

City of Las Vegas

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

AGENDA

JANUARY 11, 2012

4:30 PM

ITEMS MAY BE TAKEN OUT OF THE ORDER PRESENTED AT THE DISCRETION OF THE CHAIRPERSON. TWO OR MORE AGENDA ITEMS FOR CONSIDERATION MAY BE COMBINED; AND ANY ITEM ON THE AGENDA MAY BE REMOVED OR RELATED DISCUSSION MAY BE DELAYED AT ANY TIME.

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

1. CALL TO ORDER
2. ANNOUNCEMENT RE: COMPLIANCE WITH OPEN MEETING LAW
3. PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS ON THE AGENDA FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD. THE AMOUNT OF DISCUSSION, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED
4. For possible action to approve the Final Minutes by reference of the Regular Meeting of December 14, 2011
5. Discussion for possible action to certify the Eligible List for Communications Specialist (promotional); Communications Specialist (open); Corrections Officer (promotional); Corrections Officer (open); Deputy City Marshal (promotional); Deputy City Marshal (open); Environmental Systems Technician Trainee (promotional); Environmental Systems Technician Trainee (open); Fire Captain (promotional); Municipal Court Marshal (promotional); Municipal Court Marshal (open); Streets & Sanitation Crew Leader (promotional)
6. Discussion for possible action to certify the Job Descriptions for Segal Class/Comp : Building Services Electrician, formerly Building Services Electrician II [revised]; Community Program Specialist, formerly Recreation Leader I/II (X) [revised]; Community Program Supervisor, formerly Leisure Activities Supervisor [revised]; Facilities Maintenance Supervisor [revised]; Inclusion Recreation Specialist, formerly Adaptive Recreation Leader [revised]; Insurance Services Specialist, formerly Employee Benefits Specialist, Safety/Liability Specialist, and Workers' Compensation Specialist [revised]; Legal Secretary, formerly Legal Secretary and Legal Secretary-Criminal Division [revised]; Maintenance Worker, formerly Maintenance Worker I/II (X) [revised]; Payroll Assistant, formerly Payroll Assistant I [revised]; Pool Technician [revised]; Principal Aquatic Specialist, formerly Aquatics Supervisor [revised]; Principal Community Program Specialist, formerly Leisure Services Coordinator [revised]; Rapid Response Crew Leader [revised]; Rapid Response Supervisor, formerly Rapid Response Team Supervisor [revised]; Senior Community Program Specialist, formerly Recreation Activities Specialist and Senior Recreation Leader [revised]; Senior Inclusion Recreation Specialist, formerly Senior Adaptive Recreation Leader [revised]; Transportation Planning Modeler, formerly Transportation Planning Modeler (X) and Senior Transportation Planning Modeler (X) [revised]
7. Discussion for possible action on the receivability of the Notice of Appeal – Edmund Belanger

City of Las Vegas

8. CITIZENS PARTICIPATION: PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS WITHIN THE JURISDICTION OF THE BOARD. NO SUBJECT MAY BE ACTED UPON BY THE BOARD UNLESS THAT SUBJECT IS ON THE AGENDA AND IS SCHEDULED FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD. THE AMOUNT OF DISCUSSION ON ANY SINGLE SUBJECT, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED
9. ADJOURNMENT

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

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

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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: January 11, 2012

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

SUBJECT: 5. ELIGIBLE LISTS TO BE CERTIFIED

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

TOTAL ELIGIBLE LISTS PRESENTED: 12

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Communications Specialist – Promotional	4	3	3
2. Communications Specialist – Open	106	38	34
3. Corrections Officer – Promotional	6	4	4
4. Corrections Officer – Open	179	82	65
5. Deputy City Marshal – Promotional	5	4	3
6. Deputy City Marshal – Open	168	80	51
7. Environmental Systems Technician Trainee - Promotional	11	10	10
8. Environmental Systems Technician Trainee – Open	95	57	57
9. Fire Captain – Promotional	66	56	41
10. Municipal Court Marshal – Promotional	6	5	3
11. Municipal Court Marshal – Open	110	50	32
12. Streets & Sanitation Crew Leader – Promotional	32	27	26

CITY OF LAS VEGAS

ELIGIBLE LIST

Communications Specialist
Examination

Audio-Based Written Test: Nov. 28, 2011
Performance Test: Dec. 19-21, 2011
Date

11450310P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

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

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%		50%	
PASSED	3		3	
FAILED	0		0	
<i>TOTAL TESTED</i>	3		3	
<i>DID NOT APPEAR</i>	0		0	

Eligible List for Communications Specialist (Promo) - CSB 1/11/12

Last Name	First Name	Group
Bruno	Anthony D.	2
Mesa-Uncangco	Melinda M.	2
Yamat	August-Domingo F.	2

Total record count: 3

CITY OF LAS VEGAS

ELIGIBLE LIST

Communications Specialist
Examination

Audio-Based Written Test: Nov. 28, 2011
Performance Test: Dec. 19-21, 2011
Date

114503100
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	42	GROUP 1	7
REJECTED	64	GROUP 2	25
<i>TOTAL RECEIVED</i>	106	GROUP 3	2
		<i>TOTAL ON LIST</i>	34

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%		50%	
PASSED	36		34	
FAILED	2		1	
<i>TOTAL TESTED</i>	38		35	
<i>DID NOT APPEAR</i>	4		1	

Eligible List for Communications Specialist (Open) - CSB 1/11/12

Last Name	First Name	Group
Brindisi	Erika C.	1
Carman	Brandy L.	1
Evans	Austin K.	1
Johnson	Amanda L.	1
McAdory	Kimberley K.	1
Zamora	Jennie E.	1
Zike	Joseph L.	1
Agosto	Victor E.	2
Aguirre	Marta V.	2
Beville	Mary M.	2
Burke	Jamie L.	2
Cheney	Georgina	2
Crawford	Kimberly D.	2
Elman	Peter F.	2
Gdowski	Mathew A.	2
Gray-Brothers	Regina L.	2
Guy	Trisha S.	2
Harpole	Michelle R.	2
Henry	Justin T.	2
Joshua	Elizabeth M.	2
Landers	Tanya S.	2
Marshall	LaSeandra C.	2
Misner	Heather L.	2
Mutter	Jazmin A.	2
Nathan	LaTricha Y.	2
Perone	Carol L.	2
Stratton	Darin C.	2
Suranowitz	Robin A.	2
Thompson	Alynn A.	2
Turner	Deanna M.	2
Vogel	Julieann	2
Washington	Tracee L.	2
Saelua	Joannie M.	3
Taylor	Jaqueline S.	3

Total record count: 34

CITY OF LAS VEGAS

ELIGIBLE LIST

Corrections Officer
Examination

Physical Ability Test: November 29, 2011
Video Based Written Test: December 6, 2011
Examination Date

11525010P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

APPLICATIONS		ELIGIBLE LIST	
ACCEPTED	5	GROUP 1	2
REJECTED	1	GROUP 2	2
TOTAL RECEIVED	6	TOTAL ON LIST	4

TESTS

	<u>PHYSICAL</u> <u>ABILITY</u>	<u>ORAL</u>	<u>WRITTEN</u>	<u>OTHER</u>
(Weight)	Pass/Fail		100%	
PASSED	4		4	
FAILED	0		0	
TOTAL TESTED	4		4	
DID NOT APPEAR	1		0	

Eligible List for Corrections Officer (Promo) - CSB 1/11/12

Last Name	First Name	Group
Nelson	Joshua J.	1
Pabst Jr.	Larry J.	1
Gonzalez	Freddy R.	2
Machuca	Jose A.	2

Total record count: 4

CITY OF LAS VEGAS

ELIGIBLE LIST

Corrections Officer
Examination

Physical Ability Test: November 29, 2011
Video Based Written Test: December 6, 2011
Examination Date

115250100
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	118	GROUP 1	33
REJECTED	61	GROUP 2	32
<i>TOTAL RECEIVED</i>	179	<i>TOTAL ON LIST</i>	65

<u>TESTS</u>				
	<u>PHYSICAL ABILITY</u>	<u>ORAL</u>	<u>WRITTEN</u>	<u>OTHER</u>
(Weight)	Pass/Fail		100%	
PASSED	77		65	
FAILED	5		1	
<i>TOTAL TESTED</i>	82		66	
<i>DID NOT APPEAR</i>	31		11	
<i>WITHDREW</i>	5		0	

Eligible List for Corrections Officer (Open) - CSB 1/11/12

Last Name	First Name	Group
Alcindor	Trevor M.	1
Andreen Jr.	Patrick W.	1
Bass	Richard L.	1
Browning	Brandon C.	1
Contreras	Adrian G.	1
Cordero	Patricio I.	1
Eliason	Lance R.	1
Fisher	Brandyn R.	1
Follosco	Shaun	1
Garcia	Alejandro E.	1
Gesundheit	Shane	1
Gutierrez	Adam	1
Hsieh	Milton	1
Jones	Anthony T.	1
Kline	Bryan W.	1
LaPorte	Jason A.	1
LeBaron	Ryan J.	1
Mann	Leigh	1
Maylor	Kyle E.	1
Mitchell	Brandon Q.	1
Pacoma	Jose P.	1
Parker	Marcos J.	1
Payne	Anthony T.	1
Rivera	Orlando	1
Sailers	Murrell L.	1
Salgado	Jose E.	1
Smith	Devin S.	1
Smith	Henry P.	1
Smith	Loren D.	1
Trujillo	Joel	1
Washington III	Leon	1
White	Eugene E.	1
Zvulun	Joshua S.	1
Abazaj	Spiro	2
Adams	Larry D.	2
Aversa	Robert J.	2
Barnes-Harvey	Lawana F.	2
Edwards	Kummire E.	2
Eliason	Ryan	2
Evelyn-Watts	Anthony P.	2
Gentemann	Elizabeth M.	2
Gilliard	Jason L.	2
Gurule Jr.	Joseph A.	2
Hageman	Zeke T.	2
Harmer	Kenneth A.	2
Heckman	Treton P.	2
Hernandez	Ulises	2
Jackson	Wesley T.	2

Last Name	First Name	Group
Judie	Crellin M.	2
Koch	James H.	2
Kurtz	Altovise	2
Linan	Martin V.	2
McMillian	Jalanya K.	2
Parotte	Edmond-Paul F.	2
Plana	Mar C.	2
Richardson	Raymond M.	2
Scott	Jacory L.	2
Smyth	Kevin A.	2
Stockman	Dawn M.	2
Tansey	Mark	2
Trejo Jr.	Vicente	2
Turner	Deanna M.	2
Wellington	Victor R.	2
White II	George L.	2
Wood	Joshua F.	2

Total record count: 65

CITY OF LAS VEGAS

ELIGIBLE LIST

Deputy City Marshal
Examination

Physical Ability Test: November 30, 2011
Video Based Written Test: December 7, 2011
Examination Date

11525210P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	4	GROUP 1	0
REJECTED	1	GROUP 2	3
<i>TOTAL RECEIVED</i>	5	<i>TOTAL ON LIST</i>	3

TESTS

	<u>PHYSICAL ABILITY</u>	<u>ORAL</u>	<u>WRITTEN</u>	<u>OTHER</u>
(Weight)	Pass/Fail		100%	
PASSED	3		3	
FAILED	1		0	
<i>TOTAL TESTED</i>	4		3	
<i>DID NOT APPEAR</i>	0		0	

Eligible List for Deputy City Marshal (Promo) - CSB 1/11/12

Last Name	First Name	Group
Aversa	Nicole L.	2
Nelson	Joshua J.	2
Pabst Jr.	Larry J.	2

Total record count: 3

CITY OF LAS VEGAS

ELIGIBLE LIST

Deputy City Marshal
Examination

Physical Ability Test: November 30, 2011
Video Based Written Test: December 7, 2011
Examination Date

115252100
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	123	GROUP 1	4
REJECTED	45	GROUP 2	47
<i>TOTAL RECEIVED</i>	168	<i>TOTAL ON LIST</i>	51

TESTS

	<u>PHYSICAL ABILITY</u>	<u>ORAL</u>	<u>WRITTEN</u>	<u>OTHER</u>
(Weight)	Pass/Fail		100%	
PASSED	76		51	
FAILED	4		19	
<i>TOTAL TESTED</i>	80		70	
<i>DID NOT APPEAR</i>	38		6	
<i>WITHDREW</i>	5		0	

Eligible List for Deputy City Marshal (Open) - CSB 1/11/12

Last Name	First Name	Group
Hall	Joseph W.	1
Hinton	Jeffery G.	1
Smyth	Kevin A.	1
Tansey	Mark	1
Acevedo-Arechiga	Alejandro	2
Adams	Larry D.	2
Bennett	Heflin C.	2
Brooks	Lee A.	2
Burdette	Jonathan M.	2
Burns	Samuel R.	2
Cooper	George	2
Cordero	Patricio I.	2
Cosner	Joe	2
Costantino	Antonio S.	2
Devito	Michael	2
Eliason	Lance R.	2
Flores Sr.	Merlin P.	2
Fu	Robert K.	2
Giddens	Michael W.	2
Glenn II	Marvin M.	2
Godfrey	James A.	2
Guzman	Ryan K.	2
Hernandez	Douglas A.	2
Hsieh	Milton	2
Jackson	Wesley T.	2
Judie	Crellin M.	2
Krozel	Jeff	2
LaPorte	Jason A.	2
McCoy	Zachary K.	2
Negri	Joseph L.	2
Newsome	Thomas M.	2
Ortiz	Enrique	2
Popovsky	Andy A.	2
Preuss	Frank D.	2
Robinson	Alex J.	2
Sailers	Murrell L.	2
Sanchez	Francisco	2
Schnaidt	Eric J.	2
Scott	Jacory L.	2
Shatto	Matthew	2
Shields	Dezjuan M.	2
Smith	Devin S.	2
Staggs	Christopher M.	2
Stockman	Dawn M.	2
Strauss	John L.	2
Trejo Jr.	Vicente	2
Wall	Timothy M.	2
White	Eugene E.	2

Last Name	First Name	Group
Williams	Deshawn M.	2
Wilson	Austin S.	2
Wood	Joshua F.	2

Total record count: 51

CITY OF LAS VEGAS

ELIGIBLE LIST

Environmental Systems Technician Trainee
Examination

December 1, 2011
Examination Date

117959710P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	11	GROUP 1	10
REJECTED	0	GROUP 2	0
TOTAL RECEIVED	11	TOTAL ON LIST	10

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	10			
FAILED	0			
TOTAL TESTED	10			
DID NOT APPEAR	1			

Eligible List for Environmental Systems Technician Trainee (Promo) - CSB 1/11/12

Last Name	First Name	Group
Beckwith	Michael S.	1
Catarata	Carlo	1
Gwinn III	Byron C.	1
Lizama	Lance A.	1
Petcoff	Daniel J.	1
Pollard	Robert J.	1
Poole	Dale D.	1
Sargent	Donald	1
Simpson	Robert G.	1
Starrett	Harvey L.	1

Total record count: 10

CITY OF LAS VEGAS

ELIGIBLE LIST

Environmental Systems Technician Trainee
Examination

December 1, 2011
Examination Date

1179597100
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	73
REJECTED	22
TOTAL RECEIVED	95

ELIGIBLE LIST

GROUP 1	51
GROUP 2	6
TOTAL ON LIST	57

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight) 100%

PASSED	57			
FAILED	0			
TOTAL TESTED	57			
DID NOT APPEAR	15			
WITHDREW	1			

Eligible List for Environmental Systems Technician Trainee (Open) - CSB 1/11/12

Last Name	First Name	Group
Amundsen	Kenneth	1
Andrews	Michael L.	1
Antonio	Richard K.	1
Bates.	Gregory K.	1
Best	Dennis A.	1
Borrego	Abel	1
Bowe	Mikel R.	1
Bradway	Brian E.	1
Brooks	Lee A.	1
Brooks	Robert W.	1
Byers	Edward S.	1
Carlone	Michael J.	1
Cervin	Ilan	1
Christensen	Jason M.	1
Craig	Jennifer A.	1
Davis	Willie A.	1
Dulay	Edward B.	1
Durr	Michael S.	1
Erickson	Mitchell T.	1
Ghisilieri	Carlos A.	1
Gunn	Jermaine J.	1
Hood	Bobby R.	1
Ibarra	Luis	1
Jerrems	Susan	1
Johnson	Scott	1
Knight	Tony W.	1
Lanska	John	1
Lee	Jason	1
Lekan	David M.	1
Ley	Nicholas K.	1
Mitchell	Derrick	1
Needham	Frank M.	1
Norton	Chad D.	1
Oconnell	Jeffry	1
Ooi	Robert H.	1
Pablo	Gerald P.	1
Pace	Deon	1
Ramirez	Fernando	1
Rock	Kevin	1
Sandoval	Lauro	1
Shaffer	Steve A.	1
Siemen	Michael E.	1
Smith	Gregory D.	1
Storla	Andrew J.	1
Storla III	Lauren E.	1
Tansey	Mark	1
Tedesco	David A.	1
Trujillo	Guillermo	1

Last Name	First Name	Group
Verity	Stanley	1
Washington III	Leon	1
Yoffee	Jon C.	1
Catola	Steven	2
Cohenour III	John T.	2
Lawrence	Ali	2
Smiley	Robert L.	2
Wright	Demetrius J.	2
Yasbick	Albert J.	2

Total record count: 57

CITY OF LAS VEGAS

ELIGIBLE LIST

Written Test: October 10, 2011

Fire Captain
Examination

Assessment Center: November 14-17, 2011

Date of Test

11420208P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST *</u>	
ACCEPTED	66	GROUP 1	1
REJECTED	0	GROUP 2	17
TOTAL RECEIVED	66	GROUP 3	23
		TOTAL ON LIST	41

<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>
(Weight)	30%		<u>Assessment Center</u>
			70%
PASSED	52		41
FAILED	4		7
TOTAL TESTED	56		48
DID NOT APPEAR	7		1
WITHDREW	3		3

*Per the MOU between the City of Las Vegas and IAFF, Local 1285 this eligible list is arranged by score from highest to lowest.

