, and material and workmanship inspections; ensures contractors comply with federal laws, state statutes and municipal codes; serves notice to contractors when necessary and closely follow situation.

Essential Functions:

6. Processes contract documents, including requests for information, submittals, change orders and others; approves change orders within authorized dollar limit; reviews and provides recommendations on change orders over authorized dollar limit; processes contractors' payment requests; directs force account work.

7. Meets regularly with staff to monitor progress of assigned project; reviews staff daily reports; ensures employees adhere to established work methods, techniques, schedules, and applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.

8. Documents and resolves disputes with contractors; reviews contractor claims for entitlement, or additional work that city is obligated to pay for.

9. Coordinates multi-jurisdictional projects with all involved parties.

10. Resolves citizen and management complaints and concerns regarding construction projects; provides follow-up assessment and documentation for management.

11. Coordinates public notification of construction projects with the city's Public Information Officer.

12. Prepares various reports as required; maintains required records of construction projects.

Marginal Functions:

1. Maintains awareness of new developments in the field of contract administration and construction inspection; incorporates new developments as appropriate into programs.

2. May serve as an expert witness in construction-related arbitrations; provides technical assistance to the City Attorney's office on construction issues and claims.

3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of supervision, training and performance evaluation.
Principles and practices of construction contract management.
Sound civil engineering practices and accepted construction industry standards.
Traffic safety standards.
Operations, services and activities involved in construction project coordination.
Procedures, methods and techniques of construction management.
Principles of advanced mathematics and its application to engineering work.
Pertinent federal, state and local laws, codes and regulations.

Knowledge of:

Construction materials and testing methods.
Construction equipment capabilities and applications.
Principles and practices of surveying.
Acceptable format and required information for construction project documentation.
Business English composition, grammar, spelling and punctuation.
Practices and methods of record keeping.
Principles and techniques for report preparation.

Skills in:

Understanding and interpreting blueprints and other engineering plans, drawings and specifications.
Tactfully and calmly resolving issues, concerns and disputes.
Composing written correspondence to contractors which clearly defines interpretations, assessments and directions.
Using initiative and independent judgment within established guidelines.
Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.
Working without direct supervision.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience And Training Requirements

Experience:

Five years of architectural or engineering design, construction management or construction inspection experience. Design or construction project management experience required.

Training:

Equivalent to graduation from high school, plus post secondary level technical education in civil engineering, architecture, construction management, or a closely related field. A bachelor's degree in construction management or civil engineering is preferred.

License or Certificate

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

Possession of one or more of the following certifications on the date of application, and must be continually maintained:
American Concrete Institute, Field Grade I;
National Institute for Certification of Engineering Technologies (NICET) level 3 or 4 in a construction-related field;

License or Certificate

Reinforced Concrete Special Inspector from the International Code Council;
Commercial Building Inspector from the International Code Council;
Inspector in the commercial building or structural field from a nationally recognized organization; the hiring manager will determine acceptable certifications on a case by case basis.

The following Special Inspector certifications from the International Code Council (ICC) are desirable: Prestressed Concrete, Structural Masonry, Structural Steel and Bolting, Structural Welding.

WORKING CONDITIONS:

Environmental Conditions:

Location: Travel from site to site; office and construction site environments.
Hazards: Exposure to noise, dust, fumes, inclement weather conditions; work around heavy construction equipment.

Physical Conditions:

Essential and marginal functions require:

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

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

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- -- *Sitting, standing, walking, crawling, stooping and climbing for extended periods of time; and*
- -- *Operating assigned equipment.*

SEGAL
REV 10/19/11 (formerly Construction Management Coordinator)
FLSA & City: non-exempt
CSB 11/9/11

EMPLOYEE SERVICES COORDINATOR

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

DEFINITION

Prepares documentation for hiring, promotion, separation, and other employment status changes; maintains division policies and procedures; conducts investigations into employee issues; and serves as a liaison between Human Resources and the division.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management.

May exercise functional and technical supervision over 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. Provides technical assistance in the area of personnel services including transfer procedures, employee selection, use of eligible lists, records, training and discipline.

2. Participates in the drafting and implementation of operational and administrative policies and procedures.

3. Serves as a liaison between assigned division and the Human Resources Department. Represents the division in various committees and work groups. Explains policies and procedures and collective bargaining agreement. Receives and responds to complex and sensitive issues. Provides assistance to employees regarding conflicts and concerns with other staff and personnel matters. Ensures that appropriate departments, managers and supervisors are informed of changes in employee status or records as necessary.

4. Prepares, organizes and maintains confidential personnel information and records.

5. Prepares a variety of documentation including forms for hiring, promotion, separation, status changes and discipline; updates organizational chart as needed.

6. Monitors and tracks employee activity including FMLA leave, workers' compensation paperwork, vehicle accidents reports, attendance reports and other related items; informs appropriate parties of any pertinent changes in employee status or employee records; when applicable, talks with the employee's supervisor regarding workplace accommodations.

Essential Functions:

7. Assists in coordinating and developing appropriate programs; maintains training records; prepares and distributes announcements for classes; schedules location and coordinates instructors; distributes safety information and manuals to employees.

8. Assists in resolving difficult and sensitive internal and external inquiries and complaints.

9. Maintains a variety of automated and manual schedules of meetings and events, logs, records and files; receives, sorts, stamps and distributes incoming and outgoing correspondence and other related materials; performs a variety of record keeping, filing, and other general clerical work. May act as timekeeper and maintain payroll records.

10. Reviews existing job classifications; ensures job descriptions are current and align with the division's business plan.

11. Inputs and retrieves a variety of data from various computer applications; generates reports as necessary.

12. May assist in preparation of division budget.

Marginal Functions:

1. Assists other city staff with coordinating and conducting CDL classes, safety classes and other required training classes. May assist with conducting safety and liability related recertification and testing; coordinates physical exams and vaccinations.

2. Coordinates activities and special projects within assigned area.

3. Supports interview process by scheduling interviews and participating in interview boards as necessary.

4. Prepares documents and notes for various meetings as necessary.

5. Attends and participates in professional group meetings; stays abreast of trends and innovations in human resources.

6. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of human resources functions.
Complex record keeping procedures and records management.
Principles of business letter writing and basic report preparation.
Methods and procedures of data entry.