Eligible List for Fire Captain (Promo) - CSB 1/11/12

Last Name	First Name	Group	Ranking #
Horton	Robert B.	1	1
Sudbury	Charles R.	2	2
Mossel	Michael S.	2	3
Flowers	Julian S.	2	4
Blackwell	Jeff R.	2	5
Tashjian	Raffi	2	6
Fonseca	Luis G.	2	7
Cutolo	Karen M.	2	8
Strong	Brett B.	2	9
Bray	David	2	10
Lawrence	Robyn L.	2	11
Eldridge	Ryan	2	12
Esau	Nathan	2	13
Jones	Elliott	2	13
Perez	Frank	2	14
Pearson	Robert A.	2	15
Heckard	David	2	16
Perillo III	Arthur	2	17
Cox	Thomas P.	3	18
Burns	Gregg R.	3	19
Clinton	Jason P.	3	20
Richard	Joseph A.	3	21
Gordon	Scott	3	22
Dillin	William C.	3	23
Sanchez	Ruben A.	3	24
Hartman	Jeremy	3	25
Palenske	Stephen	3	26
Birt	Richard A.	3	27
Calhoun	Jayson R.F.	3	28
Arquette	Michael T.	3	29
Pastorello	Anthony C.	3	30
Orenic	Timothy P.	3	31
Wolfe	Daniel J.	3	32
Cabral	Troy	3	33
Spears	William	3	34
Contreras	Devin	3	35
Kloss	Fred	3	36
Breeden	Erik T.	3	37
Racine	Christopher M.	3	37
Stankosky	Charles J.	3	38
Petropoulos	Nicholas M.	3	39

Total record count: 41

CITY OF LAS VEGAS

ELIGIBLE LIST

Municipal Court Marshal
Examination

Physical Ability Test: November 30, 2011
Video Based Written Test: December 7, 2011
Examination Date

11520210P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	6	GROUP 1	0
REJECTED	0	GROUP 2	3
<i>TOTAL RECEIVED</i>	6	<i>TOTAL ON LIST</i>	3

TESTS

	<u>PHYSICAL</u> <u>ABILITY</u>	<u>ORAL</u>	<u>WRITTEN</u>	<u>OTHER</u>
(Weight)	Pass/Fail		100%	
PASSED	4		3	
FAILED	1		0	
<i>TOTAL TESTED</i>	5		3	
<i>DID NOT APPEAR</i>	1		1	

Eligible List for Municipal Court Marshal (Promo) - CSB 1/11/12

Last Name	First Name	Group
Aversa	Nicole L.	2
Nelson	Joshua J.	2
Pabst Jr.	Larry J.	2

Total record count: 3

CITY OF LAS VEGAS

ELIGIBLE LIST

Municipal Court Marshal
Examination

Physical Ability Test: November 30, 2011
Video Based Written Test: December 7, 2011
Examination Date

115202100
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	78	GROUP 1	4
REJECTED	32	GROUP 2	28
<i>TOTAL RECEIVED</i>	110	<i>TOTAL ON LIST</i>	32

TESTS

	<u>PHYSICAL ABILITY</u>	<u>ORAL</u>	<u>WRITTEN</u>	<u>OTHER</u>
(Weight)	Pass/Fail		100%	
PASSED	48		32	
FAILED	2		16	
<i>TOTAL TESTED</i>	50		48	
<i>DID NOT APPEAR</i>	24		0	
<i>WITHDREW</i>	4		0	

Eligible List for Municipal Court Marshal (Open) - CSB 1/11/12

Last Name	First Name	Group
Hall	Joseph W.	1
Hinton	Jeffery G.	1
Smyth	Kevin A.	1
Tansey	Mark	1
Acevedo-Arechiga	Alejandro	2
Brooks	Lee A.	2
Burdette	Jonathan M.	2
Cabradilla	Dominador	2
Devito	Michael	2
Eliason	Lance R.	2
Flores Sr.	Merlin P.	2
Giddens	Michael W.	2
Glenn II	Marvin M.	2
Harmer	Kenneth A.	2
Hsieh	Milton	2
Jackson	Wesley T.	2
Judie	Crellin M.	2
LaPorte	Jason A.	2
Newsome	Thomas M.	2
Parotte	Edmond-Paul F.	2
Preuss	Frank D.	2
Robinson	Alex J.	2
Sailers	Murrell L.	2
Sanchez	Francisco	2
Schnaidt	Eric J.	2
Scott	Jacory L.	2
Shields	Dezjuan M.	2
Smith	Devin S.	2
Stockman	Dawn M.	2
Strauss	John L.	2
Williams	Deshawn M.	2
Wilson	Austin S.	2

Total record count: 32

CITY OF LAS VEGAS

ELIGIBLE LIST

Streets & Sanitation Crew Leader
Examination

December 12, 2011
Examination Date

11276511P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	32	GROUP 1	13
REJECTED	0	GROUP 2	13
<i>TOTAL RECEIVED</i>	32	<i>TOTAL ON LIST</i>	26

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	26			
FAILED	1			
<i>TOTAL TESTED</i>	27			
<i>DID NOT APPEAR</i>	5			

Eligible List for Streets & Sanitation Crew Leader (Promo) - CSB 1/11/12

Last Name	First Name	Group
Blake	Wade A.	1
Christensen	Chris J.	1
Demes	Nicholas G.	1
Federson	William H.	1
Grance II	Daniel P.	1
Johnson	Daniel L.	1
Judd	Larry B.	1
Kelly	Bobby K.	1
Limon	Jose L	1
Naito	Gregory T.	1
Nelson	Joshua J.	1
Sosa	Daniel	1
Strong	Grant B	1
Beske	David M.	2
Boquecosa	Joey	2
Cabalfin	Gary P.	2
Eagles	Andre	2
Esposito	Anthony M.	2
Gibbs	Darren G.	2
Jackson	Henry	2
Jackson	Macon L.	2
Lee	Bret D.	2
Miller	Raymond S.	2
Pabst Jr.	Larry J.	2
Rotella Jr.	Saverio R.	2
Wright	Adam J.	2

Total record count: 26

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: January 11, 2012

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

SUBJECT: 6. JOB DESCRIPTIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

JOB DESCRIPTIONS:

REVISIONS

SEGAL CLASS/COMP

1. Building Services Electrician, formerly Building Services Electrician II
2. Community Program Specialist, formerly Recreation Leader I/II (X)
3. Community Program Supervisor, formerly Leisure Activities Supervisor
4. Facilities Maintenance Supervisor
5. Inclusion Recreation Specialist, formerly Adaptive Recreation Leader
6. Insurance Services Specialist, formerly Employee Benefits Specialist, Safety/Liability Specialist, and Workers' Compensation Specialist
7. Legal Secretary, formerly Legal Secretary and Legal Secretary-Criminal Division
8. Maintenance Worker, formerly Maintenance Worker I/II (X)
9. Payroll Assistant, formerly Payroll Assistant I
10. Pool Technician
11. Principal Aquatic Specialist, formerly Aquatics Supervisor
12. Principal Community Program Specialist, formerly Leisure Services Coordinator
13. Rapid Response Crew Leader
14. Rapid Response Supervisor, formerly Rapid Response Team Supervisor
15. Senior Community Program Specialist, formerly Recreation Activities Specialist and Senior Recreation Leader
16. Senior Inclusion Recreation Specialist, formerly Senior Adaptive Recreation Leader
17. Transportation Planning Modeler, formerly Transportation Planning Modeler (X) and Senior Transportation Planning Modeler (X)

RECOMMENDATION

The City recommends approval of the revised job descriptions.

BUILDING SERVICES ELECTRICIAN

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 skilled maintenance, repair, and installation of electrical systems including building, conduit systems for telecommunications, security, life safety, motors, and other electrical systems; and performs a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Building Services Electrician series. Employees within this class perform the full range of skilled electrician duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from a supervisor and higher level staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Constructs, installs, troubleshoots, inspects, repairs, replaces and maintains all wiring for city buildings, telecommunications conduit, and security and life safety systems. Brings any regulatory, specification or procedural infractions into compliance. Participates in the design and fabrication of control circuits.
2. Operates a variety of circuit testing equipment, aerial lift equipment, pneumatic tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, small power tools, hand tools and related equipment.
3. Reads and interprets blueprints, plans, schematic drawings and related symbols and markings.
4. Assists in planning new electrical systems; estimates time, materials and equipment required for jobs assigned; researches and requisitions materials as required; maintains files and receipts; verifies manifests upon receipt and inspects materials delivered by vendors; moves materials into storage.

CITY OF LAS VEGAS
Building Services Electrician (*continued*)

Essential Functions:

5. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
6. Adheres to all related codes, regulations, specifications and procedures for duties assigned including obtaining required permits. Adheres to safe work practices and procedures.
7. Responds to electrical emergencies during evenings and weekends.

Marginal Functions:

1. Locates, marks and outlines underground conduits and services for utilities in an excavation area.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services, and activities of electrical systems.
Current National Electrical Code.
Life safety code.
Occupational hazards and standard safety practices.
Electrical calculation and design techniques.
Properties and principles of electricity.
Methods, techniques, operations, services and activities of electrical, life safety, security and telecommunications systems and their interaction with other building systems.
Operational characteristics of materials, equipment and tools used in electrical repair, maintenance and installation.
Preventive maintenance techniques and procedures.
Principles and practices of electrical construction.
Principles of mathematics applying to electrical and related work.
Applicable occupational hazards and standard safety practices.

Skills in:

Independently performing electrical installation, maintenance and repair work.
Reading and interpreting department policies and procedures.
Operating a variety of electrical repair equipment in a safe and effective manner.
Performing maintenance on electrical systems.
Working near connected electrical circuits.
Distinguishing colors.
Working at heights on ladders, scaffolding and electric lift.
Troubleshooting and solving problems on systems serviced.
Understanding and following oral and written instructions and sketches.

CITY OF LAS VEGAS
Building Services Electrician (*continued*)

Skills in:

Working independently with minimal supervision.

Communicating effectively, both orally and in writing.

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

Experience and Training Requirements

Experience:

Two years of increasingly responsible journeyman electrical experience.

Training:

Equivalent to graduation from high school, supplemented by specialized training in the electrical fields.

License or Certificate

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

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

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

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 job.

As a condition of continued employment, employees must acquire and maintain a Clark County Journeyman Electrician or Master Electrician ID card within 6 months of the date of appointment.

CITY OF LAS VEGAS
Building Services Electrician (*continued*)

License or Certificate

Possession of an Explosive Tool Use certificate within 6 months of the date of appointment, and maintenance thereafter.

Possession of a Forklift Certificate from the City of Las Vegas within 6 months of the date of appointment, and maintenance thereafter.

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

Possession of a Fire Alarm certificate within one year of date of appointment, and maintenance thereafter.

WORKING CONDITIONS

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

Environmental Conditions:

Location: Work may be indoors or outdoors in and around city-owned or maintained facilities, depending on assignment, including travel from site to site.

Hazards: Exposure to electric shock with high voltage, burns, toxic or caustic chemicals, odors, fumes, dust, sparks, extremes of heat and cold, wet, oily and slippery surfaces, sharp edges, pinch points, moving equipment, machinery, vehicles, vibration, noise, work at heights on ladders and in confined spaces.

Equipment Used: Manlifts, hand and power tools, electrical testing equipment, pneumatic tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, forklift, truck, computer.

Safety Equipment: Safety shoes, hearing and eye protection, hardhat, gloves, apron.

Physical Conditions:

Essential and marginal functions require maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

Standing/walking: Frequently-constantly on all types of surfaces throughout shift, up to 2-3 miles per day depending on assignment.

Sitting: Occasionally, while working on equipment, at workbench, completing paperwork, driving vehicle.

Lift/carry: Frequently, 1-50 lbs., hand and power tools, equipment, panels, distances up to 100 ft. Infrequent lifting up to 100 lbs., motors, controls, materials.

Push/pull: Frequently, using both hands and arms in removing panels on equipment, moving equipment and supplies, tightening connections, exerting up to 30-50 lbs. force. Infrequently, up to 75 lbs. force.

Climbing: Frequently stairs and ladders, depending on location. May involve extensive work on ladders balancing equipment, up to 50%, at 8-30 ft. heights.

CITY OF LAS VEGAS
Building Services Electrician (*continued*)

Physical Conditions:

Bending/twisting: Frequently, at waist, knees, neck depending on task assigned. Repairs may require work in awkward positions, extended reaching and leaning.

Kneeling/crouching/crawling: Occasionally, up to 10%, while working in attics, tunnels, under work structures.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering while performing various duties. Work can be highly repetitive and may require excessive gripping, fingering in pulling wire, handling large and small parts. Frequent overhead reaching required.

Sight: Constantly, required to perform repairs in a safe, efficient manner. Visual requirements include color vision, depth perception, peripheral vision, hand, eye and foot coordination, visual acuity in near-, mid- and far-ranges.

Speech/hearing: Constantly, in communicating and performing work in a safe, efficient manner.

Other physical demands: Must possess sense of smell and tactile feeling. Ability to work in confined spaces and awkward positions.

Maintaining mental capacity which allows the capability of:

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

ARB

REV 12/5/11, (formerly Building Services Electrician II)

FLSA and City: nonexempt

CSB 1/11/12

COMMUNITY PROGRAM 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

Implements and coordinates a variety of recreational programming throughout the city, including scheduling, advertising, and evaluating programs. Coordinates recreation programs, leagues and camps. Provides customer service to patrons.

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned Principal Community Program Specialist or higher level supervisory or management staff.

May receive functional and technical supervision from Senior Community Program Specialist.

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

Essential Functions:

1. Coordinates and implements various recreational and community-oriented programs, activities and special events, including but not limited to sports leagues, children's and adult programs, Safekey before and after school programs and special events.
2. Gathers information from various sources to identify needs and trends for new programs; drafts program outlines and reviews with higher level staff.
3. Monitors facilities for function, safety and equipment issues; performs safety and health related cleaning and maintenance services as needed; requests maintenance services as necessary.
4. Open and close facilities; sets up and takes down equipment and supplies needed for scheduled activities; ensures that safety equipment is in good working order and easily accessible.

CITY OF LAS VEGAS
Community Program Specialist (Continued)

Essential Functions:

5. Participates in front desk operations, including answering telephones, registering participants, selling passes, collecting fees, preparing cash deposit and report, providing information and responding to complaints.
6. Enforces facility, department and city rules and regulations.
7. Evaluates activities, programs and classes for content, techniques and special problems.
8. Assists in preparing marketing materials and displays.
9. Administers various types of leagues including signing up participants, creating rosters, compiling rules and scheduling dates, times, locations and referees for games and practices.
10. Assists with selecting volunteers; may oversee the work of volunteers.
11. Provides training and support to lower level staff.
12. Maintains inventory of supplies and equipment. Participates in the procurement process.
13. Maintains documentation on all programs and participants; prepares statistical and summary reports as needed.
14. Responds to routine inquiries and complaints in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
15. May supervise seasonal and hourly employees, instructors and volunteers; participates in recruiting and selecting job applicants; provides training, oversees work and conducts performance evaluations; approves and processes timecards; may make recommendations for terminations.
16. Ensures hourly employees adhere to established work methods, and techniques; informs hourly employees of applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate supervisory and management staff.
17. May assist with scheduling hourly staff; ensures appropriate staff to participant ratio for assigned Safekey and children's programs.

Marginal Functions:

1. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, and other general clerical work.
2. Enters and updates class and program information in the computer system.
3. May provide instruction for classes, activities and programs.
4. Performs related duties and responsibilities as required.

CITY OF LAS VEGAS
Community Program Specialist (Continued)

QUALIFICATIONS

Knowledge of:

Social services, leisure activities and recreation for all ages.
Customer service techniques, both in person and on the telephone.
Rules and regulations of various sports activities.
Applicable federal, state and local laws, safety standards and practices.
Modern office software, procedures, methods and computer equipment.
English usage, spelling, grammar and punctuation.
General recreation activities, principles and practices.
Techniques and methods for instruction and adult education.
Principles and practices of a comprehensive recreation program for all ages.
Report writing techniques.
Principles and procedures of record keeping.

Skills in:

Organizing numerous details of a program.
Interacting effectively with all ages.
Performing basic maintenance on equipment.
Operating a computer.
Operating a cash register or cash box.
Working independently with minimal 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.
Coaching, refereeing and organizing sports and games.
Supervising and evaluating programs and hourly staff.
Identifying recreational needs of the community.

Experience and Training Requirements

Experience:

Two years of experience working with recreation programs or senior citizen recreation programs.

Training:

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

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

CITY OF LAS VEGAS
Community Program Specialist (Continued)

Licenses and Certifications

Possession of an automated external defibrillator (AED) certification on the date of application, and maintenance thereafter.

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

Special Requirements

Fluency in Spanish is preferred.

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: Indoors within various building facilities and outdoors in field or event location environment.

Hazards: Exposure to contagious diseases, bodily fluids of participants, slippery surfaces, sharp objects, moving objects, workplace violence and inclement weather conditions.

Equipment used: City trucks, vans, power tools, office machinery, office equipment, arts and crafts equipment, exercise equipment.

Safety Equipment: CPR masks, goggles, surgical gloves.

Physical Conditions:

Essential and marginal functions require:

Standing/walking: Frequently, standing in combination with walking or running, indoors and outdoors while performing general duties, up to 1 mile per day.

Sitting: Frequently, sitting in a classroom or office while planning program, class and event details, flyers, evaluations, documentation, etc.

Lift/carry: Constantly, 10-50 lbs. Frequently, 50-80 lbs., equipment, materials. Carry up to 100 ft.

Push/pull: Constantly, using both hands and arms in moving equipment, materials, or supplies, exerting a force of 25-75 lbs.

Climbing: Frequently, stairs, bleachers, in and out of trucks, vans and buses.

Bending/twisting: Frequently, at waist, knees and neck while performing various recreation activities.

Kneeling/crouching/crawling: Frequently, while assisting a small child or performing repair and maintenance duties.

Hands/arms: Constantly, use of both hands and arms in reaching, handling, grasping, gripping, typing, writing, drawing, etc.

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

CITY OF LAS VEGAS
Community Program Specialist (Continued)

Physical Conditions:

Speech/hearing: Constantly, in communication with co-workers, participants and the general public.

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

SEGAL

REV 11/17/11 [formerly Recreation Leader I and II (X)]

FLSA and City: nonexempt

CSB 1/11/12

COMMUNITY PROGRAM SUPERVISOR

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

DEFINITION

Supervises the operation and staff of multiple facilities and programs within Parks, Recreation, and Neighborhood Services. Oversees budget and program development and maintenance. Recommends policies and procedures. Participates in the development of strategic and business plans. Responsible for training staff. Counsels staff on Human Resources matters. Handles escalated customer service issues.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned manager or higher level management staff.

Acts as a formal second line 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 second 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. Recommends human resources actions such as hiring, discipline, termination and pay changes.
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. Recommends and assists in the implementation of department goals, objectives, policies and procedures. Assists in the development of the department's annual strategic business plan. Collaborates with staff on performance measures specific to area of responsibility.
4. Focuses efforts on process improvement; identifying and recommending program efficiencies through the application of Performance Plus standards and strategic objectives.

CITY OF LAS VEGAS
Community Program Supervisor (*Continued*)

Essential Functions:

5. Utilizes business intelligence and analytical data to make sound program decisions.
6. Oversees applicable data collection and systems operations to ensure information accuracy and data integrity.
7. Prepares and presents a variety of reports, including monthly performance statistics.
8. Serves as liaison for the department with other city departments, public and outside agencies. Represents the department in various committees and work groups. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
9. Identifies opportunities for improving service and schedules, delivery methods and procedures; reviews with appropriate management staff; implements approved recommendations.
10. Assists with public relations duties including giving media interview and speeches at public events.
11. Encourages community and organizational support for recreational and neighborhood-oriented programs.
12. Participates in the preparation and administration of program budget. Submits budget recommendations. Monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Analyzes reports on actual and estimated revenues and expenditures.
13. Oversees procurement of equipment and supplies as required for assigned programs; participates in researching materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed.
14. Researches and identifies community recreational needs; ensures community needs are being met.
15. Evaluates activities, programs, and classes for content, techniques, and special problems.
16. Researches, identifies and develops funding strategies other than tax revenue to support current and future division program or projects.
17. Provides responsible staff assistance to the assigned manager, Deputy Director and Director; prepares and presents staff reports and other necessary correspondence and information.
18. May participates in the development and management of contracts.

CITY OF LAS VEGAS
Community Program Supervisor (*Continued*)

Marginal Functions:

1. Plans, directs, and implements city and department dedication ceremonies, ribbon cuttings and groundbreakings.
2. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of recreational services programming.
3. Maintains a variety of automated and manual logs, records and files.
4. Assists with surveying and educating the community on assigned programs.
5. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles and practices of parks, recreational, and neighborhood-oriented cultural services and leisure time activities.
Occupational hazards and standard safety practices.
Operations, services and activities of recreation centers, athletic programs, adaptive recreation, senior citizens programs or arts & community events, depending on assignment.
Principles of supervision, training and performance evaluation.
Modern and complex principles and practices of recreation and community events program development and administration, depending on assignment.
Principles of budget preparation and control.
Recent developments, current literature and sources of information related to recreation and community events services planning and administration.
Procurement practices related to equipment and supplies.
Marketing theories, principles and practices and their application to a wide variety of recreational services.
Modern office equipment including computers and software.
Spreadsheet applications, data collection systems, word processing, presentation software, and other applicable business software.
Business English, including spelling, grammar, punctuation and sentence structure.
Principles and techniques of report preparation.
Pertinent federal, state and local laws, codes and regulations; occupational hazards and safety rules and policies.

Skills in:

Supervising, organizing and reviewing the work of lower level staff.
Selecting, supervising, training and evaluating staff.
Scheduling and coordinating the activities of comprehensive and multiple recreation programs.
Managing and coordinating multiple recreation programs.
Interpreting, applying, explaining and enforcing city, department and program policies and procedures.

CITY OF LAS VEGAS
Community Program Supervisor (*Continued*)

Skills in:

Preparing reports utilizing a variety of spreadsheet applications and data collection systems.
Using initiative and independent judgment within established guidelines.
Identifying and resolving potential health or safety hazards.
Operating and using modern office equipment including a computer.
Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, recommending best options and implementing approved solution in support of goals.
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.
Planning, organizing and prioritizing assignments.
Meeting critical deadlines.
Managing multiple assignments.
Communicating with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.

Experience and Training Requirements

Experience:

Four years of increasingly responsible recreation center or program experience including two years of supervisory experience.

Training:

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

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

License or Certificate

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

Possession of an automated external defibrillator (AED) certification on the date of application and maintenance thereafter.

Special Requirements

Fluency in Spanish is desirable.

CITY OF LAS VEGAS
Community Program Supervisor (*Continued*)

WORKING CONDITIONS

Environmental Condition:

Location: Office, indoor and outdoor recreation facilities environment; travel from site to site.

Hazards: Exposure to computer screens.

Physical Condition:

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL

REV 9/6/11(formerly Leisure Activities Supervisor)

FLSA: exempt; City: nonexempt

CSB 1/11/12

FACILITIES MAINTENANCE SUPERVISOR

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

DEFINITION

Supervises, assigns and reviews the work of staff and contractors responsible for maintaining and remodeling city buildings, facilities, parks, and playgrounds; oversees and participates in all work activities; and performs a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff.

Acts as a formal supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline 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 the maintenance, upkeep and remodeling of city buildings, facilities, parks, and playgrounds.
2. Meets with staff to answer questions, review daily assignments and project status, and provide direction on unique issues or special projects.
3. Provides responsible staff assistance to the division Deputy Director; represents the division at management meetings; conducts a variety of organizational and operational studies and investigations; recommends modifications to programs, goals and objectives; implements approved policies and procedures.
4. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; establishes schedules and methods for providing maintenance and construction services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
5. Acts as supervisor for designated staff within a department, including interviewing and selecting job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.

CITY OF LAS VEGAS
Facilities Maintenance Supervisor (*Continued*)

Essential Functions:

6. Participates in the preparation and administration of the assigned division's budget; forecasts funds needed for programs, staffing, equipment, materials and supplies; submits budget recommendations; monitors expenditures.
7. Supervises the maintenance of time, material and equipment records; prepares analytical and statistical reports on operations and activities.
8. Supervises and approves the use and operation of various work trucks, forklifts and a variety of skilled trades hand and power tools including saws, grinders, torches, arc welders and other equipment used for the remodeling, repair and maintenance of buildings and facilities.
9. Trains assigned employees on maintenance and repair methods related to assigned areas of work; ensures employees adhere to safe work practices; trains staff to handle hazardous chemicals safely; works closely with city safety staff to develop or update safety policies and procedures; coordinates and conducts safety meetings, classes and training for assigned staff.
10. Participates in the acquisition of materials, supplies, tools and equipment; researches and recommends new equipment and tools.
11. Responds to inquiries in a courteous manner; provides information within the area of assignment.
12. Oversees and coordinates the activities of all on-site personnel working on a remodeling or maintenance project, including city staff, contractors and temporary staff.
13. Prepares specifications for projects; reads and interprets blueprints; participates in meetings with contractors from the pre-bid process to project completion.
14. Oversees and administers maintenance contracts; solicits informal bids from vendors and contractors for services and products, and approves contracts within authorized dollar limit.
15. Prepares administrative documentation and reports such as timecards, vehicle reports, scopes of work for contractors, and others as assigned.

Marginal Functions:

1. Attends and participates in professional group meetings; stays abreast of trends and innovations in the fields of facility maintenance, general maintenance and construction, remodeling, sustainability and construction management.
2. Performs related duties and responsibilities as required.

CITY OF LAS VEGAS

Facilities Maintenance Supervisor (*Continued*)

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a facility or park maintenance and remodeling program.
Principles and practices of program development and administration.
Tools, materials, methods and procedures used in the construction, repair and maintenance of public buildings, grounds, or park facilities.
Basic principles and practices of the plumbing, heating and air conditioning trades.
Basic principles and practices of welding and metal fabrication.
Principles and practices of the cement, carpentry, painting and wall finishing trades.
Applicable mathematical principles.
Operational characteristics of mechanical equipment and tools used in the area of assignment.
Principles of supervision, training and performance evaluation.
Modern and complex principles and practices of facility maintenance.
Pertinent federal, state and local laws, codes and regulations.
Occupational hazards and standard safety practices.
Purchasing and contract administration principles and procedures.
Principles and practices of record keeping.
Principles and practices of budget preparation and administration.
Modern office procedures, methods and computer equipment.

Skills in:

Overseeing a variety of skilled trades, depending on assignment.
Reading and interpreting blueprints.
Working independently with minimal supervision.
Using initiative and independent judgment within established guidelines.
Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, recommending best options and implementing approved solution in support of goals.
Managing multiple contracts and assignments.
Meeting critical deadlines.
Meeting project schedules and deadlines.
Setting and adjusting priorities in a rapidly changing environment.
Planning, organizing and prioritizing assignments.
Explaining complex technical systems in clear and simple terms understandable to non-technical staff.
Interpreting, explaining and enforcing 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 including city officials and the general public.
Learning specialized software such as Hansen.

CITY OF LAS VEGAS
Facilities Maintenance Supervisor (*Continued*)

Experience and Training Requirements

Experience:

Four years of increasingly responsible facility, mechanical or electrical maintenance experience, or skilled journey-level electrical, carpentry, plumbing or air-conditioning experience, including two years of supervisory or lead experience.

Training:

Equivalent to graduation from high school. Additional specialized training in one of the skilled trades, or college-level management or supervisory courses are required.

License or Certificate

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

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

WORKING CONDITIONS

Environmental Conditions:

Location: Travel from site to site; office, field and shop environments.

Hazards: Exposure to noise, dust, grease, smoke, fumes, gases, high voltage; work at heights on scaffolding and ladders.

Physical Conditions:

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

CITY OF LAS VEGAS
Facilities Maintenance Supervisor (*Continued*)

Physical Conditions:

Maintaining mental capacity which allows the capability of:

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

SEGAL

REV 11/14/11

FLSA: exempt; City: nonexempt

CSB 1/11/12

INCLUSION RECREATION 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

Implements and coordinates a variety of recreational programming for individuals with disabilities. Schedules, advertises, and evaluates programs. Provides customer service to patrons.

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Principal Community Program Specialist or higher level supervisory or management staff.

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

Essential Functions:

1. Implements, coordinates and participates in a variety of recreational activities, programs, trips and events for individuals with disabilities. Arranges schedules and facilities for programs.
2. Facilitates inclusive recreation opportunities for individuals of all abilities.
3. Solicits input from participants, parents and guardians on adaptive recreation needs.
4. Provides technical assistance and support regarding adaptive/inclusive activities and equipment.
5. Enforces facility, department and city rules, regulations and safety procedures.
6. Maintains proper documentation used in CLASS software which may include registrations, facility bookings, financial deposits and attendance records.

CITY OF LAS VEGAS
Inclusion Recreation Specialist (*continued*)

Essential Functions:

7. Participates in specialty training specific to disability awareness for internal customers and other recreational programs.
8. Responds to routine inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
9. Recommends and assists in the implementation of program goals, objectives, policies and procedures.
10. Ensures program compliance with federal, state and local regulations and legislation.
11. Maintains documentation on all programs and participants.

Marginal Functions:

1. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, and other general clerical work.
2. Answers telephones and performs janitorial services; type, file and photocopy materials as needed.
3. Assists with the set up, maintenance and repair of recreational and therapeutic facilities.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of inclusive recreation.
Principles and practices of disability treatment and vocational rehabilitation.
Principles and practices of mentally deficient treatment modalities.
Principles and practices of therapeutic recreation techniques.
Operations, services and activities of an adaptive activity program.
General recreation principles and practices.
Occupational hazards and standard safety practices.
Basic first aid, CPR and AED operation procedures.
Basic mathematical principles.
Outdoor recreational programs.
Rules and regulations for wheelchair sports.
Basic report writing techniques.
Pertinent federal, state and local laws and regulations.

When assigned to adaptive aquatic program only:

Basic principles and practices of a comprehensive aquatic recreation program for all abilities;
water hazards and life saving techniques.

CITY OF LAS VEGAS
Inclusion Recreation Specialist (*continued*)

Skills in:

Coordinating all aspects of assigned adaptive recreation activities.

Maintaining flexible work schedule as needed.

Utilizing basic skills in recreational and therapeutic program implementation.

Planning, organizing and prioritizing assignments.

Managing multiple assignments.

Communicating with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations upon approval of upper management.

Establishing and maintaining effective working relationships with those contacted in the course of work including parents, community figures and the general public.

When assigned to adaptive aquatic program only:

Swimming at a level adequate to perform essential functions: monitoring an aquatic facility or program, including participants and staff and administering a variety of aquatic recreational programs.

Experience and Training Requirements

Experience:

Two years experience in recreation, physical education, therapeutic recreation, or vocational rehabilitation.

When assigned to the adaptive aquatic program, experience with aquatic recreation programs is desirable.

Training:

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

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 an appropriate, valid CPR certificate on the date of application.

Possession of an automated external defibrillator (AED) certification on the date of application, and maintenance thereafter.

When assigned to adaptive aquatic program only: Possession of CPR-Professional Rescuer, First Aid, Lifeguard Training and Water Safety Instructor certifications on the date of application.

CITY OF LAS VEGAS
Inclusion Recreation Specialist (*continued*)

Special Requirements

Fluency in Spanish 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.

Environmental Conditions:

Location: Work is performed both indoors and outdoors, depending on scheduled activity.

Hazards: Sports activity hazards.

Equipment Used: Computer, general office equipment, city vehicles, recreation equipment, and a variety of adaptive devices such as lifts and wheelchairs.

Safety Equipment: Not required.

Physical Conditions:

Essential and marginal functions require:

Standing/walking: Frequently, in combination with walking, short distances in office, gym or outdoors.

Sitting: Frequently, on adjustable office chair at counter or desk while performing administrative functions.

Lift/carry: Frequently, 1-25 lbs.; recreation equipment, supplies. Occasionally, up to 50 lbs.; wheelchairs, equipment. Infrequent lifting of body weight up to 75 lbs. while assisting disabled participants.

Push/pull: Frequently, using both arms/hands, requiring force of 5-35 lbs.; opening doors/file drawers.

Climbing: Occasionally; stairs, ladders.

Bending/twisting: Frequently, at waist/knees/neck while participating in sports/recreation activities. Extended bending can occur while filing.

Kneeling/crouching/crawling: Occasional kneeling may occur while assisting participants.

Hands/arms: Constant use of both hands/arms in reaching/handling/grasping/fingering while performing recreation activities, assisting participants, moving equipment and operating vehicles.

Sight: Constantly, in monitoring/operating computer, dealing with public, etc.; visual requirements include hand/eye coordination and visual acuity in near/mid ranges.

Speech/hearing: Constantly, in answering telephones, communicating with public, giving and receiving instructions.

Other physical demands: Swimming, assisting individuals with limited mobility, roller skating, bowling, exercising, rafting.

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

SEGAL
REV 11/17/11 (formerly Adaptive Recreation Leader)
FLSA and City: nonexempt CSB 1/11/12

INSURANCE SERVICES 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

Administers various employee benefits, safety & liability or workers' compensation programs, and maintains related records; advises and assists management and employees with the features of various programs; and performs a variety of technical tasks relative to the assigned areas of responsibility.

SUPERVISION RECEIVED

Receives direction from higher level 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. Provides advanced technical information and assistance to city employees, retirees, medical providers and third party administrators; resolves complaints and problems in assigned area.
2. Participates in the coordination, administration and communication of the city's workers' compensation, employee benefits and safety and liability programs.
3. Reconciles billings for insurance premiums, worker's compensation, medical claims, and health insurance benefits; resolves any problems with the provider; enters billing information into the computer system or forwards the bill to the appropriate city staff for payment.
4. Collects and enters data into the appropriate computer system; retrieves data; generates reports using the computer system; updates information and logs as necessary.
5. Assists with planning and conducting informational and training sessions for various employee programs such as new employee orientation, safety and injury prevention programs, workers' compensation, health and wellness programs, annual open enrollment, and other related programs.
6. Prepares correspondence and memorandums in support of assigned functions.
7. Collects and organizes data as needed; prepares various internal and external statistical reports.

CITY OF LAS VEGAS
Insurance Services Specialist (*Continued*)

Essential Functions:

8. Maintains a variety of automated and manual logs, records and files; monitors the updating of manuals; performs a variety of record keeping, filing, indexing and other general clerical work.
9. Serves as a liaison between the city, employees, providers, third party administrator and citizens when necessary, to resolve problems and to coordinate the required flow of information and documentation.

When assigned to Employee Benefits:

1. Participates in ensuring that regulations and internal policies and procedures regarding HIPAA (Health Insurance Portability and Accountability Act), deferred compensation, COBRA (Consolidated Omnibus Budget Reconciliation Act) insurance and the flexible benefits plan are followed and explained to employees; stays current with changes in the law and ensures that procedures are updated to include required changes.
2. Receives COBRA payments from former employees, prepares for deposit and records receipt of payment using financial accounts receivable software.
3. Receives and reconciles payment of health insurance benefits for retirees from the Public Employees' Retirement System (PERS); makes adjustments for any discrepancies by coordinating with the retiree and PERS.
4. Monitors benefits module functionality; administers employee enrollments and changes in employee records; and provides assistance in testing system solutions and updates. Identifies and reports system issues.

When assigned to Safety and Liability:

1. Assists with processing of liability claims filed against the city including the production of claims payment checks; assists with the investigation of accidents involving city vehicles and equipment.
2. Assists with the processing and collection of subrogated claims for those individuals who are found to be financially liable to the city of Las Vegas.
3. Assists with the administration of the city's commercial driver's license (CDL) program, including administration of the CDL drug testing.

When assigned to Workers' Compensation:

1. Participates in ensuring that regulations and internal policies and procedures regarding workers' compensation are followed and explained to employees; stays current with changes in the law and ensures that procedures are updated to include required changes.
2. Authorizes medical procedures for worker's compensation claimants, discussing with the medical provider and the city's medical advisor, when necessary.

CITY OF LAS VEGAS

Insurance Services Specialist (*Continued*)

When assigned to Workers' Compensation:

3. Calculates disability benefits payable to employees and reimbursements payable to medical care providers according to complex statutory and regulatory formulas and arranges timely payment through entry of information into the computer system.
4. Identifies claims for which the city is eligible for reimbursement under the subsequent injury statutes, excess insurance coverage, or as a subrogated claim, and files timely applications for reimbursements.
5. Monitors all lost time and modified duty cases, consulting with the physician and the department to facilitate the employee's return to full duty.
6. Maintains the individual contracts for the city's workers' compensation preferred provider list, conducting biannual re-accreditation of all providers.

Marginal Functions:

1. Assists with the investigation of accidents involving city staff, vehicles and equipment.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a workers' compensation program, safety and liability program, and employee benefits program, depending on assignment.
Modern office procedures, methods and computer equipment and software.
Word processing, spreadsheet and database applications.
Principles of bookkeeping and reconciling.
Medical terminology.
Principles of mathematics.
Business letter writing and report preparation.
English usage, spelling, grammar and punctuation.
Methods and techniques of record keeping and records management.
Operational characteristics of personal computers and data processing equipment.
Pertinent federal, state and local laws, codes and regulations pertaining to the assigned area of assignment.

Skills in:

Independently performing difficult tasks involved in administering an employee benefits, worker's compensation or safety and liability program.
Interpreting, explaining and enforcing laws and regulations and department and program policies and procedures.
Maintaining confidential information and records.

CITY OF LAS VEGAS
Insurance Services Specialist (*Continued*)

Skills in:

Analyzing medical diagnosis, requested treatment and percent of disability reports for validity.
Communicating with medical providers using specialized terminology.
Communicating with people under stress or who are ill or injured.
Learning technical policies and procedures applicable to the city's insurance programs.
Performing mathematical calculations quickly and accurately.
Typing or word processing at a speed necessary for adequate job performance.
Working independently with minimal 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:

Two years of technical experience in employee benefits, workers' compensation, or safety and liability administration, depending on assignment.

When assigned to Employee Benefits, experience with Oracle Advanced Benefits is desirable.

Training:

Equivalent to graduation from high school.

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.*

CITY OF LAS VEGAS

Insurance Services Specialist (*Continued*)

Physical Conditions:

Maintaining mental capacity which allows the capability of:

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

SEGAL

REV 11/17/11 (formerly Employee Benefits Specialist, Safety & Liability Specialist, and Workers' Compensation Specialist)

FLSA & City: nonexempt

CSB 1/11/12

LEGAL SECRETARY

*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 confidential legal secretarial duties including preparing and processing a variety of legal documents, such as warrants, agreements, notices, orders, affidavits, motions, power of attorney, estate planning documents, healthcare directives, and briefs; receiving and communicating messages; calendaring; and data entry.

SUPERVISION RECEIVED

Receives general supervision from higher-level professional, 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. Prepares and processes a high volume and wide variety of correspondence and legal documents including complaints, wills, notices, resolutions, motions, ordinances, summonses, warrants, contracts, briefs, case history sheets and agreements. Verifies sources and cites appropriate city ordinances and laws. Collects necessary legal staff signatures.
2. Performs a wide variety of responsible and confidential secretarial duties in support of assigned supervisor or function. Maintains calendars, schedules meetings, hearings, and depositions. Processes incoming and outgoing mail.
3. Conducts limited research on pending legal issues at the direction of legal staff.
4. Opens, prepares, maintains and closes files, including recording follow-up dates and deadlines. Reviews documents for accuracy.
5. Inputs, updates and retrieves data from a variety of databases; generates reports as necessary.
6. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
7. Assists attorneys in the absence of an assigned secretary.
8. Operates a variety of office equipment including transcription machines, copiers, facsimile machines and computers.

CITY OF LAS VEGAS
Legal Secretary (*continued*)

Marginal Functions:

1. May take and transcribe correspondence.
2. May administer specialized software.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.

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

Customer service techniques, both in person and on the telephone.

Terminology, forms, documents, format and procedures used in legal secretarial work.

Procedures and practices involved in composing, processing and filing a variety of legal documents.

English usage, spelling, grammar and punctuation.

Business letter writing.

Principles and procedures of record keeping.

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

Skills in:

Operating a variety of modern office equipment including computer equipment.

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

Performing responsible legal secretarial work involving the use of independent judgment and personal initiative.

Understanding the organization and operation of the city and of outside agencies as necessary to assume assigned responsibilities.

Understanding, interpreting and applying applicable laws, codes, ordinances, regulations, policies and procedures.

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

Meeting critical deadlines.

Managing multiple assignments.

Working independently with minimal supervision.

Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.

Communicating effectively, both orally and in writing.

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

CITY OF LAS VEGAS
Legal Secretary (*continued*)

Experience and Training Requirements

Experience:

Three years of increasingly responsible legal clerical experience.

Training:

Equivalent to graduation from high school; specialized legal secretarial training is desirable.

License or Certificate

Must type 60 net words per minute as demonstrated by a typing certificate dated no more than one year prior to the date of application.

May require possession of valid Notary Public Certification.

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 may include the following:

- *Walking, standing or sitting for extended periods of time; 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.*

Maintaining effective audio-visual discrimination and perception needed for:

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

Segal

REV 11/21/11 (formerly Legal Secretary and Legal Secretary-Criminal Division)

FLSA & City: non-exempt

CSB 1/11/12

MAINTENANCE WORKER

*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 semi-skilled work in construction, maintenance and related service activities.

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 general semi-skilled maintenance of city property, such as cleaning and maintaining roads, alleyways, streets, sanitary sewers, parks, city-owned open spaces, single family properties, cemetery and playground equipment; assists other staff in construction and maintenance work; loads and unload tools, materials and supplies.
2. Assists in construction and repair of concrete bridges throughout the city.
3. Operates pneumatic and hand tools; may operate light equipment; cleans and maintains equipment.
4. Sets up and takes down traffic warning devices and barricades for traffic control as directed.
5. May spray herbicides, pesticides and fertilizers under the direction of a licensed applicator.
6. Mix materials to be used on job assigned.
7. Identifies major repairs needed and reports to higher level staff.
8. May maintain inventory of equipment, materials and supplies.
9. Maintains a variety of automated and manual records, logs and files

When Assigned to Rapid Response Team

1. Cleans street medians, public rights-of-way and other city property, including removing items such as illegal signs, graffiti, trash, debris, vegetation, vagrant camps, fences, shopping carts, basketball hoops, junk vehicles and abandoned appliances.

CITY OF LAS VEGAS
Maintenance Worker (*continued*)

Essential Functions:

2. Drains stagnant swimming pools on vacant private property to reduce public health and safety risks.

Marginal Functions:

1. Performs basic repairs to drip and pop-up irrigation systems.
2. Responds to public inquiries in a courteous manner; provides information within the area of assignment.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques of general construction, maintenance and repair related to the area of work assigned.

Equipment and tools used in the area of work assigned.

Occupational hazards and standard safety practices.

Skills in:

Performing a variety of semi-skilled maintenance, construction and repair work in the area of work assigned.

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

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

Performing heavy manual labor.

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 experience performing field maintenance work within the assigned area of work is desirable.

Training:

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

CITY OF LAS VEGAS
Maintenance Worker (*continued*)

License or Certificate

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

Condition of continued employment: Within 15 days of initial hire, 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.

When assigned to pool maintenance: Possession of a Swimming Pool Service Technician or Pool Operator certification from the Southern Nevada Health District on the date of application, and maintenance thereafter.

Special Requirement

May be required to respond to emergencies during non-working hours.

WORKING CONDITIONS

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

Environmental Conditions:

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

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

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

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

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequent-constant standing, in combination with walking, indoors and outdoors, while performing general maintenance duties. Depending on assignment walks up to 7 miles per day on all types of terrain, uneven ground and slopes.

Sitting: Occasionally, while working at ground level, driving or riding in vehicles, often over uneven terrain with frequent bouncing and jarring.