Knowledge of:

Modern office procedures, methods and computer equipment.
English usage, spelling, grammar and punctuation.
Pertinent federal, state and local laws, codes and regulations.

Skills in:

Managing sensitive and confidential information.
Providing a range of personnel services to assigned department or division.
Organizing, prioritizing, assigning and reviewing the work of lower level staff.
Interpreting and explaining city policies and procedures.
Preparing clear and concise reports.
Operating office equipment, including a computer.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of conducting business, including city officials and the general public.
Maintaining mental capacity which allows for effective interaction and communication with others.

Experience and Training Requirements

Experience:

Three years of analytical and administrative experience, including one year of experience with human resources functions.

Training:

Bachelor's degree from an accredited college or university with major in business administration, public administration, human resources or a related field.

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

WORKING CONDITIONS

Environmental Conditions:

Location: 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
REVISED 10/26/11 (formerly Personnel Services Coordinator)
FLSA & City: nonexempt
CSB 11/9/11

EQUIPMENT OPERATOR 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

Assists in performing semi-skilled labor in the construction or maintenance of parks, streets, sewers and sanitation facilities; and operates required equipment and vehicles. Operates vehicles with GVW over 26,000 pounds, such as 10-wheel dump truck.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Equipment Operator series. This class is distinguished from the Equipment Operator II by the performance of the more routine tasks and duties assigned to positions within the series including a variety of semi-skilled and unskilled labor activities. Since this class is typically an entry level class, employees may have only limited or no directly related work experience.

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. Operates a variety of construction and maintenance equipment and power tools including dump trucks, light trucks, water trucks, patch trucks, paving machine, compressors, jackhammers, pneumatic and vibrating tampers, propane powered equipment, sand-blasters, concrete saws and other equipment as assigned.

2. Assists in performing semi-skilled labor in the construction or maintenance of streets, sewers, parks and other areas as assigned.

3. Loads or assists in loading various materials into truck; secures load and any tools; hauls various materials on designated routes to specified areas; documents load weight and obtains weight tag; dumps load at specified areas.

4. Works as part of a maintenance crew; performs general and dust maintenance duties as they relate to roads, sanitary and storm drains; clears and maintains drainage ditches and washers; breaks concrete and asphalt surfaces; digs back filled trenches and holes.

Essential Functions:

5. Operates and secures assigned vehicles and other assigned equipment; performs and documents pre-trip inspection; maintains vehicles and equipment in clean and fueled condition.

6. Cleans and performs preventive maintenance on construction and maintenance equipment.

7. Utilizes proper safety precautions related to all work performed.

8. Installs street barricades and cones prior to the performance of repair or maintenance activities; directs and controls traffic around work sites.

9. Applies chemical insecticides and herbicides as directed.

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

When Assigned to Parks and Open Spaces Division:

1. Prunes and plants trees, grass, sod, flowers and shrubs; weeds grounds; rakes leaves; fertilizes, mows, cultivates and trims all landscaped areas.

2. Maintains city sports and recreational facility grounds, including overseeding activities.

3. Operates construction and maintenance equipment and power tools such as light dump trucks, light trucks, skid loader and attachments, jackhammers, trenchers, backhoes, propane powered equipment, paint sprayers, sand-blasters, concrete saws, mowers, edgers, blowers and other equipment as assigned; maintains hand or power tools and assigned equipment; performs preventive maintenance on equipment.

4. Provide custodial services for parks and facilities, including cleaning and removal of trash.

Marginal Functions:

1. Responds to public inquiries in a courteous manner; provides information within the area of assignment.

2. Cleans shop and restroom area.

3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques of general construction, landscaping, lawn maintenance and general maintenance and repair related to the area of work assigned.
Operational characteristics of mechanical equipment and tools used in the area of work assigned.
Occupational hazards and standard safety practices.

Skills in:

Learning to perform unskilled and semi-skilled maintenance, construction and repair work in the area of work assigned.
Performing a variety of manual tasks for extended periods of time and in unfavorable weather conditions.
Performing heavy manual labor.
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:

One year of general maintenance experience performing field maintenance work within the assigned area of responsibility.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Possession of an appropriate, valid Class B commercial driver's license with tanker endorsement 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 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.

Employee must attend training in work zone safety measures as requested by department management.

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:

May be required to respond to emergencies such as storm clean-up or sewer overflow.

Environmental Conditions:

Location: Mostly outdoors in field environment with exposure to all typical weather conditions, unless operating vehicles, including travel from site to site.

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

Equipment Used: City vehicles, dump truck, water truck, concrete saws, forklift, hoist, ladders, variety of hand and power tools, jackhammer, measuring and testing equipment, and other equipment associated with the building trades.

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

Physical Conditions:

Essential and marginal functions require:

Standing/walking: Frequent-constant standing, in combination with walking, mostly outdoors while performing general maintenance duties, up to 1-2 miles per day.

Sitting: Frequent-constant sitting while operating vehicle if assigned to drive dump truck, water truck, etc.

Lift/carry: Frequent lifting 10-50 lbs., debris, tools, materials, equipment. Occasionally, 50-100 lbs., tools, manhole covers, bag of concrete, equipment, materials. Carrying, usually short distances.

Push/pull: Frequently, using both hands and arms in performing heavy manual labor tasks, moving equipment or materials, using hand and power tools, exerting a force of 25-75 lbs.

Climbing: Occasionally, stationary ladders, stairs, up and down steep terrains, in trenches, on and off and in bed of vehicle depending on assigned tasks.

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

Kneeling/crouching/crawling: Frequently, while performing repair and maintenance duties at ground and street level. May work in ditches and storm drains.

Hands/arms: Constant use of hands and arms for reaching, grasping, fingering, gripping and handling while performing labor tasks, shoveling and operating vehicles. Requires overhead reaching using tools.

Sight: Constant use of sight abilities, including hand/eye coordination, depth perception while operating vehicles, using tools and equipment.

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

Physical Conditions:

Other physical demands: Working occasionally in extremely hot conditions while making asphalt repairs.

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 10/20/11
FLSA & City: non-exempt
CSB 11/9/11

EQUIPMENT OPERATOR II

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

DEFINITION

Operates light construction and maintenance equipment in a variety of maintenance and landscaping activities including loading, hauling, cleaning and related operations; performs semi-skilled maintenance tasks; and operates vehicles with GVW over 26,000 pounds, such as 10-wheel dump truck, as well as tanker trucks.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Equipment Operator series. Employees within this class are distinguished from the Equipment Operator I by the performance of the full range of duties as assigned including operating equipment and participating in maintenance activities. 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 Heavy Equipment Operator in that the latter may exercise functional and technical supervision over lower level staff.

SUPERVISION RECEIVED

Receives general 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. Operates construction and maintenance equipment such as dump trucks, skip loaders, front-end loaders, bobcat attachments, tankers, vactor trucks, rodders, compression water pumps, cement mixers, backhoes, tack trucks, steel wheel pneumatic rollers, patch trucks, sander plows, hoe rams, forklifts, and various other equipment for a variety of maintenance and construction operations.

2. Performs a variety of semi-skilled construction and maintenance tasks pertaining to the installation, maintenance and repair of sewer lines including driving a truck, spreading asphalt, jackhammering, mowing lawns, flushing streets and related maintenance activities.

3. Identifies equipment and supply needs for each assigned project; picks up and delivers equipment and supplies to and from work sites.

Essential Functions:

4. Loads or assists in loading various materials into truck; secures load and any tools; hauls various materials on designated routes to specified areas; documents load weight and obtains weight tag; dumps load at specified areas.

5. Works as part of a maintenance crew; performs general and dust maintenance duties as they relate to roads, sanitary sewers and storm drains; cleans and maintains streets, alleys, sidewalks and ditches; cleans debris from ditches, culverts and creek beds; and bulldozes as required.

6. Installs street barricades and cones prior to the performance of repair or maintenance activities; directs and controls traffic work sites; contacts utility companies prior to work to obtain information about gas and electric lines in the work area.

7. Responds to customer service complaints regarding sewer flow or odor; assists in investigating and testing sewage and waterways flow path.

8. Responds to emergency calls for streets and sanitary sewer assistance; participates in containing, stopping and cleaning sewage overflow.

9. Provides technical assistance and training to city staff.

10. Operates and secures assigned vehicles and other assigned equipment; performs and documents pre-trip inspection; maintains vehicles and equipment in clean and fueled condition.

11. Cleans and performs preventive maintenance on construction and maintenance equipment.

12. Utilizes proper safety precautions related to all work performed.

13. Applies chemical insecticides and herbicides as directed.

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

When Assigned to Parks and Open Spaces Division:

1. Prunes and plants trees, grass, sod, flowers and shrubs; weeds grounds; rakes leaves; fertilizes, mows, cultivates and trims all landscaped areas.

2. Maintains city sports and recreational facility grounds.

3. Operates construction and maintenance equipment such as dump trucks, skip loaders, front-end loaders, tankers, compression water pumps, weed cutters, mowers and hedgers, cement mixers, backhoes, tack trucks, steel wheel pneumatic rollers, fork lift and various other equipment for a variety of maintenance and construction operations.

4. Provide custodial services for parks and facilities, including cleaning and removal of trash.

Marginal Functions:

1. Responds to routine citizen inquiries and complaints; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operation and maintenance requirements of power-driven equipment.
Practices, methods and materials used in general construction, grounds maintenance and general maintenance work.
Traffic laws, ordinances and rules involved in heavy equipment operations
Occupational hazards and standard safety practices.
Use of hazardous chemicals, herbicides and fertilizers.

Skills in:

Reading and interpreting maps, sketches, drawings, specifications and technical manuals.
Performing a variety of manual tasks for extended periods of time in unfavorable weather conditions.
Performing heavy manual labor.
Working independently in the absence of supervision.
Learning, understanding and applying pertinent laws, rules and regulations.
Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Two years of experience performing maintenance work involving the operation of light and heavy construction and maintenance equipment.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Possession of an appropriate, valid Class B commercial driver's license with tanker endorsement 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 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.

Employee must attend training in work zone safety measures as requested by department management.

Possession of a Grade I Collection System Operator Certificate from the Nevada Water Environment Association is desirable.

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 Requirement:

May be required to respond to emergencies such as storm clean-up or sewer overflow.

Environmental Conditions:

Location: Work is primarily performed outdoors while operating equipment, some of which is not climate controlled, or performing manual labor tasks.

Hazards: Working in and around high traffic areas, normal equipment operation driving hazards, moving objects, vehicles, sharp objects, burns, odor, fumes, gases, vibration, slippery surfaces and extreme weather conditions.

Equipment Used: Hand and power tools, dump trucks, skip loaders, front-end loaders, bobcat attachments, tankers, compression water pumps, weed cutters, mowers and hedgers, cement mixers, backhoes, tack trucks, rollers, patch trucks, hoe rams, forklifts, and various other equipment in support of a variety of maintenance and construction operations.

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

Physical Conditions:

Essential and marginal functions require:

Standing/walking: Occasionally-frequently, standing in combination with walking while not operating equipment, while performing manual labor duties up to ½-1 mile per shift on all types of terrain.

Sitting: Frequently-constantly, in cab of vehicle while operating equipment throughout work shift subject to bouncing, jarring and vibration.

Lift/carry: Occasionally, 1-25 lbs., hand and power tools, materials, barricades. Infrequently, up to 100 lbs., heavier items while assisting in changing equipment attachments, lifting manhole covers, concrete forms, heavy debris.

Push/pull: Frequently, using one or both hands exerting a force of 10-25 lbs. while using hand tools or operating equipment using hand levers or steering wheels, moving wheelbarrow, pulling debris, hauling trash, etc.

Climbing: Frequently, in and out of vehicle or on and off equipment or up steps or stationary ladder throughout work shift.

Bending/twisting: Frequently-constantly, at waist and neck while operating equipment, and occasionally at knees while performing manual labor tasks.