CITY OF LAS VEGAS
Maintenance Worker (*continued*)

Physical Conditions:

- Lift/carry:* Frequent lifting, 5-50 lbs., tools, trash, equipment, vegetation and debris. Occasionally, 50-100 lbs., tools, manhole covers, equipment, materials, heavy debris and furniture. Carrying up to 25 ft. Infrequently carrying up to 50 ft.
- Push/pull:* Frequently, using both hands and arms in popping manhole covers, moving equipment or materials, using hand and power tools, exerting a force of 25-75 lbs while shoveling, pulling and chopping vegetation, moving heavy debris onto truck, moving heavy materials and objects.
- Climbing:* Occasionally, ladders, 5-9 tier bleachers, stairs, up and down steep terrain and on and off vehicles depending on assigned tasks.
- Bending/twisting:* Frequently, at waist, knees and neck while working in a variety of positions performing maintenance and manual labor duties. May be required to do extensive shoveling, raking, hoeing and weeding.
- Kneeling/crouching/crawling:* Frequently, while performing manual labor, repair and maintenance duties at street or ground level. May work in ditches and storm drains.
- Hands/arms:* Constant use of hand and arms reaching, grasping, fingering, gripping, and handling while using hand and power tools, performing labor tasks and shoveling. Requires overhead reaching for sign removal, loading items on truck for disposal and using tools. Can involve extensive use of hand tools in shoveling, raking, etc.
- Sight:* Constant use of sight abilities, including hand and eye coordination and depth perception to safely operate tools, equipment and vehicles.
- Speech/hearing:* Constantly, in communicating with coworkers and maintaining a safe work environment.
- Other physical demands:* Working occasionally in extremely hot conditions while making asphalt repairs.
- Maintaining mental capacity which allows the capability of *making sound decisions; effective interaction and communication with others; and demonstrating intellectual capabilities.*

ARB

REV 11/2/11 (formerly Maintenance Worker I and II (X))

FLSA and City: nonexempt

CSB 1/11/12

PAYROLL ASSISTANT

*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, files and maintains department payroll process. Verifies information on timecards to ensure proper coding of time. Reconciles leave time with approvals. Answers employee questions.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the payroll series. It is distinguished from the Payroll Specialist by the performance of payroll processing at the department level. It is not assigned the full range of payroll duties, but is limited generally to time and attendance, personnel actions and acting pay.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Collects and enters time, attendance and acting pay information into a computer system; matches approved leave forms ; verifies information before sending to Payroll.
2. Coordinates with other city staff to ensure that timecard and payroll information is accurate and complete, has the proper authorization and complies with applicable labor agreements.
3. May prepare other departmental staffing, personnel or finance information and requests as directed.
4. Discusses problems with Payroll staff and participates in determining solutions; prepares correspondence to Payroll to authorize correction of problems; follows up on unresolved issues as needed.
5. Reponds to questions and requests regarding staffing, payroll and personnel information, policies and procedures; resolves complaints and errors.

CITY OF LAS VEGAS
Payroll Assistant (*continued*)

Essential Functions:

6. Works with supervisors and managers to select best date for employee transfers, especially where scheduling is complex, such as the Fire and Rescue and Detention and Enforcement departments.
7. May perform basic clerical, personnel and accounting duties to meet department needs.
8. Serves as a liaison for the department with other city departments, the public and outside agencies. Represents the division in various committees and work groups. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
9. Maintains, prepares and distributes statistics and reports with payroll, staffing, personnel, leave usage and related information.
10. Monitors changes in employment and staffing such as new hires, promotions, vacancies and seniority; updates payroll records as necessary.
11. Maintains a variety of automated and manual logs, records and files; processes, prepares and completes various forms; performs a variety of record keeping, filing, indexing and other general clerical work; orders supplies and forms as needed.

Marginal Functions:

1. Processes various transactions including verifying the amount of payment and identify of payment recipient, and researching any funds owed to the city.
2. Acts as a back up for other accounting and clerical staff as needed.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Department staffing schedules.

Applicable bargaining unit contracts and city policies and procedures and the typical provisions applying to pay and personnel actions.

Modern office methods, procedures and computer equipment.

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

Mathematical principles.

Principles and techniques of customer service.

Basic principles and practices of fiscal record keeping.

Clerical bookkeeping and accounting methods and techniques.

Principles and methods of data collection and retention.

CITY OF LAS VEGAS
Payroll Assistant (*continued*)

Knowledge of:

Methods and procedures of data entry.
English usage, spelling, grammar and punctuation.

Skills in:

Learning specialized time and attendance system(s) used by the department, if applicable, and the city.
Learning terminology and procedures to communicate with Human Resources for personnel actions.
Learning city payroll procedures applicable to processing time, attendance and acting pay information.
Researching problems with payroll or personnel records, communicating details to applicable staff and resolving problems.
Operating a variety of modern office equipment including computer equipment.
Performing competently in the use of spreadsheet, email and other pertinent software applications.
Coordinating the daily operations of assigned functions.
Meeting strict deadlines.
Performing routine clerical work.
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 clerical experience, including one year of general bookkeeping, accounting or payroll experience.

Training:

Equivalent to graduation from high school. Additional specialized training in bookkeeping, accounting or payroll processing is desirable.

License or Certificate

Must type 45 words per minute as demonstrated by a typing certificate dated no more than one year prior to the date of application.

CITY OF LAS VEGAS
Payroll Assistant (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment.

Hazards: Exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL

REV 12/6/11 (formerly Payroll Assistant I)

FLSA and City: nonexempt

CSB 1/11/12

POOL 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 plan, schedule and participate in repair and maintenance functions on all city aquatic facilities; and to perform a variety of maintenance tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Principal Aquatic Specialist.

Receives functional and technical supervision from the Pool Maintenance Crew Leader.

Exercises functional and technical supervision over seasonal staff.

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

Essential Functions:

1. Plan and perform in a variety of maintenance and repair functions on city aquatic facilities including performing tests for chlorine, pH, total alkalinity and cyanuric acid, and treat water with chemicals to maintain safe and healthy water quality.
2. Maintain pool piping, plumbing parts, chlorinators, filters, and interior finish in good working condition; maintain portable vacuum pump.
3. Schedule and coordinate repair and maintenance work on motors and pumps to be performed by plumbing and electrician staff.
4. Backwash multiple filter systems and skim water surface to remove floating matter.
5. Clean tile in pools; clean and polish chrome deck equipment; clean strainer baskets and maintain filter rooms and pump pit.
6. Clean bathrooms, pool office and pool areas; stock and replenish bathroom supplies.
7. Perform minor maintenance such as tightening nuts, bolts and screws on lifeguard stands, diving boards, bleachers and pool ladders; identify major repairs and report to Pool Maintenance Crew Leader.

CITY OF LAS VEGAS
Pool Technician (*Continued*)

Essential Functions:

8. Assist with the delivery and set-up of equipment for aquatic or recreation events.
9. Maintain inventory of equipment and supplies.
10. Identify and repair or isolate safety hazards.
11. Train hourly staff in work methods and techniques.

Marginal Functions:

1. Minor painting of staff areas as needed.
2. Assemble or move office furniture as needed.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Pool filtering systems, chlorinators, and other aquatic equipment.
Methods and techniques of water sterilization, chlorination, and pH balancing.
Principles and practices of plumbing.
Occupational hazards and standard safety practices.

Skills in:

Repairing and maintaining chlorinators and filter systems.
Estimating time, materials and equipment.
Operating a variety of power and hand tools safely and effectively.
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.

Experience and Training Requirements

Experience

One year of increasingly responsible experience in the operation, maintenance, cleaning and servicing of swimming pools.

Training

Equivalent to graduation from high school.

CITY OF LAS VEGAS
Pool Technician (Continued)

License or Certificate

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

Possession of a Swimming Pool Service Technician or Pool Operator certification from the Southern Nevada Health District on the date of application, and maintenance thereafter.

Special Requirements

Fluency in Spanish 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.

Environmental Conditions:

Location: 40% inside, 60% outside work in aquatic facility environment, in all types of weather conditions.

Hazards: Exposure to waste, hazardous and infectious materials, noise, inclement weather conditions, moving objects and vehicles, burns, toxic and caustic chemicals, lubrication oils, grease, odors, fumes, awkward positions, cramped quarters, slippery surfaces, pinch points, and working below ground level to a depth of 15 ft.

Equipment Used: Hand and power tools, pneumatic tools, pumps, motors, testing equipment, brazing and cutting torches.

Safety Equipment: Gloves, safety glasses, ear protection, SCBA equipment and other equipment as needed.

Physical Conditions:

Essential and marginal functions require:

Standing/walking: Frequent-constant standing, in combination with walking up to 1/2-1 mile per shift on concrete surfaces or outdoors.

Sitting: Occasionally, while working on equipment or performing administrative duties at desk.

Lift/carry: Frequently, up to 10-50 lbs., parts, tools, materials and equipment. Carrying distances of up to 50 ft. Occasionally-infrequently, 51-125 lbs., valves, motors, bag of soda ash. Minimal carry requirement.

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

Climbing: Frequently, climbing and balancing on ladders while performing job duties; may climb down 15 ft. in surge pit.

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

CITY OF LAS VEGAS
Pool Technician (*Continued*)

Physical Conditions:

Kneeling/crouching/crawling: Frequently, while performing installation and repairs of equipment, work in confined spaces.

Hands/arms: Constant use of hands and arms reaching, grasping, fingering, gripping and handling while installing and repairing equipment, at times working with arms extended and overhead. Heavy gripping using hand and power tools can be extended at times. Keyboarding requirement includes light data entry using word processing and spreadsheet software.

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

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

Other physical demands: Ability to smell and detect chemicals, work in restricted spaces wearing a full face negative pressure respirator as required.

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

SEGAL

FLSA & City: nonexempt

REV 10/4/11

CSB 1/11/12

PRINCIPAL AQUATIC 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

Supervises the operation of all city aquatics facilities and staff, including all personnel, budgeting and reporting. Creates, implements, and evaluates aquatics programming. Develops and maintains community relationships.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Community Program Supervisor or other 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. Acts as first line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.
2. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
3. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials and equipment and requisitioning materials as needed.
4. Plans, directs and coordinates a variety of aquatic activities, programs and classes to meet the needs of the people in the community; reviews program outlines prepared by staff, provides suggestions for improvement and forwards to Community Program Supervisor.
5. Prepares a master calendar for summer and year round aquatic program and assigns staff to instruct classes and run programs.

CITY OF LAS VEGAS
Principal Aquatic Specialist (Continued)

Essential Functions:

6. Evaluates activities, programs and classes for content, techniques and special problems.
7. Provides instructor certification training to qualified aquatics staff; occasionally instructs other classes.
8. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
9. Develops and maintains positive working relationships with school administration, community groups and other agencies.
10. Coordinates aquatics facility rentals for private events and summer camps including instructing rental groups on rental and usage requirements and ensuring rental groups meet insurance requirements and adhere to all rental rules, regulations and requirements.
11. Monitors and inspects maintenance of aquatics facilities and equipment to ensure facilities adhere to standards of cleanliness and safety; prepares monthly facilities report; requests maintenance services as necessary.
12. Participates in the preparation and administration of aquatics program budget. Submits budget recommendations. Monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Prepares reports on actual and estimated revenues and expenditures.
13. Prepares marketing materials and displays; performs public relations duties including giving media interviews and presentations at public events as assigned.
14. Enforces facility, department and city rules and regulations.
15. Develops an emergency action plan and practices the plan regularly with staff.
16. Conducts regular in-service training with lifeguards and instructors to review first aid, lifeguarding and CPR procedures.
17. Prepares a variety of reports.
18. Maintains pool staff certifications on file on and monitors certification expiration dates.

Marginal Functions:

1. Maintains a variety of automated and manual logs, records and files.
2. Completes all accident and incident reports and distributes reports to supervisor.
3. Partners with community leaders and citizen groups to promote and implement water safety programs and events.

CITY OF LAS VEGAS
Principal Aquatic Specialist (*Continued*)

Marginal Functions:

4. Performs safety and health related cleaning and maintenance services as needed.
5. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of aquatic recreation programming.
6. Reviews designs for pool construction and remodeling and provides recommendations.
7. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles and practices of aquatic activities.
Functions and activities of an aquatic facility.
Principles and practices of maintaining a public aquatic facility.
Principles of supervision, performance evaluation and training.
Modern and complex principles and practices of maintaining a public aquatic facility.
Occupational hazards and standard safety practices.
Lifeguard techniques.
Pool staff certification requirements.
Modern office procedures and equipment.
Pertinent federal, state and local laws, codes and regulations.
Basic first aid and CPR.
Basic principles of water safety.

Skills in:

Swimming at a level adequate to perform essential functions and maintain certifications.
Maintaining a variety of records.
Preparing reports.
Analyzing problems, identifying alternative solutions and projecting consequences of proposed actions.
Using initiative and independent judgment within established guidelines.
Independently performing the most difficult work assigned.
Identifying and resolving potential health or safety hazards.
Planning, organizing and prioritizing assignments.
Interpreting, explaining and enforcing policies and procedures.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
Principal Aquatic Specialist (*Continued*)

Experience and Training Requirements

Experience:

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

Training:

Bachelor's degree from an accredited college or university with a major in recreation management or a related field.

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

License or Certificate

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

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

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

Special Requirements

Fluency in Spanish is desirable.

WORKING CONDITIONS

Environmental Conditions:

Location: Indoor and outdoor aquatic recreational facilities; travel from site to site.

Hazards: Exposure to inclement weather conditions, water, noise.

Physical Conditions:

Essential and marginal functions require:

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

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

CITY OF LAS VEGAS
Principal Aquatic Specialist (*Continued*)

Physical Conditions:

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL

REV 11/28/11 (formerly Aquatics Supervisor)

Nonexempt

CSB 1/11/12

PRINCIPAL COMMUNITY PROGRAM 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

Oversees the development and coordination of recreational activities. Analyzes program offerings to determine if goals and community needs are being met. Supervises center staff and administration.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Community Program Supervisor or other supervisory and management staff.

Acts as a formal first line supervisor, exercising direct supervision, including monitoring and formally evaluating employee performance, and participating in the selection and discipline 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, directs, coordinates and manages the daily operations of an assigned recreation facility or program.
2. Acts as first line supervisor for designated staff within a department; participates in interviewing and selecting job applicants; provides training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.
3. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
4. Develops, coordinates and oversees a variety of recreational programs, activities, trips and special events.
5. Conducts assessments, surveys, site audits and collects customer service cards to solicit community feedback about recreation programming and events; analyzes feedback and identifies community recreation needs; plans and implements recreation programming and events to meet community needs.

CITY OF LAS VEGAS

Principal Community Program Specialist (*continued*)

Essential Functions:

6. Serves as department liaison with other city departments, divisions, public and outside agencies. Represents the division in various committees and work groups. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
7. Recommends and assists in the implementation of recreation programs policies and procedures. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
8. Evaluates programs, activities, trips and events for content, techniques and special problems.
9. Develops and maintains positive working relationships with school administration, community groups and other agencies.
10. Participates in the preparation and administration of the function budget. Submits budget recommendations. Monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage.
11. Administers the use of grant funding. Maintains record keeping requirements as stated in grants. Recommends fee waivers and fee adjustments for non-profit groups and agencies.
12. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed.
13. Assists with marketing materials and displays; performs public relations duties including giving media interviews and presentations and public events; designs and maintains recreation facility bulletin boards.
14. Monitors facilities for function, safety and equipment issues; performs regular safety and health related inspections, cleaning, and maintenance services as needed; requests maintenance services as necessary.
15. Monitors and enforces safe workplace rules and procedures; completes and submits incident reports, workers' compensation paperwork and other related documents; makes emergency decisions regarding the welfare, safety and security of the participants and staff within the assigned recreation facility.
16. Enforces facility or program rules and regulations.
17. Maintains documentation on all programs and participants; prepares statistical and summary reports as needed.

CITY OF LAS VEGAS

Principal Community Program Specialist (*continued*)

Marginal Functions:

1. Attends and participates in professional group meetings. Stays abreast of trends and innovations in the field of recreation programming.
2. Maintains a variety of automated and manual logs, records and files.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of researching, planning, organizing, coordinating and overseeing leisure activities.

Principles and practices of the functions of a community center.

Principles of supervision, training, and performance evaluation.

Modern and complex principles and practices of maintaining public facilities.

Applicable safety standards and practices.

Occupational hazards and standard safety practices.

Modern office software, procedures and equipment.

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

Basic first aid.

Skills in:

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

Analyzing problems, identifying alternative solutions and projecting consequences of proposed actions.

Managing the operations of assigned community center or leisure programs without direct supervision.

Interpreting, explaining and enforcing policies and procedures.

Identifying and resolving potential health or safety hazards.

Working effectively with citizens of all ages and from various ethnic and socio-economic backgrounds.

Communicating clearly and concisely, both orally and in writing.

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

Using initiative and independent judgment within established guidelines.

Planning, organizing and prioritizing assignments.

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in recreation program development or community center administration experience, including one year of lead or supervisory experience.

CITY OF LAS VEGAS
Principal Community Program Specialist (*continued*)

Training:

Bachelor's degree from an accredited college or university with major in recreation management or a related field.

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

License or Certificate

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

Possession of an automated external defibrillator (AED) certification on the date of application, and maintenance thereafter.

Possession of an appropriate, valid CPR certificate on the date of application.

Special Requirements

Fluency in Spanish is desirable.

WORKING CONDITIONS

Environmental Conditions:

Location: Indoor and outdoor recreational facilities.

Hazards: Exposure to inclement weather conditions.

Physical Conditions:

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

CITY OF LAS VEGAS

Principal Community Program Specialist (*continued*)

Physical Conditions:

Maintaining mental capacity which allows the capability of:

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

SEGAL

REV 12/14/11 (formerly Leisure Services Coordinator)

FLSA & City: nonexempt

CSB 1/11/12

RAPID RESPONSE 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 more complex and difficult work of crews responsible for resolving complaints and correcting incidences of non-compliance with municipal nuisance ordinances; and performs a variety of technical maintenance tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Rapid Response 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, coordinates, assigns, participates in and reviews the work of assigned employees responsible for resolving complaints and correcting incidences of non-compliance with municipal nuisance ordinances by using proper maintenance techniques.
2. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
3. Ensures assigned employees adhere to safe work practices and procedures; assists in training employees in applicable safety procedures.
4. Oversees and participates in maintaining public rights-of-way and correcting other hazardous conditions.
5. Provides technical training to city staff.

CITY OF LAS VEGAS
Rapid Response Crew Leader (*continued*)

Essential Functions:

6. Operates all vehicles, equipment and tools used in Rapid Response Team maintenance program; performs and documents pre-trip inspection; maintains vehicles and equipment in clean and fueled condition.
7. Maintains a variety of automated and manual logs, records and files.
8. Compiles facts of on-the-job accidents and files appropriate reports.
9. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
10. Estimates time, materials and equipment required for jobs assigned; requisitions materials as required.
11. Responds to emergency calls from Fire and Rescue Department and Metropolitan Police Department with minimal direction; provides emergency services within city right-of-way.
12. Assists supervisor in inspecting and repairing or replacing damaged or worn equipment, vehicles and tools; informs supervisor of maintenance issues noted in the field and participates in planning response.
13. Assists in coordinating with other city departments and outside agencies to resolve a citizen concern or facilitate large-scale projects.
14. Assists other city staff in construction and maintenance activities as necessary.
15. Assists in leading and organizing volunteers.

Marginal Functions:

1. Plans, acquires and sets up traffic control devices.
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 and activities of the Rapid Response Team 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.

CITY OF LAS VEGAS
Rapid Response Crew Leader (*continued*)

Knowledge of:

Municipal nuisance codes.
Local geography and street locations.
Traffic work zone safety principles and practices.
The operation of light, medium and heavy construction equipment.
Occupational hazards and standard safety practices.
Pertinent federal, state and local laws, codes and regulations.
Personal computers and common office software.
Traffic laws.
City geography.

Skills in:

Interpreting, explaining and enforcing department policies and procedures and applicable municipal nuisance codes.
Working independently without direct supervision.
Setting priorities.
Communicating effectively with citizens of varying socioeconomic and cultural backgrounds.
Acting calmly, rationally and tactfully in sensitive situations.
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 municipal code enforcement or in the maintenance of the public right-of-way including streets, sidewalks, alleys, and unpaved areas.

Experience operating light, medium and heavy construction equipment is desirable.

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of a Class A Commercial Drivers 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.

CITY OF LAS VEGAS
Rapid Response Crew Leader (*continued*)

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Location: Travel from site to site; field environment.

Hazards: Exposure to noise, dust, grease, smoke, fumes, gases, electrical hazards, low light conditions; work in inclement weather conditions; work around heavy construction equipment; work in traffic; work in restricted spaces; work at heights and on uneven or sloped surfaces.

Physical Conditions:

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL
REVISED 12/13/11
FLSA & City: nonexempt
CSB 1/11/12

RAPID RESPONSE 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 assigned staff; assigns, oversees and participates in resolving complaints and correcting incidences of non-compliance with municipal nuisance ordinances; and performs a variety of technical and administrative tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff.

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

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

Essential Functions:

1. Acts as first line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.
2. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
3. Prepares and presents performance statistics and reports.
4. Operates light, medium and heavy equipment, large commercial vehicles, and hand and power tools in support work assignments.
5. Inspects and repairs or replaces damaged or worn equipment, vehicles and tools.
6. Serves as liaison for the division with other city departments, divisions, public and outside agencies. Coordinates with other city departments and outside agencies to resolve citizen concerns or facilitate large-scale projects. Assists in planning and organizing staff and volunteers for neighborhood clean ups.

CITY OF LAS VEGAS

Rapid Response Supervisor (*continued*)

Essential Functions:

7. Reviews and verifies the correct setup of street barricades and cones for work zones.
8. Provides technical assistance and training to lower level city staff.
9. Receives and responds to complex and sensitive issues. Provides information within the area of assignment. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
10. Identifies city nuisance issues and formulates response plan.
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. Oversees and coordinates volunteer work.