Kneeling/crouching/crawling: Occasionally, depending on task assigned, while performing work at ground or street level or performing minor maintenance on equipment.

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

Sight: Constant use of sight, including depth perception, peripheral vision, visual acuity in near-, mid- and far-ranges, and hand/eye/foot coordination.

Speech/hearing: Constantly, in safe operation of equipment and in communicating with co-workers, assigned crew and supervisors.

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 10/20/2011
FLSA & City: nonexempt
CSB 11/9/11

EQUIPMENT OPERATOR III

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

DEFINITION

Operates construction and maintenance equipment and semi-tractor trailers in a variety of maintenance activities including loading, hauling and related operations; performs semi-skilled maintenance tasks; and operates vehicles with GVW over 26,000 pounds, such as 10-wheel dump truck, as well as tankers and trailers.

DISTINGUISHING CHARACTERISTICS

This is a full journey level class within the Equipment Operator series. Employees within this class are distinguished from the Equipment Operator II by the ability to operate semi-tractor trailers. 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 Heavy Equipment Operator in that the latter may exercise functional and technical supervision over lower level staff.

SUPERVISION RECEIVED

Receives general 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. Operates complex construction and maintenance equipment and semi-tractor trailers in a variety of maintenance activities including loading, hauling and related operations and to perform semi-skilled maintenance tasks.

2. Identifies equipment and supply needs for each assigned project; picks up and delivers equipment and supplies from work sites.

3. Works as part of a maintenance crew; performs general and dust maintenance duties as they relate to roads, sanitary sewers and storm drains; removes and hauls dirt, asphalt, trash and debris to specified areas; cleans and maintains streets, alleys, sidewalks and ditches.

4. Installs street barricades and cones prior to the performance of street and sewer repair or maintenance activities; directs and controls traffic work sites.

Essential Functions:

5. Loads or assists in loading various materials into truck; secures load and any tools; hauls various materials on designated routes to specified areas; documents load weight and obtains weight tag; dumps load at specified areas.

6. Provides technical support and may provide commercial driver's license training to city staff.

7. Operates and secures assigned vehicles and other assigned equipment; performs and documents pre-trip inspection; maintains vehicles and equipment in clean and fueled condition.

8. Cleans and performs preventive maintenance on construction and maintenance equipment.

9. Utilizes proper safety precautions related to all work performed.

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

Marginal Functions:

1. Responds to and resolves routine inquiries and complaints both external and internal; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operation and maintenance requirements of power-driven equipment.
Practices, methods and materials used in general construction and general maintenance work.
Traffic laws, ordinances and rules involved in heavy equipment operations.
Occupational hazards and standard safety practices.
Use of hazardous chemicals.

Ability to:

Driving a semi-tractor trailer.
Performing a variety of semi-skilled construction and maintenance tasks.
Reading and interpreting maps, sketches, drawings, specifications and technical manuals.
Performing a variety of manual tasks for extended periods of time in unfavorable weather conditions.
Performing heavy manual labor.
Providing appropriate level of internal and external customer service.
Working independently in the absence of supervision.
Learning, understanding and applying pertinent laws, rules and regulations.

Ability to:

Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Two years of experience performing maintenance work involving the operation of light and heavy construction and maintenance equipment, including semi-tractor trailers.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Possession of an appropriate, valid Class A commercial driver's license with tanker endorsement 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 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.

Employee must attend training in work zone safety measures as requested by department management.

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 Requirement:

May be required to respond to emergencies such as storm clean-up or sewer overflow.

Environmental Conditions:

Location: Work is primarily performed outdoors while operating equipment, some of which is not climate controlled, or performing manual labor tasks.

Environmental Conditions:

Hazards: Working in and around high traffic areas, normal equipment operation driving hazards, moving objects and vehicles, sharp objects, burns, odors, fumes, gases, vibration, slippery surfaces and extreme weather conditions.

Equipment Used: Hand and power tools, dump trucks, skip loaders, front-end loaders, bobcat attachments, tankers, compression water pumps, weed cutters, mowers and hedgers, cement mixers, backhoes, tack trucks, rollers, patch trucks, hoe rams, forklifts, and various other equipment in support of a variety of maintenance and construction operations.

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

Physical Conditions:

Essential and marginal functions require:

Standing/walking: Occasionally-frequently, standing in combination with walking while not operating equipment, while performing manual labor duties up to ½-1 mile per shift on all types of terrain.

Sitting: Frequently-constantly, in cab of vehicle while operating equipment throughout work shift subject to bouncing, jarring and vibration.

Lift/carry: Occasionally, 1-25 lbs., hand and power tools, materials, barricades. Infrequently, up to 100 lbs., heavier items while assisting in changing equipment attachments, lifting manhole covers, concrete forms, heavy debris.

Push/pull: Frequently, using one or both hands exerting a force of from 10-25 lbs. while using hand tools or operating equipment using hand levers or steering wheels, moving wheelbarrow, pulling debris, hauling trash, etc.

Climbing : Frequently, in and out of vehicle, or on and off equipment or up steps or stationary ladder throughout work shift.

Bending/twisting: Frequently-constantly, at waist and neck while operating equipment, and occasionally at knees while performing manual labor tasks.

Kneeling/crouching/crawling: Occasionally, depending on task assigned, while performing work at ground or street level or performing minor maintenance on equipment.

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

Sight: Constant use of sight, including depth perception, peripheral vision, visual acuity in near-, mid- and far-ranges, and hand/eye/foot coordination.

Speech/hearing: Constantly, in safe operation of equipment, and in communicating with co-workers, assigned crew and supervisors.

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 decision. Effective interaction and communication with others. Demonstrating intellectual capabilities.

SEGAL
REV 10/20/11; FLSA & City: nonexempt; CSB 11/9/11

HEAVY EQUIPMENT OPERATOR

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

DEFINITION

Operates the most difficult and complex heavy construction and maintenance equipment in support of a variety of maintenance activities including excavating, grading, loading, cleaning and related operations; and performs skilled maintenance tasks.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Equipment Operator 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 general supervision from higher level staff.

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

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

Essential Functions:

1. Operates heavy construction and maintenance equipment such as vactor trucks, hoe rams, compressors, cement mixers, skip loaders, backhoes, jet rodders, hydraulic rodders, boom trucks, dump trucks, 10 and 18 wheeler trucks, front-end loaders, hydraulic trencher, jackhammers and various equipment in support of a variety of maintenance and construction operations involving streets and sewer systems.

2. Works as part of a maintenance crew; performs general and dust maintenance duties as they relate to roads, sanitary sewers and storm drains; cleans debris from ditches, culverts and creek beds; collects and hauls trash, garbage, debris, dirt, sand and gravel.

Essential Functions:

3. Performs difficult construction duties as they relate to roads, sanitary sewers and storm drains; excavates drain ditches and sewer lines and mains and backfills jobs upon completion; bulldozes hillsides and fire trails as required grades and crown city streets, roads and alleys using motor grader; rolls asphalt.

4. Identifies equipment needs for each assigned project; picks up and delivers heavy equipment to and from construction sites.

5. Cleans and performs preventive maintenance on heavy and light equipment as required.

6. Installs street barricades and cones prior to the performance of street and sewer repair or maintenance activities; directs and controls traffic work sites.

7. Provides technical assistance and may provide training to city staff.

8. Operates and secures assigned vehicles and equipment; performs and documents pre-trip inspection; maintains vehicles and equipment in clean and fueled condition.

9. Utilizes proper safety precautions related to all work performed.

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

11. May be responsible for ensuring employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications, including safe work practices.

Marginal Functions:

1. Responds to and resolves difficult and sensitive inquiries and complaints both external and internal; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operation, weight limits and maintenance requirements of heavy power-driven equipment.
Practices, methods and materials used in general construction and maintenance work.
Traffic laws, ordinances and rules involved in heavy equipment operations.
Occupational hazards and standard safety practices.

Skills in:

Reading and interpreting maps, sketches, drawings, specifications and technical manuals.
Performing a variety of manual tasks for extended periods of time in unfavorable weather conditions.
Performing heavy manual labor.
Working independently in the absence of supervision.
Learning, understanding and applying pertinent laws, rules and regulations.
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 experience performing maintenance work involving the skilled operation of heavy construction and maintenance equipment.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Possession of an appropriate, valid Class A commercial driver's license with tanker endorsement 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 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.

Employee must attend training in work zone safety measures as requested by department management.

Possession of a Grade I and II Collection System Operator Certificate from the Nevada Water Environment Association is desirable.

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:

May be required to respond to emergency sewer overflow or storm clean-up during after hours.

Environmental Conditions:

Location: Work is primarily performed outdoors while operating equipment, some of which is not climate controlled, or performing manual labor tasks.

Hazards: Working in and around high traffic areas, normal equipment operation, driving hazards, moving objects, vehicles, sharp objects, burns, human wastes, biological hazards, odors, fumes, gases, vibration, slippery surfaces, and extreme weather conditions.

Equipment Used: Hand and power tools, oil distributors, motor graders, vactor trucks, hoe rams, compressors, cement mixers, skip loaders, backhoes, vactors, jet rodders, hydraulic rodders, crack sealers, chip sealers, road graders, boom trucks, dump trucks, 10- and 18-wheeler trucks, front-end loaders, steam rollers, hydraulic trenchers, jackhammers, tapping machines, and various other equipment in support of a variety of maintenance and construction operations involving streets, sewers and water systems.

Safety Equipment: Respirator, hard hat, safety shoes, safety clothing, gloves, glasses, rubber boots, and eye and hearing protection as necessary.

Physical Conditions:

Essential and marginal functions require:

Standing/walking: Occasionally-frequently, standing in combination with walking while not operating equipment, while performing manual labor duties up to ¼-½ mile per shift on all types of terrain, depending on assignment.

Sitting: Occasionally-frequently, in cab of vehicle while operating equipment throughout work shift, depending on equipment being operated.

Lift/carry: Occasionally, 1-25 lbs., hand and power tools, materials, barricades. Infrequently, up to 50 lbs.

Push/pull: Frequently, using one or both hands, exerting a force of from 5-50 lbs. while using hand tools or operating equipment, pulling hoses, performing manual labor tasks.

Climbing: Occasionally, in and out of vehicle, or on and off equipment throughout work shift.

Bending/twisting: Frequently-constantly, at waist or neck while operating equipment, and occasionally at knees while performing manual labor tasks.

Kneeling/crouching/crawling: Occasionally, depending on task assigned, while performing work at ground or street level.

Physical Conditions:

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

Sight: Constant use of sight in operating vehicles. Requires depth perception and visual acuity in near-, mid- and far-ranges.

Speech/hearing: Constantly, in safe operation of equipment, and in communicating with co-workers, assigned crew and supervisors.

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 10/20/11
FLSA & City: nonexempt
CSB 11/9/11

MOTOR SWEEPER OPERATOR

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

DEFINITION

Ensures that streets and alleys are clean from debris and removable hazards; and maintains equipment in proper operating condition.

SUPERVISION RECEIVED

Receives general 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. Operates a motor sweeper in a variety of traffic and weather conditions in assigned area.
2. Maintains, cleans and removes debris from business districts, alleys and residential streets; removes hazardous materials from the roadways or calls for assistance to remove hazardous materials.
3. Operates and secures assigned vehicles and other assigned equipment; performs and documents pre-trip inspection; maintains vehicles and equipment in clean and fueled condition.
4. Cleans and performs preventive maintenance on construction and maintenance equipment.
5. Fills sweeper water tank from a fire hydrant regularly.
6. Periodically checks all gauges of both engines for proper readings.
7. Dumps sweeper at various dump stops.
8. Utilizes proper safety precautions related to all work performed.
9. Maintains a variety of automated and manual logs, records and files.

Marginal Functions:

1. Provides street sweeping for special events.

Marginal Functions:

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. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operation and maintenance of LP gas, diesel and gasoline powered motor sweeper and various types of heavy equipment.
Traffic laws.
Methods and operations of cleaning and maintaining assigned equipment.
Occupational hazards and standard safety practices.
City geography.