Marginal Functions:

1. Consults with city legal staff regarding special cases; provides affidavits of damage to Metropolitan Police Department; testifies in court as required; consults with legal staff to resolve sensitive issues; assists in preparing new ordinances.
2. Attends and participates in meetings with city staff, special committees, property owners and contractors to determine proper interpretation of nuisance codes.
3. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Municipal nuisance codes.

Principles of supervision, training and performance evaluation.

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

Occupational hazards and standard safety practices.

Local geography and street locations.

Principles, practices and techniques of customer service delivery.

Common office software applications, including word processing and spreadsheet.

Principles and techniques of record keeping and file maintenance.

Methods and techniques of conflict resolution.

CITY OF LAS VEGAS
Rapid Response Supervisor (*continued*)

Knowledge of:

Traffic work zone safety principles and practices.
The operation of light, medium and heavy construction equipment.
Principles and practices of budget preparation and administration.

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.
Setting priorities.
Organizing employees and volunteers and their activities.
Interpreting, applying, explaining and enforcing department policies and procedures.
Acting calmly, rationally, decisively and tactfully in sensitive situations.
Analyzing complex problems, identifying alternative solutions and projecting consequences of proposed actions.
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:

Four years of experience in municipal code enforcement, general maintenance or site grading, including two years of experience with frequent, heavy public contact in stressful or confrontational situations and including two years of lead or supervisory experience.

Experience operating light, medium and heavy construction equipment is desirable.

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of a Class A Commercial Drivers 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.

CITY OF LAS VEGAS

Rapid Response Supervisor (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment; travel from site to site in residential or commercial environments.

Hazards: Exposure to computer screens, electrical hazards, low light conditions, noise, dust; work in inclement weather conditions; work in enclosed spaces; work at heights; work on uneven or sloped surfaces.

Physical Conditions:

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL

Revised 11/28/11 (formerly Rapid Response Team Supervisor)

FLSA: exempt

City: nonexempt

CSB 1/11/12

SENIOR COMMUNITY PROGRAM 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

Assists in the administration of recreation facilities, including budget, expenditures, purchasing, personnel, inventory, and other related items. Trains and leads full-time, part-time, hourly and volunteer staff. Addresses more complex or escalated customer service issues.

DISTINGUISHING CHARACTERISTICS

This is the advanced level class within the Community Program Specialist 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 and the level of independence expected. 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 the assigned Principal Community Program Specialist 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. Coordinates, develops, implements and evaluates a variety of recreational and community-oriented programs, activities, trips and special events, including but not limited to sports leagues, children's and adult programs, Safekey before and after school programs and special events. Arranges schedules and facilities for activities.
2. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards, safety rules and specifications; reviews needs with appropriate management staff; allocates resources accordingly.

CITY OF LAS VEGAS

Senior Community Program Specialist (*Continued*)

Essential Functions:

3. Gathers information from various sources to identify needs and trends for new programs; drafts program outlines including the target participant group, description of the activity, estimate of staffing and equipment needs and any other costs, potential risks and plans to minimize them; submits plan to management for approval and upon approval, proceeds with implementation and follows up with evaluation.
4. Monitors facilities for function, safety and equipment issues; performs regular safety and health related inspections, cleaning, and maintenance services as needed; requests maintenance services as necessary.
5. Enforces facility, department and city rules and regulations.
6. Provides direct assistance to programs, activities, trips and special events as necessary.
7. Evaluates activities, programs, trips and classes for content, techniques and special problems; recommends and implements improvements or corrective actions.
8. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
9. May supervise seasonal and hourly employees, instructors and volunteers; participates in recruiting and selecting job applicants; provides training, oversees work and conducts performance evaluations; approves and processes timecards; may make recommendations for terminations.
10. Assists in monitoring and maintaining appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations. Prepares requisitions for purchasing supplies and equipment related to special programs and class work. Participates in the procurement process, including researching materials and equipment.
11. Monitors program budgets and identifies and acts on financial overruns and variance at an early stage. Makes recommendations for recreation programs budgets.
12. Coordinates and oversees various types of leagues. Interprets and advises on rules and regulations of various sports. May mediate disputes during competitions.
13. Assists with marketing materials and displays.
14. Maintains documentation on all programs and participants; prepares statistical and summary reports as needed.
15. Oversees front desk operations and provides assistance as needed.

Marginal Functions:

1. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, and other general clerical work.

CITY OF LAS VEGAS
Senior Community Program Specialist (Continued)

Marginal Functions:

2. Attends and participates in professional group meetings. Stays abreast of new trends, programs and innovations.
3. Assists with opening and closing facilities and setting up and taking down equipment and supplies as necessary, ensuring that safety equipment is in good working order and easily accessible.
4. Provides instruction for classes or runs activities in the absence of program instructors.
5. Enters and updates class and program information in the computer system.
6. Recommends and assist in the implementation of goals and objectives; implement policies and procedures.
7. May research grant opportunities, prepares and submits grant applications and administers grants.
8. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and techniques required to successfully lead a recreational program.
Advanced principles and practices of a comprehensive recreation program for all ages.
Modern office procedures, methods and computer equipment and software.
Principles and procedures of record keeping.
Principles and procedures of program development and implementation.
Techniques necessary to supervise games; plan, organize and direct sports leagues and tournaments; and coach and officiate at leagues and tournaments and instruct clinics.
Design and preparation of publicity and promotional materials.
Occupational hazards and standard safety practices.
Pertinent federal, state and local laws, codes and safety regulations affecting recreational facilities and activities.
Techniques of organizing and directing group, social, recreational and athletic activities.
Techniques of instructing a variety of sports, games and other recreational activities.
Rules and equipment used in various sports, games and other recreational activities.
Publicity techniques.
Basic first aid methods and techniques.

Skills in:

Leading the activities of others and directing the work of recreation programs.
Organizing, leading and overseeing the work of volunteers and part-time staff.
Instructing a variety of sports, games, arts and crafts and special education classes.
Planning, organizing and prioritizing assignments.

CITY OF LAS VEGAS
Senior Community Program Specialist (*Continued*)

Skills in:

Managing multiple assignments.

Meeting critical deadlines.

Communicating with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.

Using initiative and independent judgment within established guidelines.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations upon approval of upper management.

Accessing resources and facilities.

Integrating city-wide programs with the needs of the community.

Developing, designing and implementing publicity strategies.

Preparing and presenting written and oral reports.

Maintaining records and reports.

Training and supervising assistants and volunteers.

Working independently in the absence of supervision.

Understanding and following oral and written instructions.

Communicating clearly and concisely, both orally and in writing.

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

Experience and Training Requirements

Experience:

Two years of increasingly responsible recreation or senior program experience.

Training:

Bachelor's degree from an accredited college or university in recreation management or a related field.

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

License or Certificate

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

Possession of an automated external defibrillator (AED) certification on the date of application, and maintenance thereafter.

Special Requirements

Fluency in Spanish is desirable.

CITY OF LAS VEGAS
Senior Community Program Specialist (Continued)

WORKING CONDITIONS

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

Environmental Conditions:

Location: Indoors within various building facilities and outdoors in field or event location environment.

Hazards: Exposure to contagious diseases, bodily fluids of participants, slippery surfaces, sharp objects, moving objects, workplace violence and inclement weather conditions.

Equipment used: Power tools, office machinery, office equipment, arts and crafts equipment, exercise equipment.

Safety Equipment: Goggles, surgical gloves, lifting belts.

Physical Conditions:

Essential and marginal functions require:

Standing/walking: Frequently, standing in combination with walking or running, indoors and outdoors while performing general duties, up to 1 mile per day.

Sitting: Frequently, sitting in a classroom or office while planning program, class and event details, flyers, evaluations, documentation, etc.

Lift/carry: Constantly, 10-50 lbs. Frequently, 50-80 lbs., equipment, materials. Carry up to 100 ft.

Push/pull: Constantly, using both hands and arms in moving equipment, materials, or supplies, exerting a force of 25-75 lbs.

Climbing: Frequently, stairs, bleachers, in and out of trucks, vans and buses.

Bending/twisting: Frequently, at waist, knees and neck while performing various recreation activities.

Kneeling/crouching/crawling: Frequently, while assisting a small child or performing repair and maintenance duties.

Hands/arms: Constantly, use of both hands and arms in reaching, handling, grasping, gripping, typing, writing, drawing, etc.

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

Speech/hearing: Constantly, in communication with co-workers, participants and the general public.

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

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

SEGAL

Revised 11/17/11 (combining Recreation Activities Specialist and Senior Recreation Leader)

FLSA & City: nonexempt

CSB 1/11/12

SENIOR INCLUSION RECREATION 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 provide a wide variety of social, recreational, inclusive and community activities at the advanced journey skill level which enhances the mental, physical and communal health of individuals and groups with disabilities and ensures that designed activities comply with least restrictive environment guidelines; to provide expertise to others in the development of programs; and to perform tasks at a high technical skill level that establishes the framework for high quality performance in recreational, therapeutic or community work.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class within the Inclusion Recreation Specialist series. Employees within this class are distinguished from the Inclusion Recreation Specialist by the independent performance of the full range of duties as assigned including overseeing others and delegating work activities. Employees at this level are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Principal Community Program Specialist or higher level supervisory or managerial staff.

Act as a lead worker to hourly employees, 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. Create, manage, implement, coordinate, and evaluate a variety of recreational activities, programs, trips and events for individuals with disabilities. Arrange schedules and facilities for programs.
2. Train and direct staff in the technical functions of inclusive or adaptive recreation programming.
3. Participate in developing, planning and organizing accessible or inclusive special events for the community.

CITY OF LAS VEGAS

Senior Inclusion Recreation Specialist (*continued*)

Essential Functions:

4. Recommend and assist in the implementation of program goals, objectives, policies and procedures.
5. Monitor and inspect recreational, therapeutic and community facilities for safety hazards impacting programs.
6. Participate in specialty training specific to disability management and awareness for outside agencies, internal customers and other recreational programs.
7. Administer various types of leagues including signing up participants, creating rosters, compiling rules and scheduling dates, times, locations and referees for games and practices. Interpret and advise participants of rules and regulations of various sports.
8. Maintain accurate records on all program figures, including bookkeeping, inventory of equipment, public donations and other budgetary issues; maintain timecard processing for program staff.
9. Maintain documentation on all programs, develop program plans and conduct evaluations of new and ongoing programs; maintain and file reports on program changes or alterations; prepare statistical and summary reports as needed.
10. Maintain proper documentation used in CLASS software which may include registrations, facility bookings, financial deposits and attendance records.
11. Prepare and collect monthly billings from state, parents and guardians; complete the necessary paperwork for receipts for program fees; ensure registration and waiver forms meet organizational guidelines.
12. Prepare requisitions for purchasing supplies and equipment for programs and events.
13. Recruit, train and oversee volunteers to assist with programs.
14. Verify the work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications. Ensure adherence to safe work practices and procedures.
15. Supervise students who are required to complete an internship as part of a college degree curriculum such as therapeutic recreation, recreation, and others.
16. Prepare marketing materials, displays and monthly calendar of events; perform public relations duties including giving presentations at public events.
17. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

CITY OF LAS VEGAS

Senior Inclusion Recreation Specialist (*continued*)

Marginal Functions:

1. Coordinate seasonal transportation schedule with Clark County School District; coordinate with ParaCAT bus system for transportation.
2. Maintain a variety of automated and manual logs, records and files; perform a variety of record keeping, filing, and other general clerical work.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Advanced principles and practices of inclusive recreation.
Principles and practices of disability treatment and vocational rehabilitation.
Principles and practices of mentally deficient treatment modalities.
Advanced principles and practices of therapeutic recreation techniques.
Operations, services and activities of an adaptive activity program.
General recreation principles and practices at an advanced level.
Basic first aid, CPR and AED operation procedures.
Basic mathematical principles.
Outdoor recreational programs.
Rules and regulations for wheelchair sports.
Basic skills in the operation of a computer.
Principles and procedures of record keeping.
Principles and procedures of program development and implementation.
Report writing techniques.
Design and preparation of publicity and promotional materials.
Occupational hazards and standard safety practices.
Pertinent federal, state and local laws, codes and safety regulations impacting recreational and therapeutic facilities and programs.

Skills in:

Leading the activities of others.
Directing inclusive or adaptive recreation and therapeutic programs.
Planning, organizing and evaluating the effectiveness of programs.
Planning, organizing and prioritizing assignments.
Managing multiple assignments.
Meeting critical deadlines.
Communicating with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.
Training staff in providing adaptive recreation services.
Using initiative and independent judgment within established guidelines.
Understanding and following oral and written instructions.
Working independently with minimal supervision.

CITY OF LAS VEGAS
Senior Inclusion Recreation Specialist (*continued*)

Skills in:

Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
Communicating clearly and concisely, both orally and in writing.
Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations upon approval of upper management.
Supporting creative thinking and problem solving by encouraging feedback.
Establishing and maintaining effective working relationships with persons contacted in the course of work, especially the general public.

Experience and Training Requirements

Experience:

Two years of responsible experience in recreation, physical education, therapeutic recreation, or vocational rehabilitation.

Training:

Bachelor's degree from an accredited college or university in recreation therapy, vocational rehabilitation, disability management or a related field.

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

License or Certificate

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

Possession of an appropriate, valid CPR certificate on the date of application.

Possession of an automated external defibrillator (AED) certification on the date of application, and maintenance thereafter.

Special Requirements

Fluency in Spanish is desirable.

CITY OF LAS VEGAS

Senior Inclusion Recreation Specialist (*continued*)

WORKING CONDITIONS

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

Environmental Conditions:

Location: Work is performed both indoors and outdoors, depending on scheduled activity.

Hazards: Sports activity hazards.

Equipment Used: Computer, general office equipment, city vehicles, recreation equipment, and a variety of adaptive devices such as lifts and wheelchairs.

Safety Equipment: Not required.

Physical Conditions:

Essential and marginal functions require:

Standing/walking: Frequently, in combination with walking, short distances in office, gym or outdoors.

Sitting: Frequently, on adjustable office chair at counter or desk while performing administrative functions.

Lift/carry: Frequently, 1-25 lbs.; recreation equipment, supplies. Occasionally, up to 50 lbs.; wheelchairs, equipment. Infrequent lifting of body weight up to 75 lbs. while assisting disabled participants.

Push/pull: Frequently, using both arms/hands, requiring force of 5-35 lbs.; opening doors/file drawers.

Climbing: Occasionally; stairs, ladders.

Bending/twisting: Frequently, at waist/knees/neck while participating in sports/recreation activities. Extended bending can occur while filing.

Kneeling/crouching/crawling: Occasional kneeling may occur while assisting participants.

Hands/arms: Constant use of both hands/arms in reaching/handling/grasping/fingering while performing recreation activities, assisting participants, moving equipment and operating vehicles.

Sight: Constantly, in monitoring/operating computer, dealing with public, etc.; visual requirements include hand/eye coordination and visual acuity in near/mid ranges.

Speech/hearing: Constantly, in answering telephones, communicating with public, giving and receiving instructions.

Other physical demands: Swimming, assisting individuals with limited mobility, roller skating, bowling, exercising, rafting.

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

SEGAL

REV 11/17/11 (formerly Senior Adaptive Recreation Leader)

FLSA & City: nonexempt

CSB 1/11/12

TRANSPORTATION PLANNING MODELER

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 transportation planning, technical transportation analyses of new development, traffic simulation modeling, travel demand modeling, system capacity analysis, statistical data analysis, generation of future traffic projections, and a variety of technical tasks relative to the assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned Engineering Project Manager and 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. Performs travel demand forecasting using computerized transportation planning programs.
2. Plans and participates in researching, analyzing and interpreting demographic and land use data and trends; identifies short and long range transportation system needs.
3. Develops, installs, calibrates, verifies and modifies transportation planning models; performs traffic operational analysis and computer simulation using models; interprets model results; resolves inconsistencies with the model; interfaces with users of the model.
4. Participates in reviewing land development plans for traffic impact and traffic engineering issues. Coordinates with private developers, other city departments and division staff to mitigate the traffic impact of new developments.
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. Assists in the inter-jurisdictional development of a regional transportation model.

CITY OF LAS VEGAS

Transportation Planning Modeler (continued)

Essential Functions:

6. Assists in consolidating existing and future land use data and traffic count programs.
7. Conducts various traffic and transportation studies as assigned.
8. Provides technical training for assigned staff.
9. Inputs, updates and retrieves data from a variety of databases; generates reports as necessary.

Marginal Functions:

1. Attends and participates in professional group meetings. Stays abreast of trends, new programs and innovations.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

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

Principles and practices of transportation planning and travel demand modeling.

Practices of and relationship between land use planning and transportation modeling.

Computer software commonly used for traffic operational analysis, such as Highway Capacity Software (HCS), CORSIM, SYNCHRO, VISIM) and travel demand forecasting, such as TransCAD and TRANPLAN.

Principles and practices of lead supervision and training.

Basic data concepts and database and data manipulation techniques specific to transportation modeling software.

Terminology, methods, practices and techniques used in technical transportation engineering report preparation.

Principles of mathematics and statistical analysis related to transportation planning.

Pertinent federal, state and local laws, codes and regulations, including traffic engineering laws and regulations.

Modern office procedures, methods and computer equipment.

Skills in:

Exercising professional judgment to achieve results consistent with objectives.

Using initiative and independent judgment within established guidelines.

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

CITY OF LAS VEGAS
Transportation Planning Modeler (continued)

Skills in:

Setting and adjusting priorities in a rapidly changing environment.
Operating a variety of modern office equipment including computer equipment.
Meeting critical deadlines.
Managing multiple assignments.
Working independently with minimal supervision.
Presenting information at public meetings.
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 cooperative working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience

Two years performing complex transportation demand modeling techniques.

A Master's degree in transportation planning or transportation engineering may substitute for one year of experience.

Training

Bachelor's degree from an accredited college or university with major course work in transportation or urban planning, civil engineering, statistics, applied mathematics, demography, economics, geography, or a field related to the essential functions. College level coursework in traffic engineering or transportation engineering is preferred.

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

WORKING CONDITIONS

Environmental Conditions:

Location: Office and occasional field environments.

Hazards: Exposure to dust, noise and construction equipment.

Physical Conditions:

Essential and marginal functions require:

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

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

CITY OF LAS VEGAS
Transportation Planning Modeler (continued)

Physical Conditions:

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL

REV 12/14/11 (formerly Transportation Planning Modeler (X) and Senior Transportation Planning Modeler (X))

FLSA: exempt; City: nonexempt

CSB 1/11/12

BUILDING SERVICES ELECTRICIAN-II

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

DEFINITION

~~To p~~Performs ~~_~~skilled maintenance, repair, and installation of electrical systems including building, conduit systems for telecommunications, security, life safety, motors, and other electrical systems; ~~to provide solutions for problems on all systems serviced; and to performs~~ a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Building Services Electrician series. Employees within this class are ~~distinguished from the Sr. Building Services Electrician by level of experience required to perform the full range of~~ skilled electrician duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from a ~~Facilities Field S~~supervisor and -higher level staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—

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

Essential Functions:

1. Constructs, installs, troubleshoots, inspects, repairs, replaces and maintains all wiring for city buildings electrical, conduit for telecommunications conduit, and security and life safety (fire alarms, emergency lighting, exit signs) systems. Brings any regulatory, specification or procedural infractions into compliance. Participates in the design and fabrication of control circuits.
2. Operates a variety of circuit testing equipment, aerial lift equipment, pneumatic tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, small power tools, hand tools and related equipment.
3. ~~Troubleshoot electrical, security, life safety, and related systems, and perform scheduled maintenance. Bring any regulatory, specification or procedural infractions into compliance.~~
3. Reads and interprets blueprints, plans, schematic drawings and related symbols and markings.

CITY OF LAS VEGAS

Building Services Electrician-II (*continued*)

4. Assists in planning new electrical systems; estimates time, materials and equipment required for jobs assigned; researches and requisitions materials as required; maintains files and receipts; verifies manifests upon receipt and inspects materials delivered by vendors; moves materials into storage.
5. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
6. Adheres to all related codes, regulations, specifications and procedures for duties assigned including obtaining required permits. Adheres to safe work practices and procedures.
- 6.
7. Responds to electrical emergencies during evenings and weekends.

Marginal Functions:

- ~~1. Estimate time, materials and equipment required to complete assigned jobs; requisition materials as required. Verify manifests upon receipt and inspection of new materials delivered by vendors; move materials into storage.~~
1. Locates, marks and outlines underground conduits and services for utilities in an excavation area.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services, and activities of electrical systems.

Current National Electrical Code.

Life safety code.

Occupational hazards and standard safety practices.

Electrical calculation and design techniques.

Properties and principles of electricity.

Methods, techniques, operations, services and activities of electrical, life safety, security and telecommunications systems and their interaction with other building systems.

Operational characteristics of materials, equipment and tools used in electrical repair, maintenance and installation.