Skills in:

Operating two-way radio and headset.
Maintaining log sheets.
Recognizing hazardous situations.
Cleaning and maintaining equipment in proper operating condition.
Working independently in the absence of 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:

Two years of increasingly responsible equipment operations experience.

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of an appropriate, valid Class B commercial driver's license with tanker endorsement 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.

Special Requirements:

May be required to respond to emergencies such as storms or sewer overflow.

Environmental Conditions:

Location: Work is performed 80% inside climate controlled cab of equipment, 20% exposed to outdoor weather conditions.

Hazards: Operating vehicle in traffic, moving objects, vehicles, vibration, gasoline, diesel odors, fumes, noise sometimes at levels in excess of 80 DBA, dust, slippery surfaces, and pinch points.

Equipment Used: Hand and power tools, motor sweeper, overshot.

Safety Equipment: Hearing protection, safety glasses, steel-toed safety shoes, gloves, mask, and other equipment as needed.

Physical Conditions:

Essential and marginal functions require:

Standing/walking: Occasionally, while not operating machines, on all types of terrains for short distances throughout work shift.

Sitting: Frequently-constantly, while operating equipment and subject to bouncing, jarring and vibration depending upon terrain.

Lift/carry: Occasionally, 1-10 lbs., tools and equipment. Infrequently, 25-45 lbs., opening hood of equipment.

Push/pull: Occasionally, using both hands and arms while operating equipment using hand levers and steering wheels exerting a force up to 20-25 lbs.; up to 45 lbs. force opening water hydrants and hood of vehicle.

Climbing: Occasionally, on and off equipment, up steps on equipment, 3 steps, maximum 23".

Bending/twisting: Frequently, at waist, knees and neck while operating equipment. Infrequently, shoveling.

Kneeling/crouching/crawling: Infrequently, while filling with water and inspecting equipment.

Hands/arms: Constant use of both hands and arms in reaching, grasping, gripping and fingering while operating and servicing equipment.

Sight: Constant use of sight abilities, including depth perception, peripheral vision, hand, eye and foot coordination, and visual acuity in near-, mid- and far-range while operating equipment.

Speech/hearing: Occasional use of speech abilities required in communicating with co-workers, maintaining radio contact, alerting workers working in and around moving equipment. Constant use of hearing abilities to communicate with co-workers, monitoring equipment performance, and in giving and receiving instructions.

Physical Conditions:

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 10/19/11
FLSA & City: nonexempt
CSB 11/9/11

STREETS & SANITATION CREW LEADER

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

DEFINITION

Leads, oversees and participates in the work of maintenance crews responsible for the cleaning, repair, maintenance and construction of street, storm drain and sanitary sewer systems; and performs a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Streets & Sanitation Supervisor or higher level supervisory or management staff.

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

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

Essential Functions:

1. Leads, plans, participates in and reviews the work of assigned employees responsible for providing maintenance and repair services relating to city streets, storm drains and sanitary sewers.

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. Operates all vehicles, equipment and tools used in street and collection system maintenance program; performs and documents pre-trip inspection; maintains vehicles and equipment in clean and fueled condition.

4. Supervises the use, operation and inspection of construction and maintenance equipment needed for maintaining public streets, storm drains and sanitary sewers.

5. Trains assigned employees in work methods, techniques and procedures related to assigned areas of work.

Essential Functions:

6. Leads and participates in field service cleaning and maintenance of the city streets, sewers and waterways.

7. Performs the most complex maintenance and construction duties related to streets, sewers and waterways; lays asphalt; places concrete. Installs water and drainage lines; repairs and maintains open and underground storm channels.

8. Participates in accident investigations and assists in filing appropriate reports..

9. Receives and responds to inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

10. Responds to customer service complaints; performs field investigations and tests and/or customer interviews as necessary; dispatches necessary staff and equipment to resolve issues or notifies supervisor of problem.

11. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed. Estimates time and materials required and identifies equipment and supplies needed for jobs assigned.

12. Responds to emergency calls for streets and collection system assistance such as storm clean up or sewer overflow; leads and participates in containing, stopping and cleaning sewage overflow; coordinates staffing, equipment and outside resources needed.

13. Administers, coordinates and participates in the city beautification program including removing trash and dead vegetation, and cleaning city property and vacant lots; coordinates the work of community service work program participants.

14. Plans, directs and participates in the cleaning and freeing from debris of business districts, alleys and residential streets and providing street sweeping for special events. Removes or assists in removing hazardous materials from the roadways.

15. Participates in preparing master schedule of street cleaning for the calendar year, incorporating special events and changes in schedule due to unexpected events, such as storms, as needed.

16. Performs minor repairs and maintenance of equipment and facilities; schedules routine and emergency vehicle and equipment maintenance with Fleet Services.

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

18. Ensures employees adhere to safe work practices; conducts safety briefings.

Marginal Functions:

1. Installs street barricades and cones prior to the performance of street and sewer repair or maintenance activities; directs and controls traffic around work sites; contacts utilities companies prior to work to obtain information about gas and electric lines in the work area.

2. Coordinates and supports special project activities.

3. Assists in notifying citizens of city codes related to streets, sewers and waterways.

4. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations and activities of a street, storm drain and sanitary sewer maintenance program.
Principles of lead supervision and training.
Methods and techniques of public facilities maintenance related to area of work assigned.
Uses and methods of operation of equipment and tools used in the area of work assigned.
Care and maintenance of a variety of power tools and equipment.
Occupational hazards and standard safety practices.
Pertinent federal, state and local laws, codes and regulations.
Personal computers and common office software.
Operation and maintenance of compressed natural gas, LP gas, diesel and gasoline powered motor sweeper and various types of heavy equipment.
Traffic laws.
Methods and operations of cleaning and maintaining assigned equipment.
City geography.

Skills in:

Interpreting, explaining and enforcing department policies and procedures.
Working independently without direct 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.
Operating various street sweepers.
Interpreting, explaining and enforcing department policies and procedures.
Recognizing hazardous situations.
Working independently in the absence of supervision.

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in the maintenance and repair of public facilities including streets, storm drains and sanitary sewer lines.

Training:

Equivalent to graduation from high school.

License or Certificate

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

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

Within 15 days of the date of appointment, provide documentation of completion within the last five years of an OSHA-30 course in construction industry safety and health hazard recognition and prevention, developed by the Occupational Safety and Health Administration of the U.S. Department of Labor. Completion card must be continuously maintained while employed in this classification.

Employee must attend training in work zone safety measures as requested by department management.

Possession of a Grade I, II, and III Collection System Operator Certificate from the Nevada Water Environment Association is desirable.

WORKING CONDITIONS

Special Requirements:

May be required to respond to emergencies such as storms or sewer overflow.

Environmental Conditions:

Location: Field environment; travel from site to site.
Hazards: Exposure to noise, dust, grease, smoke, fumes, gases and inclement weather conditions; work around heavy construction equipment; work in traffic.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:
- -- *Walking, climbing, 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 10/19/11 (combining Streets & Sanitation Crew Leader and Motor Sweeper Crew Leader)
FLSA & City: nonexempt
CSB 11/9/11

STREETS & SANITATION SUPERVISOR

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

DEFINITION

Supervises, assigns and reviews the work of staff responsible for the maintenance and repair of storm water infrastructure, sanitary sewer system and roadway network.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory or management staff.

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

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

Essential Functions:

1. Acts as first line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.

2. Serves as liaison for the assigned section with other city departments, outside agencies and the public. Handles inquiries and complaints from start through resolution in an efficient and timely manner.

3. Coordinates and oversees cleaning, construction, repairs and maintenance to roadways, collection system and waterways.

4. Inspects construction and maintenance of streets, alleys, sewer lines, manholes and other work performed by workers and contractors.

5. Responds to the most difficult or sensitive customer service complaints; oversees and participates in field investigations and tests and/or customer interviews as necessary; research regulatory codes and engineering document archives for response to citizen complaints; dispatches necessary staff and equipment to resolve issues.

6. Responds to emergency calls for streets and collection system assistance; leads and participates in containing, stopping and cleaning sewage overflow; oversees and coordinates staffing, equipment and outside resources needed.

Essential Functions:

7. Provides responsible staff assistance to the division manager; prepares and presents staff reports and other necessary correspondence.

8. Ensures employees adhere to established work methods, techniques and schedules, safe work practices, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.

9. Reviews and verifies the correct setup of street barricades and cones for work zones.

10. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assists with developing and implementing program policies and procedures; prepares performance statistics and reports.

11. Participates in the preparation and administration of the section budget. Submits budget recommendations. Monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Prepares reports on actual and estimated revenues and expenditures.

12. Implements, monitors, investigates and documents all section safety issues and requirements.

13. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed. Estimates time and materials required and identifies equipment and supplies needed for jobs assigned.

14. Provides technical assistance and training to lower level city staff; conducts safety briefings.

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

16. Coordinates routine and emergency vehicle and equipment maintenance with Fleet Services.

Marginal Functions:

1. Coordinates and participates in special project activities.

2. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public works and sanitary sewer maintenance related to assigned area of work.

3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a public works sewer maintenance program.
Operations, services and activities of a public works construction maintenance program.
Principles of supervision, training and performance evaluation.
Modern and complex principles and practices of maintaining public facilities and sewer lines.
Pertinent federal, state and local laws, codes and regulations.
Occupational hazards and standard safety practices.
Mechanical and construction tools and equipment.
Basic mathematical principles.
Principles and practices of surveying.
City geography.
Purchasing procedures.
Pertinent federal, state or local laws, regulations or ordinances.
Principles and practices of budget preparation and administration.

Skills in:

Scheduling and coordinating the activities of a comprehensive public facilities sewer maintenance or construction maintenance program.
Reading and understanding maps, blueprints and specifications.
Interpreting and explaining city policies and procedures.
Preparing clear and concise reports.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Four years of increasingly responsible experience in the maintenance and repair of public facilities including one year of supervisory or lead responsibility.

Training:

Equivalent to graduation from high school.

License or Certificate

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

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

License or Certificate

Within 15 days of the date of appointment, provide documentation of completion within the last five years of an OSHA-30 course in construction industry safety and health hazard recognition and prevention, developed by the Occupational Safety and Health Administration of the U.S. Department of Labor. Completion card must be continuously maintained while employed in this classification.

Employee must attend training in work zone safety measures as requested by department management.

Possession of a Grade I, II, III, and IV Collection System Operator Certificate from the Nevada Water Environment Association is desirable.

WORKING CONDITIONS

Special Requirements:

Will frequently be required to respond to emergencies such as storms or sewer overflow.

Environmental Conditions:

Location: Field environment; travel from site to site.
Hazards: Exposure to noise, dust, grease, smoke, fumes, gases and inclement weather conditions; work around heavy construction equipment.

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.*

MATERIALS MANAGEMENT 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

Ensures an accurate inventory of essential items to support city departments, including receiving, stocking, selecting, delivering, sample counting and physical inventory. Provides logistical support to departments to ensure that requested materials and supplies are ordered, delivered, stocked, inventoried, and distributed appropriately.

SUPERVISION RECEIVED

Receives general 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. Performs physical receipt of incoming shipments; inspects goods for quantity, damage and conformity to specification; reports discrepancies and processes returns for discrepancies.

2. Inputs and retrieves data from the database; records all inventory items in database; maintains computerized records of parts, equipment, merchandise and costs; computes unit prices; marks items with correct information.

3. Performs daily cycle counting to verify inventory; performs physical inventory as directed by management.

4. Monitors level of inventory; assists in recommending appropriate level of inventory.

5. Monitors and notifies buyers of trends in late and discrepant deliveries.

6. Performs general housekeeping duties to maintain a clean and orderly stockroom.

7. Reviews internal supply orders to be filled, locates items from shelf and replenishes stock by processing requisitions.

8. Determines appropriate method for packing and delivery; delivers items to appropriate locations; provides moving services as necessary.