Preventive maintenance techniques and procedures.

Principles and practices of electrical construction.

Principles of mathematics applying to electrical and related work.

Applicable occupational hazards and standard safety practices.

Ability to Skills in:

Independently performing electrical installation, maintenance and repair work.

Reading and interpreting department policies and procedures.

CITY OF LAS VEGAS

Building Services Electrician-II (*continued*)

Operating a variety of electrical repair equipment in a safe and effective manner.

Performing maintenance on the electrical systems in the City.

Working near connected electrical circuits.

Distinguishing colors.

Working at heights on ladders, scaffolding and electric lift and at heights.

Troubleshooting and solving problems on systems serviced.

Understanding and following oral and written instructions and sketches.

Working independently without direct minimal supervision.

Communicating effectively, both orally and in writing.

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

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

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

~~— Operating assigned equipment and vehicles.~~

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

~~— Making observations;~~

~~— Communicating with others;~~

~~— Reading and writing; and~~

~~— Operating assigned equipment and vehicles.~~

Experience and Training Requirements

Experience:

Two years of increasingly responsible journeyman-level electrical experience.

Training:

Equivalent to graduation from high school, supplemented by specialized training in the electrical fields.

License or Certificate

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

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

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

CITY OF LAS VEGAS

Building Services Electrician-II (*continued*)

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 job.

As a condition of continued employment, employees must acquire Possession, and maintenance, of a current Clark County Journeyman Electrician or Master Electrician ID card within 6 months of the date of appointment.

Possession of an Explosive Tool Use certificate within 6 months of the date of appointment, and maintenance thereafter.

Possession of a Fire Alarm certificate within one year of date of appointment.

Possession of a Forklift Certificate from the City of Las Vegas within 6 months of the date of appointment, and maintenance thereafter.

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

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

Possession of a Fire Alarm certificate within one year of date of appointment, and maintenance thereafter.

WORKING CONDITIONS

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

Environmental Conditions:

Location: Work may be indoors or outdoors in and around city-owned or maintained facilities, depending on assignment, including travel from site to site.

Hazards: Exposure to electric shock with high voltage, burns, toxic or caustic chemicals, odors, fumes, dust, sparks, extremes of heat and cold, wet, oily and slippery surfaces, sharp edges, pinch points, moving equipment, machinery, vehicles, vibration, noise, work at heights on ladders and in confined spaces.

Equipment Used: Manlifts, hand and power tools, electrical testing equipment, pneumatic tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, forklift, truck, computer.

Safety Equipment: Safety shoes, hearing and eye protection, hardhat, gloves, apron.

Physical Conditions:

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Building Services Electrician-II (*continued*)

Essential and marginal functions require maintaining physical condition necessary for appropriate to the performance of assigned duties and responsibilities which include the following:

Standing/walking: Frequently-constantly on all types of surfaces throughout shift, up to 2-3 miles per day depending on assignment.

Sitting: Occasionally, while working on equipment, at workbench, completing paperwork, driving vehicle.

Lift/carry: Frequently, 1-50 lbs., hand and power tools, equipment, panels, distances up to 100 ft. Infrequent lifting up to 100 lbs., motors, controls, materials.

Push/pull: Frequently, using both hands and arms in removing panels on equipment, moving equipment and supplies, tightening connections, exerting up to 30-50 lbs. force. Infrequently, up to 75 lbs. force.

Climbing: Frequently stairs and ladders, depending on location. May involve extensive work on ladders balancing equipment, up to 50%, at 8-30 ft. heights.

Bending/twisting: Frequently, at waist, knees, neck depending on task assigned. Repairs may require work in awkward positions, extended reaching and leaning.

Kneeling/crouching/crawling: Occasionally, up to 10%, while working in attics, tunnels, under work structures.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering while performing various duties. Work can be highly repetitive and may require excessive gripping, fingering in pulling wire, handling large and small parts. Frequent overhead reaching required.

Sight: Constantly, required to perform repairs in a safe, efficient manner. Visual requirements include color vision, depth perception, peripheral vision, hand, eye and foot coordination, visual acuity in near-, mid- and far-ranges.

Speech/hearing: Constantly, in communicating and performing work in a safe, efficient manner.

Other physical demands: Must possess sense of smell and tactile feeling. Ability to work in confined spaces and awkward positions.

Maintaining mental capacity which allows the capability of:

-- Making sound decisions;

-- Effective interaction and communication with others; and

-- Demonstrating intellectual capabilities.

ARB

REV 3/1/10 (~~added construction safety training~~) 12/5/11, formerly Building Services Electrician

II

FLSA and City: nonexempt

CSB 1/12/05

Approved 4/27/10

~~RECREATION LEADER I~~
RECREATION LEADER II COMMUNITY PROGRAM SPECIALIST

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

DEFINITION

~~To perform a variety of tasks in support of recreational, social or community programs; and to promote community involvement in recreational or senior citizens programs. Implements and coordinates a variety of recreational programming throughout the city, including scheduling, advertising, and evaluating programs. Coordinates recreation programs, leagues and camps. Provides customer service to patrons.~~

DISTINGUISHING CHARACTERISTICS

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

~~**Recreation Leader II**—This is the full journey level class within the Community Program Specialist Recreation Leader series. Employees within this class are distinguished from the Recreation Leader I by the performance of the full range of duties as assigned and by the level of experience attained. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit or facility. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, selected candidates have prior experience.~~

SUPERVISION RECEIVED AND EXERCISED

Recreation Leader I

Receives immediate supervision from higher level supervisory or management staff.

May exercise functional or technical supervision over seasonal staff or volunteers.

CITY OF LAS VEGAS

Recreation Leader I/II Community Program Specialist (Continued)

Recreation Leader II

Receives general supervision from the assigned Principal Community Program Specialist or higher level supervisory or management staff.

May receive functional and technical supervision from Senior Community Program Specialist.

May exercise functional or technical supervision over hourly or contractual staff or volunteers.

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

Essential Functions:

When assigned to Recreation Division:

1. Coordinates and implements various recreational and community-oriented programs, activities and special events, including but not limited to sports leagues, children's and adult programs, community school programs, Safekey before and after school programs and citywide special events.
2. Gather information from various sources to identify needs and trends for new programs; draft an outline which includes the frequency and duration, the target participant group, fees, description of the activity, staffing needs, cost, required equipment and supplies, location and its availability, publicity requirements, potential risks and plan to minimize them, desired outcome and timeline for implementation; submit to management for approval and upon approval, proceed with implementation and follow up with evaluation. Gathers information from various sources to identify needs and trends for new programs; drafts program outlines and reviews with higher level staff.
3. Monitors facilities for function, safety and equipment issues; maintain facility repair and attendance logs; performs safety and health related cleaning and maintenance services as needed; perform minor repairs to equipment and facilities; requests maintenance services as necessary; and report more extensive repair needs;
4. open and close facility; Opens and closes facilities; sets up and takes down equipment and supplies needed for scheduled activities; ensures that safety equipment is in good working order and easily accessible.
5. provide assistance to administrative offices as needed; assist at front desk when required, including answering telephones, registering participants, collecting fees, preparing cash transmittal and report, providing information and responding to complaints; setting up and taking down equipment and supplies needed for scheduled activities; renting facilities to community groups. Participates in front desk operations, including answering telephones, registering participants, selling passes, collecting fees, preparing cash deposit and report, providing information and responding to complaints.

4.---

CITY OF LAS VEGAS

Recreation Leader I/II Community Program Specialist (Continued)

- ~~6. Monitor programs, activities and participants within recreational facilities or on field trips; enforce facility rules; assist with supervising instructors; provide information or resources to the public on recreational activities as required; transport or arrange for transportation of equipment, supplies and participants. Enforces facility, department and city rules and regulations.~~
- ~~5.7. Evaluates activities, programs and classes for content, techniques and special problems.~~
- ~~5. Assist outside organizations as needed in the implementation of community programs; act as a liaison to multiple community programs, or events.~~
- ~~8. Assists in preparing marketing materials and displays.
in creating and distributing displays and advertisements for events.~~
- ~~7. Administer various year-round or seasonal programs for all ages, including grant-funded programs; assist in hiring, training and evaluating seasonal and instructional staff.~~
- ~~8. Assist with implementing large-scale special events such as Creature Feature, Kite Carnival, Mexican Fiesta, Family Fun Fest, Corporate Challenge, etc.~~
- ~~9. Administers various types of leagues including signing up participants, creating rosters, compiling rules and scheduling dates, times, locations and referees for games and practices.~~
- ~~9. for various types of sports and activities, including volleyball, golf, fitness classes, gymnastics, aerobics, racquetball, ballroom dancing, basketball, soccer, softball, flag football; prepare league schedules, recruit officials and instructors, conduct tournaments, lessons and clinics, make budget recommendations, compile and distribute standings, compile and amend rules of play, maintain equipment inventory, maintain participant data, draft publicity announcements, oversee games and activities, interpret rules; coordinate city-wide ball field usage.~~

Essential Functions:

When Assigned to the Extreme Sports Unit:

- ~~1. Coordinate and implement various extreme and action sports-related activities, community education and awareness including, but not limited to, inline skating, skate boarding, BMX freestyle, mini-motocross, incline skating, scooters, remote control cars, motocross jumping, all terrain vehicles, personal water craft, snow boarding, snow skiing and rock climbing; assist in implementing large-scale special events including the AM JAM skate series and X-Fest; recruit judges for these and other events.~~
- ~~2. Assist with monitoring extreme sports programs and events for safety compliance; enforce applicable laws and department rules and policies.~~
- ~~3. Monitor the condition of skate parks and other extreme sports facilities; ready dirt tracks for use, including raking and watering.~~
- ~~4. Open and close facilities, assist with office duties such as answering telephones, registering participants, collecting fees, providing information and responding to questions and complaints.~~

CITY OF LAS VEGAS

Recreation Leader I/II Community Program Specialist (Continued)

5. ~~Actively participate in the local skate park safety coalition comprised of representatives from the Leisure Services Department, Clark County, Las Vegas Metropolitan Police Department, Las Vegas Deputy City Marshals and business owners; attend meetings to discuss activities and events, trends in extreme sports, and risk management issues; gather information from a variety of diverse sources to look for trends.~~

6. ~~Prepare a variety of statistics and reports, including attendance figures for facilities and events.~~

When assigned to Senior Citizen Programs Division:

1. ~~Coordinate and implement all citywide senior citizen activities and all programs offered at senior citizen centers.~~

14.

2. ~~Assist with the monitoring of program compliance with laws, rules and regulations related to the provision of senior citizen and related services.~~

3. ~~Maintain~~

17. ~~records and prepare attendance reports on new and on-going senior citizen programs; file accident reports; register participants for programs, including collecting fees.~~

10. ~~Assists with selecting volunteers; may oversee the work of volunteers.~~

11. Provides training and support to lower level staff.

12. Maintains inventory of supplies and equipment. Participates in the procurement process.

13. Maintains documentation on all programs and participants; prepares statistical and summary reports as needed.

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

15. May supervise seasonal and hourly employees, instructors and volunteers; participates in recruiting and selecting job applicants; provides training, oversees work and conducts performance evaluations; approves and processes timecards; may make recommendations for terminations.

16. Ensures hourly employees adhere to established work methods, and techniques; informs hourly employees of applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate supervisory and management staff.

17. May assist with scheduling hourly staff; ensures appropriate staff to participant ratio for assigned Safekey and children's programs.

4. ~~Pick up and deliver materials, supplies, equipment and consumables needed for senior citizen programs, activities and special events.~~

CITY OF LAS VEGAS

Recreation Leader I/II Community Program Specialist (Continued)

5. ~~Assist with the implementation of various activities including the setup, preparation and clean-up of all senior citizen programming sites.~~

6. ~~Monitor and assist in supervising Senior Citizen Program Division instructors and volunteers; prepare statistical reports as required.~~

Essential Functions:

7. ~~Monitor and network with other community-based senior citizen programs; stay up-to-date with new trends and innovations in the field of gerontology and older adult activities.~~

Marginal Functions:

1. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, and other general clerical work.

2. Enters and updates class and program information in the computer system.

3. May provide instruction for classes, activities and programs.

1. ~~Perform a variety of clerical functions including answering phones, filing, computer input, preparing reports and copying.~~

2. ~~Perform safety and health related cleaning and maintenance services as needed in facilities.~~

3. ~~May serve as a member of the "A Team," a quick response unit which handles logistical and hospitality aspects of events throughout the city.~~

2.4. Performs related duties and responsibilities as required.

QUALIFICATIONS

Recreation Leader I

Knowledge of:

Basic techniques and methods for instruction and adult education.

Basic principles and practices of a comprehensive recreation program for all ages.

General recreation activities.

Basic report writing techniques.

Basic record keeping techniques.

Basic publicity techniques.

Social services, leisure activities and recreation for all ages.

Rules and regulations of various sports activities.

Modern office procedures, methods and computer equipment.

Basic mathematical principles.

English usage, spelling, grammar and punctuation.

When assigned to the Extreme Sports Unit: extreme and action sports activities.

Ability to:

CITY OF LAS VEGAS

Recreation Leader I/II Community Program Specialist (Continued)

Maintain flexible work schedule as needed.
Learn city purchasing procedures.
Organize numerous details of a program.
Draft comprehensive proposals.
Monitor a facility or program, including participants.
Assist with selecting, training and overseeing seasonal, instructional and volunteer staff.
Administer a variety of recreational programs.
Learn methods of identifying the recreational needs of the community.
Interact effectively with all ages.
Perform basic maintenance on equipment.

Ability to:

Operate a typewriter.
Operate a cash register or cash box.
Respond to requests and inquiries from the general public.
Work independently without direct supervision.
Understand and follow oral and written instructions.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.
Maintain effective audio-visual discrimination and perception needed for:
----- *Making observations;*
----- *Communicating with others;*
----- *Reading and writing; and*
----- *Operating assigned equipment.*
Maintain mental capacity which allows the capability of:
----- *Making sound decisions;*
----- *Effective interaction and communication with others; and*
----- *Demonstrating intellectual capabilities.*
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
----- *Sitting for extended periods of time; and*
----- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

One year of experience working with recreation programs or senior citizen recreation programs.

Training:

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

License or Certificate

CITY OF LAS VEGAS

Recreation Leader I/II Community Program Specialist (Continued)

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

Recreation Leader II

In addition to the qualifications for Recreation Leader I:

Knowledge of:

Social services, leisure activities and recreation for all ages.
Customer service techniques, both in person and on the telephone.
Rules and regulations of various sports activities.
Applicable federal, state and local laws, safety standards and practices.
Modern office software, procedures, methods and computer equipment.
English usage, spelling, grammar and punctuation.
General recreation activities, principles and practices.
Techniques and methods for instruction and adult education.
Principles and practices of a comprehensive recreation program for all ages.
Report writing techniques.
Principles and procedures of record keeping.
When assigned to the Extreme Sports Unit: principals and practices of comprehensive extreme sports programming.
When assigned to the Extreme Sports Unit: techniques and methods for instruction and education related to extreme and action sports.
When assigned to the Extreme Sports Unit: marketing and publicity related to working with public and private sector partners.

Ability to Skills in:

Organizing numerous details of a program.
Interacting effectively with all ages.
Performing basic maintenance on equipment.
Operating a computer.
Operating a cash register or cash box.
Working independently with minimal 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.
Coaching, refereeing and organizing sports and games.
Supervising and evaluating programs and hourly staff.
Selecting, training and overseeing seasonal, instructional and volunteer staff.
Maintaining accurate records.
Identifying recreational needs of the community.

Experience and Training Requirements

Experience:

CITY OF LAS VEGAS

Recreation Leader I/II-Community Program Specialist (Continued)

Two years of experience working with recreation programs or senior citizen -recreation programs.

Training:

~~Equivalent to Two years of full-time general degree coursework requirements from an accredited college or university. graduation from high school, supplemented by college level course work in recreation, gerontology 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.

Licenses and Certifications

Possession of an automated external defibrillator (AED) certification on the date of application, and maintenance thereafter.

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

Special Requirements

Fluency in Spanish is preferred.

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: Indoors within various building facilities and outdoors in field or event location environment.

Hazards: Exposure to contagious diseases, bodily fluids of participants, slippery surfaces, sharp objects, moving objects, workplace violence and inclement weather conditions.

Equipment used: City trucks, vans, power tools, office machinery, office equipment, arts and crafts equipment, exercise equipment.

Safety Equipment: CPR masks, goggles, surgical gloves, ~~lifting belts.~~

Physical Conditions:

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

Standing/walking: Frequently, standing in combination with walking or running, indoors and outdoors while performing general duties, up to 1 mile per day.

Sitting: Frequently, sitting in a classroom or office while planning program, class and event details, flyers, evaluations, documentation, etc.

Lift/carry: Constantly, 10-50 lbs. Frequently, 50-80 lbs., equipment, materials. Carry up to 100 ft.

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Recreation Leader I/II-Community Program Specialist (Continued)

Push/pull: Constantly, using both hands and arms in moving equipment, materials, or supplies, exerting a force of 25-75 lbs.

Climbing: Frequently, stairs, bleachers, in and out of trucks, vans and buses.

Bending/twisting: Frequently, at waist, knees and neck while performing various recreation activities.

Kneeling/crouching/crawling: Frequently, while assisting a small child or performing repair and maintenance duties.

Hands/arms: Constantly, use of both hands and arms in reaching, handling, grasping, gripping, typing, writing, drawing, etc.

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

Speech/hearing: Constantly, in communication with co-workers, participants and the general public.

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

ARBSEGAL

REV 6/3/0411/17/11 [formerly Recreation Leader I and II (X)]

FLSA and City: nonexempt

CSB 7/14/04

LEISURE ACTIVITIES COMMUNITY PROGRAM SUPERVISOR

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

DEFINITION

To supervise, assign and review the work of staff responsible for general and adaptive recreation, senior citizens activities, and arts & community events; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility. Supervises the operation and staff of multiple facilities and programs within Parks, Recreation, and Neighborhood Services. Oversees budget and program development and maintenance. Recommends policies and procedures. Participates in the development of strategic and business plans. Responsible for training staff. Counsels staff on Human Resources matters. Handles escalated customer service issues.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned division manager or higher level management staff.

Exercises direct supervision over professional, technical and clerical staff. Acts as a formal second line supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. —

Plan, prioritize, assign, supervise and review the work of assigned staff responsible for providing leisure programs within the Recreation, Adaptive Recreation, Senior Citizen Programs, and Arts & Community Events Divisions. Acts as second 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. Recommends human resources actions such as hiring, discipline, termination and pay changes.

1. —

4. — 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.

CITY OF LAS VEGAS

Leisure Activities Community Program Supervisor (Continued)

4.2.

~~2. Plan, direct, and implement city and department dedication ceremonies, ribbon cuttings and groundbreakings.~~

~~3. Participate in the selection and motivation of assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.~~

~~4.~~

~~4. Prepare various reports on operations and activities.~~

~~4. Recommends and assists in the implementation of department goals, objectives, policies and procedures. Assists in the development of the department's annual strategic business plan. Collaborates with staff on performance measures specific to area of responsibility.~~

~~3.~~

~~8.4. Focuses efforts on process improvement; identifying and recommending program efficiencies through the application of Performance Plus standards and strategic objectives.~~

~~4.~~

~~4.5. Utilizes business intelligence and analytical data to make sound program decisions.~~

~~4.6. Oversees applicable data collection and systems operations to ensure information accuracy and data integrity.~~

~~7. Prepares and presents a variety of reports, including monthly performance statistics.~~

~~5.~~

~~5. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.~~

Essential Functions:

~~6. Direct, coordinate and review the work plan for assigned programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; travel from site to site on a regular basis to facilitate activities and attend meetings.~~

~~7.8. Serve as an information resource to other divisions, outside agencies and the general public. Serves as liaison for the department with other city departments, divisions, public and outside agencies. Represents the department in various committees and work groups. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.~~

CITY OF LAS VEGAS

Leisure Activities Community Program Supervisor (Continued)

- 8.9. Identifies opportunities for improving service and schedules, delivery methods and procedures; reviews with appropriate management staff; implements approved recommendations-improvements.
- 9.10. Assists with public relations duties including giving media interview and speeches at public events. Coordinate marketing procedures and publicity program events with those of other divisions and outside agencies and organizations; prepare brochures, newsletters, press releases and related public relations material as required.
- 10.11. Encourages elicit community and organizational support for leisure assigned recreational and neighborhood-oriented programs; present program information and material to the general public and various community agencies.
- 11.12. Participate in preparing and administering program budget; submit budget recommendations; monitor expenditures. Participates in the preparation and administration of program budget. Submits budget recommendations. Monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Analyzes reports on actual and estimated revenues and expenditures.
- 12.13. Oversees procurement of equipment and supplies as required for assigned programs; coordinate with management and other public and private agencies in procuring materials and equipment for program use. participates in researching materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed.