Essential Functions:

9. Issues uniforms, parts and maintenance supplies.

10. Provides customer service; responds to inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

11. Assembles materials and equipment received in unassembled form.

12. Assists in preparing summary reports.

When assigned to Fire Services:

1. Picks up appropriately packaged medical wastes from fire stations and delivers to central collection point.

When assigned to the City Clerk's Office:

1. Ensures the secure storage and transportation of public, historical, archival and confidential records housed in the City Clerk's records storage facility; deposits, locates, retrieves and transports records between the facility and city departments.

2. Uses specialized software to record inventory items and location, and to receive and respond to retrieval requests; trains users on software.

3. Follows established routes and scheduled delivery times for transporting records; delivers and retrieves equipment to vendors for repairs.

4. Operates city vehicles; ensures vehicle is in working order; maintains vehicle in clean and fueled condition.

5. Maintains the security of confidential, criminal justice and private information in accordance with established regulations, policy and procedures.

6. Provides information to users regarding applicable records management policies and procedures.

7. Posts open meeting agendas at official posting locations throughout the city, and provides affidavit of posting in compliance with mandatory deadlines.

8. Operate equipment such as fax machine, high speed and large format scanners and microfilm reader.

9. Prepares operational performance statistics on activities; maintains activity logs; research and resolve discrepancies; assists in preparing reports on activities.

Marginal Functions:

1. Determines storage locations and shelf life of items.

2. When assigned to the City Clerk's Office: Assists Records Technicians with preparing documents for scanning as time allows.

3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles of perpetual inventory systems.
Basic records, inventory control, purchasing and warehouse terminology, depending on assignment.
Basic knowledge and ability to use a computerized inventory system.
Property accountability methods of storage, receiving, issuing and shipping.
Safe operation of hand and power tools, pallet jacks and furniture moving equipment.
Specialized parts for repairs and maintenance of city equipment.
Applicable safe work practices and standard safety hazards.
When assigned to the City Clerk's Office: Safe driving practices; basic principles of record keeping.

Skills in:

Reading, understanding and using equipment, merchandise and specialized parts catalogues.
Reading and understanding manufacturers' assembly instructions.
Calculating basic arithmetic.
Learning to use computer software for inventory control.
Operating pallet jack, motorized fork lift and power tools.
Planning, organizing and prioritizing assignments.
Meeting critical deadlines.
Managing multiple assignments.
Basic operation of common office equipment and software applications, including word processing, spreadsheet and email.
Basic personal computer and common peripherals operation.
Basic office practices such as filing and record keeping.
Learning to apply city policies and procedures.
Learning the inventory and bar code systems to accurately input data and store inventory or records.
Understanding and follow oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
When assigned to the City Clerk's Office: Learning pertinent federal, state and local laws, codes and regulations applicable to the security of records. Learning the location of all city departments and facilities and meeting notice posting locations. Follow established routes and schedules. Operating fax machine, scanners and microfilm reader.

Experience and Training Requirements

Experience:

One year of experience working in a parts house, warehouse/shop environment, central stores operation, records control or other inventory-controlled environment.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Possession of an appropriate fork lift certificate from the city of Las Vegas within 6 months of the date of appointment, and maintenance thereafter.

When assigned to the City Clerk's Office: Must obtain applicable level of National Criminal Justice Information System (NCJIS) certification within 2 months of the date of appointment and maintain proficiency as needed.

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: storage facility, warehouse or shop environment; some travel from site to site.
Hazards: Exposure to dust, noise, moving vehicles and equipment, slippery surfaces, lifting hazards, some bouncing, jarring and vibration; heights to climb as shelving is 11 feet high, exposure to inclement weather; potential exposure to hostile individuals.
Equipment Used: Hand truck, forklift, motor vehicles, general office equipment, computer, cleaning equipment, hand-held bar coding device, telephone, writing utensils.
Safety Equipment: Safety shoes, gloves, seat belts while driving, back support belts (optional).

Physical Conditions:

Essential and marginal functions require:
Standing/walking: Frequently, when not driving vehicle or equipment or performing administrative tasks; loading, unloading, pulling orders, checking inventory and restocking shelves. Walking up to ½-1 mile per shift on a variety of surfaces.
Sitting: Occasionally, while driving forklift or vehicles and performing recordkeeping functions. When assigned to City Clerk's Office, frequently while driving 5 to 6 hours or more per day transporting records.

Physical Conditions:

Lift/carry: Frequently, 5-50 lbs., supplies, boxes. Occasionally, up to 75-100 lbs., surplus equipment and furniture. Carrying short distances up to 25 ft. Most large items moved using hand truck, pallet jack or motorized forklift. Items include materials, supplies, boxes of paper or records, books, office equipment, furniture.

Push/pull: Frequently, using both hands or arms while moving materials via hand truck and sliding or pushing office equipment, exerting a force up to 75 lbs. When assigned to the City Clerk's Office, during normal driving activities, 5-15 lbs. force, opening doors and operating vehicle; frequently, 15-20 lbs. force, operating two wheeled cart, pallet jacks, portable lifting devices.

Climbing: Frequently, stepping on and off vehicles and stairs and infrequently climbing ladders while shelving and retrieving stock. When assigned to City Clerk's Office, frequently climbing on ladder to store and retrieve records on 11 foot high shelving.

Bending/twisting: Frequently, at waist, knees, neck while driving throughout work shift, loading and unloading items from vehicle, cartons and shelves, and performing warehouse duties.

Kneeling/crouching/crawling: Occasionally, while moving equipment, storing and retrieving items and placing them on lower shelves, and performing cleanup duties.

Hands/arms: Constant use of both throughout work shift while filling orders, storing items, loading and unloading supplies and materials, operating vehicle, operating computer and telephone. Overhead reaching is required.

Sight: Constantly, required to provide safe operation of equipment, and in identification.

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

Other: Constant awareness of surroundings while operating assigned equipment in traffic and congested areas.

Maintaining effective audio-visual discrimination and perception needed for: Making observations; communicating with others; reading and writing; operating assigned equipment.

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

ARB
REV 10/12/11
FLSA & City: nonexempt
CSB 11/9/11