When assigned to Arts & Community Events:

1. Review and advise staff on proper methods of producing, presenting and managing theatre, dance, music, presented events and facility rentals.
2. Review and advise staff on house management and audience management processes and procedures as they relate theatre, dance, music and other presented events and facility rentals.
14. Researches and identifies community recreational needs; ensures community needs are being met.
15. Evaluates activities, programs, and classes for content, techniques, and special problems.
16. Researches, identifies and develops funding strategies other than tax revenue to support current and future division program or projects.
17. Provides responsible staff assistance to the assigned manager, Deputy Director and Director; prepares and presents staff reports and other necessary correspondence and information.
18. May participates in the development and management of contracts.

Marginal Functions:

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Leisure Activities Community Program Supervisor (Continued)

1. Plans, directs, and implements city and department dedication ceremonies, ribbon cuttings and groundbreakings.
2. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of leisure-recreational services programming.
- 1.3. Maintains a variety of automated and manual logs, records and files.
- 2.4. Assists with surveying and educating the community on assigned leisure programs.
- 3.5. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of parks, recreational, and neighborhood-oriented cultural services and leisure time activities.
- Occupational hazards and standard safety practices.
- Operations, services and activities of recreation centers, athletic programs, adaptive recreation, senior citizens programs or arts & community events, depending on assignment.
- Principles of supervision, training and performance evaluation.
- Modern and complex principles and practices of recreation ~~or arts &~~ and community events program development and administration, depending on assignment.
- Principles of budget preparation and control.
- Recent developments, current literature and sources of information related to recreation ~~or arts &~~ and community events services planning and administration.
- Procurement practices related to equipment and supplies.
- Marketing theories, principles and practices and their application to a wide variety of leisure recreational services.
- Modern office equipment including computers and software.
- Spreadsheet applications, data collection systems, word processing, presentation software, and other applicable business software.
- Business English, including spelling, grammar, punctuation and sentence structure.
- Principles and techniques of report preparation.
- Pertinent federal, state and local laws, codes and regulations; occupational hazards and safety rules and policies.

Ability to Skills in:

- Supervising, organizing and reviewing the work of lower level staff.
- Selecting, supervising, training and evaluating staff.
- Scheduling and coordinating the activities of comprehensive and multiple recreation programs.
- Managing and coordinating multiple recreation programs.
- Interpreting, applying, explaining and enforcing city, department and program policies and procedures.
- Preparing reports utilizing a variety of spreadsheet applications and data collection systems.
- Interpret, apply, explain, and enforce the assigned program policies and procedures.

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Leisure Activities Community Program Supervisor (Continued)

Using initiative and independent judgment within established guidelines.

Identifying and resolving potential health or safety hazards.

Operating and using modern office equipment including a computer.

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

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.

Planning, organizing and prioritizing assignments.

Meeting critical deadlines.

Managing multiple assignments.

Communicating with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.

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

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

Operating assigned equipment.

Maintain effective audio-visual discrimination and perception needed for:

Making observations;

Communicating with others;

Reading and writing; and

Operating assigned equipment.

Ability to:

Maintain mental capacity which allows the capability of:

Making sound decisions;

Effective interaction and communication with others; and

Demonstrating intellectual capabilities.

Experience and Training Requirements

Experience:

Four years of increasingly responsible experience in developing and implementing recreation or arts and community events programs, including one year of lead or supervisory experience. Four years of increasingly responsible recreation center or program experience including two years of supervisory experience.

Training:

Bachelor's degree from an accredited college or university with major in recreation administration, public or business administration, gerontology, arts or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.

CITY OF LAS VEGAS

Leisure Activities Community Program Supervisor (Continued)

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 an automated external defibrillator (AED) certification on the date of application and maintenance thereafter.

Special Requirements:

Fluency in Spanish is desirable.

WORKING CONDITIONS

Environmental Condition:

Location: Office, indoor and outdoor recreation facilities environment; travel from site to site.

Hazards: Exposure to computer screens.

Physical Condition:

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

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SBSEGAL

REV 6/18/089/6/11(formerly Leisure Activities Supervisor)

FLSA: exempt; City: nonexempt

CSB-7/9/08

FACILITIES MAINTENANCE SUPERVISOR

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

DEFINITION

~~To~~Supervises, assigns and reviews the work of staff and contractors responsible for maintaining and remodeling city buildings, facilities, parks, and playgrounds ~~and wastewater treatment facilities~~; ~~to~~ oversees and participates in all work activities; and ~~to~~ performs a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff.

Acts as a formal supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline of employees. Exercises direct 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. Plans, prioritizes, assigns, supervises and reviews the work of staff responsible for the maintenance, upkeep and remodeling of city buildings, facilities, parks, and playgrounds ~~and wastewater treatment facilities~~.
2. Meets with staff to answer questions, review daily assignments and project status, and provide direction on unique issues or special projects.
- 2.3. Provides responsible staff assistance to the division Deputy Director; represents the division at management meetings; conducts a variety of organizational and operational studies and investigations; ~~Recommends and assists in the implementation~~ modifications to programs, ~~of~~ goals and objectives; implements approved policies and procedures.
- 3.4. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; ~~Establishes~~ schedules and methods for providing maintenance and construction services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
- 4.5. Acts as supervisor for designated staff within a department, including interviewing and selecting job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives. Participate in

CITY OF LAS VEGAS

Facilities Maintenance Supervisor (*Continued*)

~~the selection of technical and clerical staff; provide or coordinate staff training; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.~~

5.6. Participates in the preparation and administration of the assigned division's budget; forecasts funds needed for programs, staffing, equipment, materials and supplies; submits budget recommendations; monitors expenditures.

6.7. Supervises the maintenance of time, material and equipment records; prepares analytical and statistical reports on operations and activities.

7.8. Supervises and approves the use and operation of various work~~dump~~ trucks, forklifts and a variety of skilled trades hand and power tools including saws, grinders, torches, arc welders and other equipment used for the remodeling, repair and maintenance of buildings and facilities.

8. Trains assigned employees on maintenance and repair methods related to assigned areas of work; ensures employees adhere to safe work practices; trains staff ~~to handle hazardous chemicals safely; works closely with city safety staff to develop or update safety policies and procedures; coordinates and conducts safety meetings, classes and training for assigned staff.~~

9. Participates in the acquisition of materials, supplies, tools and equipment; researches and recommends new equipment and tools.

10. Responds to ~~public and internal~~ inquiries in a courteous manner; provides information within the area of assignment.

When Assigned to Building Services Division

~~1. Plan, prioritize, assign, coordinate and supervise remodeling and maintenance projects of all sizes within the City Hall tower complex and other city buildings and facilities.~~

8.9. Oversees and coordinates the activities of all on-site personnel working on a remodeling or maintenance project, including city staff, contractors and temporary staff.

~~3.10.~~ Prepares specifications for projects; reads and interprets blueprints; participates in meetings with contractors from the pre-bid process to project completion.

~~3.11.~~ Oversees and administers maintenance contracts; solicits informal bids from vendors and contractors for services and products, and approves contracts within authorized dollar limit.

When Assigned to Park Maintenance Division

~~1. Plan, coordinate and supervise or oversee new construction in parks such as rest rooms, ball fields, group shelters and playground equipment built by city staff or a contractor.~~

CITY OF LAS VEGAS

Facilities Maintenance Supervisor (*Continued*)

- ~~12. Supervises the use and operation of dump trucks, forklifts, skilled trades tools, and other equipment needed for maintaining parks, park buildings and facilities and playground equipment.~~
- ~~3. Supervise staff engaged in constructing chain-link fences, concrete finishing, swimming pool maintenance, anti-graffiti painting, plumbing and other skilled trades activities.~~

When Assigned to Environmental Division

- ~~14. Assess technical requirements needed to repair, modify, maintains and rehabilitates wastewater treatment equipment; makes recommendations for implementation to the Plant Operations & Maintenance Superintendent; ensures all Environmental Protection Agency standards are met.~~
- ~~2. Monitor outlying lift stations; maintain schedules for maintenance and inspecting.~~
- ~~3. Design, test and install modified equipment to enhance operations; check wastewater treatment facility and equipment for needed maintenance and repairs.~~
- ~~4. Ensure state and federal wastewater quality standards and guidelines are met; make public inspections of facilities as required.~~
- ~~12. Prepares administrative documentation and reports such as timecards, vehicle reports, scopes of work for contractors, and others as assigned.~~

Marginal Functions:

- ~~1. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of facility maintenance, general maintenance and construction, or remodeling, sustainability and construction management.~~
- ~~2. Performs related duties and responsibilities as required.~~

QUALIFICATIONS

Knowledge of (depending on assignment):

~~Operations, services and activities of a facility; or park or wastewater maintenance or facility and remodeling program.~~

~~Principles and practices of program development and administration.~~

~~Tools, materials, methods and procedures as applied to used in the construction, repair and maintenance of public buildings, grounds, or parks or wastewater treatment facilities.~~

~~Basic principles and practices of the plumbing, heating and air conditioning trades and public restroom repair.~~

~~Basic principles and techniques of heating and ventilation unit repairs.~~

~~Basic Pprinciples and practices of welding and metal fabrication.~~

CITY OF LAS VEGAS

Facilities Maintenance Supervisor (*Continued*)

Principles and practices of the cement, and carpentry, painting and wall finishing tradeswork.

Principles and practices of painting and wall finishing.

Methods, techniques and tools of construction, maintenance and repair related to the area of assignment.

Applicable mathematical principles.

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

Principles of supervision, training and performance evaluation.

Modern and complex principles and practices of facility maintenance.

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

Occupational hazards and standard safety practices.

Purchasing and contract administration principles and procedures.

Principles and practices of record keeping.

Principles and practices of budget preparation and administration.

Modern office procedures, methods and computer equipment.

Ability to: Skills in:

Supervising, organizing and reviewing the work of lower level staff.

Selecting, supervising, training and evaluating staff.

Planning, scheduling, coordinating and monitoring projects.

Overseeing a variety of skilled trades, depending on assignment.

Performing skilled maintenance and repair work in the area of assignment.

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

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

Estimating time and materials needed for projects.

Reading and interpreting basic maps and blueprints.

Working in confined spaces wearing a breathing apparatus.

Working independently without direct minimal supervision.

Using initiative and independent judgment within established guidelines.

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

Managing multiple contracts and assignments.

Meeting critical deadlines.

Meeting project schedules and deadlines.

Setting and adjusting priorities in a rapidly changing environment.

Planning, organizing and prioritizing assignments.

Explaining complex technical systems in clear and simple terms understandable to non-technical staff.

Interpreting, explaining and enforcing 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 including city officials and the general public.

Learning specialized software such as Hansen.

CITY OF LAS VEGAS

Facilities Maintenance Supervisor (Continued)

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

~~Walking, standing or sitting for extended periods of time~~

~~Operating assigned equipment.~~

Maintain effective audio-visual discrimination and perception needed for:

~~Making observations~~

~~Communicating with others~~

~~Reading and writing~~

~~Operating assigned equipment and vehicles.~~

Maintain mental capacity which allows the capability of:

~~Making sound decisions~~

~~Demonstrating intellectual capabilities.~~

Experience and Training Requirements

Experience:

Four years of increasingly responsible facility, mechanical or electrical maintenance experience, or skilled journey-level electrical, carpentry, plumbing or air-conditioning experience, including ~~one~~ two years of supervisory or lead experience.

Training:

Equivalent to graduation from high school. Additional specialized training in one of the skilled trades, or college-level management or supervisory courses are ~~desirable~~ required.

License or Certificate

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

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

WORKING CONDITIONS

Environmental Conditions:

Location: Travel from site to site; office, field and shop environments;

Hazards: ~~e~~Exposure to noise, dust, grease, smoke, fumes, gases, high voltage; work at heights on scaffolding and ladders.

CITY OF LAS VEGAS

Facilities Maintenance Supervisor (*Continued*)

~~When assigned to Environmental Division only: wastewater treatment plant environment; exposure to waste, hazardous and infectious materials, loud machine noise, electrical hazards, inclement weather; 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; 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.*

~~Essential and marginal functions may require maintaining physical condition necessary for heavy to moderate lifting, bending, stooping, kneeling, crawling, walking for prolonged periods of time; operating motorized equipment and vehicles.~~

ARBSEGAL

REV 3/1/10 (added construction safety training) 11/14/11

FLSA: exempt; City: nonexempt

CSB 9/8/99

Approved 4/27/10

ADAPTIVE INCLUSION RECREATION SPECIALIST 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

To participate in providing a variety of social, recreational and inclusive activities to individuals with disabilities in the least restrictive environment according to state law; to provide program plans and coordinate community recreational activities with varying agencies to ensure continuity in disability programming; and to perform a variety of technical tasks relative to assigned areas of responsibility. Implements and coordinates a variety of recreational programming for individuals with disabilities. Schedules, advertises, and evaluates programs. Provides customer service to patrons.

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Principal Community Program Specialist or higher level supervisory or management staff.

Exercises functional and technical supervision over hourly 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. Implements, coordinates and participates in a variety of recreational activities, programs, trips and events for individuals with disabilities. Assist in implementing inclusive adaptive activities including Lorenzi Adaptive Recreation Center programs, New A.G.E., disability awareness, aquatic programs and other therapeutic recreational programs. Arranges schedules and facilities for programs.
2. facilitatesFacilitates inclusive recreation opportunities for individuals of all abilities.
3. Develop monthly information calendar and events flyers; Ssolicits input from participants, parents and guardians on adaptive recreationinterests and needs; assemble quarterly report data for recreation programs.

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Adaptive Inclusion Recreation Specialist Leader (continued)

- ~~1. Provides technical assistance and support regarding adaptive/inclusive activities and equipment.~~
- ~~3.4. Participate in ongoing recreational programs within the Adaptive Outreach Program, F.L.O.A.T. and Project D.I.R.T.; develop inclusive recreation programs for outside agencies with the approval of the supervisor or manager.~~
- ~~4. Conduct daily recreational programs with participants including exercise and aquatic programs and games; transport or arrange for transportation of participants, equipment and supplies, schedule activity with destination, if required; monitor the activity and participants; coordinate activities with city community centers and community schools and other outside agencies.~~
5. Enforces facility, department and city rules, regulations and safety procedures.
6. Maintains proper documentation used in CLASS software which may include registrations, facility bookings, financial deposits and attendance records.
- ~~Recruits, trains and oversees supervise volunteers to assist with programs; oversee the work of seasonal and hourly employees.~~

Essential Functions:

- ~~7. Coordinates program concerns with outside agencies; schedule meetings and facilities; pParticipates in specialty training specific to disability awareness for internal customers and other recreational programsmanagement; request supplies and equipment; solicit participants and related requirements.~~
8. Responds to routine inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
- ~~6.~~
- ~~7. Coordinate seasonal transportation schedule with Clark County School District; coordinate with ParaCAT bus system for transportation.~~
- ~~Prepares and collects monthly billings from state, parents and guardians; completes the necessary paperwork for receipts for program fees; ensures registration and waiver forms meet organizational guidelines.~~
9. Recommends and assists in the implementation of program goals, objectives, policies and procedures.
- ~~10. Ensures program compliance with federal, state and local regulations and legislation.~~
- 4.11. Maintains documentation on all programs and participants.
- ~~9. Ensure program compliance with federal, state and local regulations and legislation.~~

When Assigned to Adaptive Aquatic Program:

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Adaptive Inclusion Recreation Specialist Leader (continued)

- ~~1. Coach a swim team and teach swimming lessons for people with developmental disabilities.~~
- ~~2. Train lifeguards throughout the valley in disability awareness, safe methods for lifting and transferring people into and out of the water and the requirements of the law.~~
- ~~3. Teach CPR and first aid classes offered by the city to its employees through the Human Resources department.~~

Marginal Functions:

1. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, and other general clerical work.
 2. Answers telephones and performs janitorial services; type, file and photocopy materials as needed.
 3. ~~Assists with training aquatics staff in adaptive/inclusive awareness issues.~~ Assists with the set up, maintenance and repair of recreational and therapeutic facilities.
- 2.4. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of Inclusive recreation.

Principles and practices of disability treatment and vocational rehabilitation.

Principles and practices of mentally deficient treatment modalities.

Principles and practices of therapeutic recreation techniques.

Operations, services and activities of an adaptive activity program.

~~When assigned to adaptive aquatic program only:~~ basic principles and practices of a comprehensive aquatic recreation program for all abilities; water hazards and life saving techniques.

General recreation principles and practices.

Occupational hazards and standard safety practices.

~~Basic first aid, CPR and AED operation procedures, and CPR.~~

Basic mathematical principles.

Outdoor recreational programs.

Rules and regulations for wheelchair sports.

Basic report writing techniques.

Pertinent federal, state and local laws and regulations.

~~When assigned to adaptive aquatic program only:~~

~~Basic principles and practices of a comprehensive aquatic recreation program for all abilities; water hazards and life saving techniques.~~

Skills in Ability to:

Coordinating all aspects of assigned adaptive recreation activities.

Recruit, train and supervise volunteers.

Overseeing the work of staff.

Maintaining flexible work schedule as needed.

~~When assigned to adaptive aquatic program only: swimming at a level adequate to perform essential functions; monitoring an aquatic facility or program, including participants and staff and; administering a variety of aquatic recreational programs.~~

Utilizing basic skills in recreational and therapeutic program implementation.

Planning, organizing and prioritizing assignments.

Managing multiple assignments.

Communicating with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations upon approval of upper management.

Establishing and maintaining effective working relationships with those contacted in the course of work including parents, community figures and the general public.

When assigned to adaptive aquatic program only:

Swimming at a level adequate to perform essential functions: monitoring an aquatic facility or program, including participants and staff and administering a variety of aquatic recreational programs.

Maintain mental capacity which allows the capability of:

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

Maintain effective audio-visual discrimination and perception needed for:

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

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

- Sitting, standing and walking for extended periods of time; and
- Operating assigned equipment.

Experience and Training Requirements

Experience:

Two years experience in recreation, physical education, therapeutic recreation, or vocational rehabilitation.

When assigned to the adaptive aquatic program, experience with aquatic recreation programs is desirable.

Training:

CITY OF LAS VEGAS

Adaptive Inclusion Recreation Specialist Leader (continued)

~~Associate degree from an accredited college or university in recreation therapy, vocational rehabilitation, disability management or a related field~~
Two years of full-time general degree course work requirements from an accredited college or university.

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

License or Certificate

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

Possession of an appropriate, valid CPR certificate on the date of application.

Possession of an automated external defibrillator (AED) certification on the date of application, and maintenance thereafter.

When assigned to adaptive aquatic program only: Possession of CPR-Professional Rescuer, First Aid, Lifeguard Training and Water Safety Instructor certifications on the date of application.

Special Requirements

Fluency in Spanish 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.

Environmental Conditions:

Location: Work is performed both indoors and outdoors~~80% indoors, 20% outdoors~~, depending on scheduled activity.

Hazards: Sports activity hazards.

Equipment Used: Computer, general office equipment, city vehicles, recreation equipment, and a variety of adaptive devices such as lifts and wheelchairs.

Safety Equipment: Not required.

Physical Conditions:

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

Standing/walking: Frequently, in combination with walking, short distances in office, gym or outdoors.

Sitting: Frequently, on adjustable office chair at counter or desk while performing administrative functions.

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Adaptive Inclusion Recreation Specialist Leader (continued)

Lift/carry: Frequently, 1-25 lbs.; recreation equipment, supplies. Occasionally, up to 50 lbs.; wheelchairs, equipment. Infrequent lifting of body weight up to 75 lbs. while assisting disabled participants.

Push/pull: Frequently, using both arms/hands, requiring force of 5-35 lbs.; opening doors/file drawers.

Climbing: Occasionally; stairs, ladders.

Bending/twisting: Frequently, at waist/knees/neck while participating in sports/recreation activities. Extended bending can occur while filing.

Kneeling/crouching/crawling: Occasional kneeling may occur while assisting participants.

Hands/arms: Constant use of both hands/arms in reaching/handling/grasping/fingering while performing recreation activities, assisting participants, moving equipment and operating vehicles.

Sight: Constantly, in monitoring/operating computer, dealing with public, etc.; visual requirements include hand/eye coordination and visual acuity in near/mid ranges.

Speech/hearing: Constantly, in answering telephones, communicating with public, giving and receiving instructions.

Other physical demands: Swimming, assisting individuals with limited mobility, roller skating, bowling, exercising, rafting.

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

ARBSEGA

REV 5/23/06 11/17/11 (formerly Adaptive Recreation Leader)

FLSA and City: nonexempt

CSB 6/14/06

WORKERS' COMPENSATION INSURANCE SERVICES SPECIALIST

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

DEFINITION

To perform complex and difficult work at the advanced journey level involved in administering a self-insured, self-administered, workers' compensation program and maintaining related records; to advise of and assist with the features of various safety and injury prevention programs; and to perform a variety of technical tasks relative to assigned areas of responsibility. Administers various employee benefits, safety & liability or workers' compensation programs, and maintains related records; advises and assists management and employees with the features of various programs; and performs a variety of technical tasks relative to the assigned areas of responsibility.

SUPERVISION RECEIVED

Receives direction from higher level 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. Provides advanced technical information and assistance to city employees, retirees, medical providers and third party administrators regarding workers' compensation; resolves problems or complaints and assist in resolving complex problems in assigned area.
2. Participates in the coordination, administration and communication of the city's workers' compensation, employee benefits and safety and liability programs, including acceptance or denial of claims, payment of benefits, and adherence to state statutes.
3. Reconciles billings for insurance premiums, or worker's compensation, medical claims, and health insurance benefits or rehabilitative services; resolving any problems with the provider; and enters billing information into the computer system for payment or forwards the bill to the appropriate city staff for payment.
4. Participate in ensuring that regulations and internal policies and procedures regarding worker's compensation are followed and explained to employees; stay current with changes in the law and ensure that procedures are updated to include required changes.
5. Authorize medical procedures for worker's compensation claimants, discussing with the medical provider and the city's medical advisor, when necessary.

CITY OF LAS VEGAS

Workers' Compensation Insurance Services Specialist -(Continued)

~~Calculate disability benefits payable to employees and reimbursements payable to medical care providers according to complex statutory and regulatory formulas and arrange timely payment through entry of information into the computer system.~~

6.4. Collects and enters data into the appropriate computer system; retrieves data; generates reports using the computer system; updates information and logs as necessary.

Essential Functions:

~~7. Serve as a liaison between the city, employees, retirees, providers and third party administrators when necessary to resolve problems and misunderstandings and to coordinate the required flow of information and documentation.~~

~~8. Identify claims for which the city is eligible for reimbursement under the subsequent injury statutes and file timely applications for reimbursement.~~

~~8. Monitors all lost time and modified duty cases, consulting with the physician and the department to facilitate the employee's return to full duty.~~

~~10. Maintain the individual contracts for the city workers' compensation preferred provider list, conducting biannual re-accreditation of all providers.~~

~~11. Assist with the investigation of accidents involving city employees.~~

12.5. Assists with planning and conducting informational and training sessions on workers' compensation for various employee groups, including new employee orientation, staff meetings and special requests programs such as new employee orientation, safety and injury prevention programs, workers' compensation, health and wellness programs, annual open enrollment, and other related programs.

~~13. Assist with planning and conducting employee safety and injury prevention programs.~~

~~14.6. Monitor the updating and maintenance of various manuals, reports and files; pPrepares correspondence and memorandums in support of assigned functions.~~

~~15. Collects and organizes data as needed and; prepares various internal and external statistical reports.~~

7. Operate a variety of office equipment including a personal computer using common and specialized software.

8. Maintains a variety of automated and manual logs, records and files; monitors the updating of manuals; performs a variety of record keeping, filing, indexing and other general clerical work.

9. Serves as a liaison between the city, employees, providers, third party administrator and citizens when necessary, to resolve problems and to coordinate the required flow of information and documentation.

When assigned to Employee Benefits:

CITY OF LAS VEGAS

Workers' Compensation Insurance Services Specialist -(Continued)

1. Participates in ensuring that regulations and internal policies and procedures regarding HIPAA (Health Insurance Portability and Accountability Act), deferred compensation, COBRA (Consolidated Omnibus Budget Reconciliation Act) insurance and the flexible benefits plan are followed and explained to employees; stays current with changes in the law and ensures that procedures are updated to include required changes.
2. Receives COBRA payments from former employees, prepares for deposit and records receipt of payment using financial accounts receivable software.
3. Receives and reconciles payment of health insurance benefits for retirees from the Public Employees' Retirement System (PERS); makes adjustments for any discrepancies by coordinating with the retiree and PERS.
4. Monitors benefits module functionality; administers employee enrollments and changes in employee records; and provides assistance in testing system solutions and updates. Identifies and reports system issues.

When assigned to Safety and Liability:

1. Assists with processing of liability claims filed against the city including the production of claims payment checks; assists with the investigation of accidents involving city vehicles and equipment.
2. Assists with the processing and collection of subrogated claims for those individuals who are found to be financially liable to the city of Las Vegas.
3. Assists with the administration of the city's commercial driver's license (CDL) program, including administration of the CDL drug testing.

When assigned to Workers' Compensation:

1. Participates in ensuring that regulations and internal policies and procedures regarding workers' compensation are followed and explained to employees; stays current with changes in the law and ensures that procedures are updated to include required changes.
2. Authorizes medical procedures for worker's compensation claimants, discussing with the medical provider and the city's medical advisor, when necessary.
3. Calculates disability benefits payable to employees and reimbursements payable to medical care providers according to complex statutory and regulatory formulas and arranges timely payment through entry of information into the computer system.
4. Identifies claims for which the city is eligible for reimbursement under the subsequent injury statutes, excess insurance coverage, or as a subrogated claim, and files timely applications for reimbursements.
5. Monitors all lost time and modified duty cases, consulting with the physician and the department to facilitate the employee's return to full duty.

CITY OF LAS VEGAS

Workers' Compensation Insurance Services Specialist -(Continued)

6. Maintains the individual contracts for the city's workers' compensation preferred provider list, conducting biannual re-accreditation of all providers.

Marginal Functions:

1. Assists with the investigation of accidents involving city staff, vehicles and equipment.
2. Operate a variety of office equipment including a computer terminal and personal computer.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a workers' compensation program, safety and liability program, and employee benefits program, depending on assignment.
Modern office procedures, methods and computer equipment and software.
Word processing, spreadsheet and database applications.
Principles of bookkeeping and reconciling.
Medical terminology.
Principles of mathematics.
Business letter writing and report preparation.
English usage, spelling, grammar and punctuation.
Methods and techniques of record keeping and records management.
Operational characteristics of personal computers and data processing equipment.
Pertinent federal, state and local laws, codes and regulations pertaining to self-insured workers' compensation program and its record keeping the assigned area of assignment.

Skills in Ability to:

Independently performing difficult tasks involved in administering an employee benefits, worker's compensation or safety and liability program.
Interpreting, explaining and enforcing laws and regulations and department and program policies and procedures.
Maintaining confidential information and records.
Analyzing medical diagnosis, requested treatment and percent of disability reports for validity.
Communicating with medical providers using specialized terminology.
Communicating with people under stress or who are ill or injured.
Learning technical policies and procedures applicable to the city's insurance programs.
Performing mathematical calculations quickly and accurately.
Typing or word processing at a speed necessary for adequate job performance.
Working independently without minimal direct supervision.
Communicating clearly and concisely, both orally and in writing.

CITY OF LAS VEGAS

Workers' Compensation Insurance Services Specialist -(Continued)

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

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

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

~~Operating assigned equipment.~~

Maintain effective audio-visual discrimination and perception needed for:

~~Making observations;~~

~~Communicating with others;~~

~~Reading and writing; and~~

~~Operating assigned equipment.~~

Maintain mental capacity which allows the capability of:

~~Making sound decisions;~~

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

~~Demonstrating intellectual capabilities.~~

Experience and Training Requirements

Experience:

Three Two years of technical experience in workers' compensation administration, employee benefits, workers' compensation, or safety and liability administration, depending on assignment.

When assigned to Employee Benefits, experience with Oracle Advanced Benefits is desirable.

Training:

Equivalent to graduation from high school supplemented by course work in human resources or personnel management, safety, industrial hygiene, or a field related to area of assignment.

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment;

Hazards: eExposure to computer screens.

Physical Conditions:

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

Essential and marginal functions require:

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

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

CITY OF LAS VEGAS

~~Workers' Compensation Insurance Services Specialist -(Continued)~~

-- Operating assigned equipment.

Maintaining effective audio-visual discrimination and perception needed for:

-- Making observations;

-- Communicating with others;

-- Reading and writing; and

-- Operating assigned equipment.

Maintaining mental capacity which allows the capability of:

-- Making sound decisions;

-- Effective interaction and communication with others; and

-- Demonstrating intellectual capabilities.

ARBSEGAL

REV 1/29/01 (formerly Insurance Specialist)11/17/11 (formerly Workers' Compensation Specialist, Employee Benefits Specialist, and Safety & Liability Specialist)

FLSA & City: nonexempt

CSB 2/14/01

Segal 08/09/10

CITY OF LAS VEGAS
CLASSIFIED

EMPLOYEE BENEFITS SPECIALIST

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

DEFINITION

To perform complex and difficult work at the advanced journey level involved in administering various employee benefits programs and maintaining related records; to advise and assist management and employees with the features of various insurance, benefit and pension programs; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED

Receives direction from higher level management.

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

Essential Functions:

CITY OF LAS VEGAS

Workers' Compensation Insurance Services Specialist -(Continued)

1. Provide advanced technical information and assistance to city employees, retirees, providers and third parties regarding various insurance programs such as medical insurance, dental insurance, vision plan, prescription plan, disability insurance, life insurance and flexible benefits plan; resolve problems or complaints and assist in resolving complex problems.
2. Participate in the coordination and communication of the city's employee benefits programs, including the annual open enrollment.
3. Reconcile billings for insurance premiums and employee medical claims, resolving any problems with the provider, and forward to the third-party administrator or accounts payable for payment.
4. Participate in ensuring that regulations and internal policies and procedures regarding HIPAA (Health Insurance Portability and Accountability Act), deferred compensation, COBRA (Consolidated Omnibus Budget Reconciliation Act) insurance and the flexible benefits plan are followed and explained to employees; stay current with changes in the law and ensure that procedures are updated to include required changes.
5. Maintain benefits-related personnel records in the computerized Human Resources Information System, entering all individual participant data regarding additions, changes and deletions to various insurance coverages and programs.
6. Serve as a liaison between the city, employees, retirees, providers and third party administrators when necessary to resolve problems and misunderstandings and to coordinate the required flow of information and documentation.
7. Receive COBRA payments from former employees, prepare for deposit and record receipt of payment using financial accounts receivable software.
8. Receive payment of health insurance benefits for retirees from the Public Employees' Retirement System (PERS) and reconcile; make adjustments for any discrepancies by coordinating with the retiree and PERS.
9. Monitor benefits module functionality and provide assistance in testing system solutions; Identify and report system issues to assigned Human Resources Oracle lead.
10. Ensure that third party administrators are complying with contracts and inform manager of any major issues or problems.
11. Assist with planning and conducting employee health and wellness programs.
12. Monitor the updating and maintenance of various manuals, reports and files; prepare correspondence and memorandums in support of assigned functions.
13. Collect and organize data as needed for statistical reports.
14. Operate a variety of office equipment including a personal computer using common and specialized software.

CITY OF LAS VEGAS

Workers' Compensation Insurance Services Specialist -(Continued)

Marginal Functions:

1. Participate in budget preparation; submit budget requests; monitor expenditures.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of an employee benefits program.
Modern office procedures, methods and computer equipment.
Common office software, including word processing and spreadsheet programs.
Principles of bookkeeping and reconciling.
Basic medical terminology.
Principles of mathematics.
Business letter writing and report preparation.
English usage, spelling, grammar and punctuation.
Methods and techniques of record keeping and records management.

Knowledge of:

Operational characteristics of personal computers.
Pertinent federal, state and local laws, codes and regulations pertaining to an employee benefits program and its record keeping.

Ability to:

Independently perform difficult tasks involved in administering an employee benefits program.
Interpret, explain and enforce applicable laws, regulations and department and program policies and procedures.
Maintain confidential information and records.
Communicate with medical providers using specialized terminology.
Communicate with people under stress or who are ill or injured.
Learn technical policies and procedures applicable to the city's insurance programs.
Perform mathematical calculations quickly and accurately.
Type or word process at a speed necessary for adequate job performance.
Work independently without direct supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
----- *Sitting for extended periods of time; and*
----- *Operating assigned equipment.*
Maintain effective audio-visual discrimination and perception needed for:
----- *Making observations;*
----- *Communicating with others;*
----- *Reading and writing; and*
----- *Operating assigned equipment.*

CITY OF LAS VEGAS

Workers' Compensation Insurance Services Specialist -(Continued)

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

Three years of technical experience in employee benefits administration. Experience with Oracle Advanced Benefits desirable.

Training:

Equivalent to graduation from high school supplemented by course work in human resources or personnel management, health care management, health insurance or a closely related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

SMM

REV-08/29/06

FLSA & City: nonexempt

CSB-9/27/06 CITY OF LAS VEGAS
CLASSIFIED

SAFETY/LIABILITY SPECIALIST

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

DEFINITION

To perform complex and difficult work at the advanced journey level involved in administering various safety and liability programs and maintaining related records; to advise on and assist

CITY OF LAS VEGAS

Workers' Compensation Insurance Services Specialist -(Continued)

with the features of various safety and liability programs; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED

Receives direction from higher level 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. Provide advanced technical information and assistance to city employees, providers and third parties regarding the city's safety and liability programs; resolve problems or complaints and assist in resolving complex problems in assigned area.
2. Participate in the coordination and communication of the city's safety and liability program.
3. Reconcile billings for insurance premiums, professional services and third party claims, resolving any problems with the provider, and enter information into the computer system for payment.
4. Serve as a liaison between the city, employees, providers and citizens when necessary, to resolve problems and misunderstandings and to coordinate the required flow of information and documentation.
5. Assist with the processing of liability claims filed against the city including the production of claims payment checks; assist with the investigation of accidents involving city vehicles and equipment.
6. Assist with the administration of the City's commercial driver's license (CDL) program, including administration of the CDL drug testing.
7. Assist with planning and conducting employee health and safety programs.
8. Monitor the updating and maintenance of various manuals, reports and files; prepare correspondence and memorandums in support of assigned functions.
9. Collect and organize data as needed for statistical reports.
10. Operate a variety of office equipment including a personal computer using common and specialized software.
11. Assist with the processing and collection of subrogated claims for those individuals who are found to be financially liable to the City of Las Vegas.
12. Assist in the collection of data and entry into the computer for the production of the OSHA (Occupational Safety and Health Administration) 300 log.

Marginal Functions:

4. Participate in budget preparation; submit budget requests; monitor expenditures.
5. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a safety and liability program.
Modern office procedures, methods and computer equipment, including common office software.
Principles of bookkeeping and reconciling.
Basic medical terminology.
Principles of mathematics.
Business letter writing and report preparation.
English usage, spelling, grammar and punctuation.
Methods and techniques of record keeping and records management.
Pertinent federal, state and local laws, codes and regulations pertaining to a safety and liability program and its record keeping.

Ability to:

Independently perform difficult tasks involved in administering a safety and liability program.
Interpret, explain and enforce laws and regulations and department and program policies and procedures.
Maintain confidential information and records.
Communicate with insurance companies, attorneys' offices and law enforcement agencies using specialized terminology.
Communicate with people under stress or who are ill or injured.
Learn technical policies and procedures applicable to the city's safety and liability programs.
Perform mathematical calculations quickly and accurately.

Ability to:

Type or word process at a speed necessary for adequate job performance.
Work independently without direct supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
----- *Sitting for extended periods of time; and*
----- *Operating assigned equipment.*
Maintain effective audio-visual discrimination and perception needed for:
----- *Making observations;*
----- *Communicating with others;*
----- *Reading and writing; and*
----- *Operating assigned equipment.*

CITY OF LAS VEGAS

Workers' Compensation Insurance Services Specialist -(Continued)

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

Three years of technical experience in organizational safety and liability administration.

Training:

Equivalent to graduation from high school supplemented by course work in human resources or personnel management, safety, industrial hygiene, insurance or a closely related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

ARB
REV-1/29/01 (formerly Insurance Specialist)
FLSA & City: nonexempt
CSB-2/14/01

LEGAL SECRETARY

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

DEFINITION

~~To p~~Performs a variety of responsible legal secretarial and clerical duties in support of an assigned division or function; ~~to type and proofread various documents and verify data for accuracy; to research information relevant to cases or projects assigned; and to maintain data entry for the case management system.~~ Performs confidential legal secretarial duties including ~~P~~preparing and processing a variety of legal documents, such as warrants, agreements, notices, orders, affidavits, motions, power of attorney, estate planning documents, healthcare directives, and briefs; receiving and communicating messages; calendaring; and data entry.

SUPERVISION RECEIVED

Receives general supervision from higher-level ~~supervisory or professional,~~ 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. Prepares and processes a high volume and wide variety of correspondence and legal documents including complaints, wills, notices, resolutions, motions, ordinances, summonses, warrants, contracts, briefs, case history sheets, and agreements; ~~may take and transcribe correspondence.~~ Verifies sources and cites appropriate city ordinances and laws. Collects necessary legal staff signatures.
2. Performs a wide variety of responsible and confidential secretarial duties in support of assigned supervisor or function; ~~m~~Maintains calendars; schedules meetings, hearings, and depositions; ~~p~~Processes incoming and outgoing mail.
3. Conducts limited research on pending legal issues at the direction of legal staff.
4. Opens, Pprepares, and maintains, and closes files and calendars, including; recording follow-up dates and deadlines; ~~p~~Reviews documents for accuracy.
- 3.5. Inputs, updates and retrieves data from a variety of databases; generates reports as necessary. Performs data entry into the case management system.
- 4.6. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely mannerProvides information and assistance to the public; Screens telephone calls and requests for information; ~~r~~Routes calls

CITY OF LAS VEGAS
Legal Secretary (*continued*)

and requests to appropriate staff member, department or agency.

5.7. Assists attorneys in the absence of an assigned secretary.

6.8. Operates a variety of office equipment including transcription machines, copiers, facsimile machines and computers.

Marginal Functions:

1. May take and transcribe correspondence.

2. May administer specialized software.

4.3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.

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

Customer service techniques, both in person and on the telephone.

Basic terminology, forms and documents, format and procedures used in legal secretarial work.

Procedures and practices involved in composing, processing and filing a variety of legal documents.

English usage, spelling, grammar and punctuation.

Business letter writing.

Principles and procedures of record keeping.

Modern office procedures, methods and computer hardware and software.

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

Ability to Skills in:

Operating a variety of modern office equipment including computer equipment.

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

Performing responsible legal secretarial work involving the use of independent judgment and personal initiative.

Understanding the organization and operation of the city and of outside agencies as necessary to assume assigned responsibilities.

Understanding, interpreting and applying applicable laws, codes, ordinances, regulations, policies and procedures.

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

Meeting critical deadlines.

Managing multiple assignments.

Working independently with minimal supervision.

CITY OF LAS VEGAS
Legal Secretary (*continued*)

~~Working cooperatively with other departments, city officials, and outside agencies.~~

~~Communicating with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.~~

~~Operating and using modern office equipment including a computer.~~

~~Communicating effectively, both orally and in writing.~~

~~Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.~~

~~Communicating effectively, both orally and in writing.~~

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

~~Understanding, interpreting and applying applicable laws, codes, ordinances, regulations, policies and procedures.~~

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

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

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

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

~~———— Making sound decisions;~~

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

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

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

~~———— Making observations;~~

~~———— Communicating with others;~~

~~———— Reading and writing; and~~

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible legal secretarial-clerical experience.

Training:

Equivalent to graduation from high school; specialized legal secretarial training is desirable.

License or Certificate

~~May require possession of valid Notary Public Certification.~~

Must type 4060 net words per minute as demonstrated by a typing certificate dated no more than one year prior to the date of application.

May require possession of valid Notary Public Certification.

WORKING CONDITIONS

Environmental Conditions:

CITY OF LAS VEGAS
Legal Secretary (*continued*)

Location: Office environment.

Hazards: Exposure to computer screens.

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

mMaintaining physical condition appropriate to the performance of assigned duties and responsibilities which may include the following necessary for sitting for prolonged periods of time:

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

Maintaining effective audio-visual discrimination and perception needed for:

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

SBSegal

REV 9/29/08 11/21/11 (formerly Legal Secretary and Legal Secretary-Criminal Division)

FLSA & City: non-exempt

CSB 10/22/08

MAINTENANCE WORKER I
MAINTENANCE WORKER II

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

DEFINITION

To pPerforms semi-skilled and skilled work in the construction, maintenance and related service activities related to street, sanitary sewer, wastewater treatment, parks and cemetery maintenance.

DISTINGUISHING CHARACTERISTICS

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

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

SUPERVISION RECEIVED

Maintenance Worker I

Receives immediate supervision from higher level staff.

Maintenance Worker II

Receives general supervision from higher level staff.

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

CITY OF LAS VEGAS

Maintenance Worker I/II (*cContinued*)

Essential Functions:

~~7. Maintain pool facilities, including picking up litter, cleaning rest rooms, showers, locker rooms, pool decks, windows, staff areas; brush and backwash pools; check water quality and chemical balance; perform minor repairs such as tightening nuts, bolts and screws on lifeguard stands, diving boards, bleachers and pool ladders; empty pool filter baskets; identifyies major repairs needed and reports to Pool Technician higher level staff; paint staff areas as needed;~~

~~14.8. May maintain inventory of equipment, materials and supplies.~~

~~15.9. Maintains a variety of automated and manual records, and logs and files of all work performed.~~

When Assigned to Rapid Response Team

~~1. Remove illegal signs, graffiti, trash, debris, vegetation, vagrant camps, dilapidated fences, shopping carts, basketball hoops, junk vehicles and abandoned appliances from Cleans street medians, public rights-of-way and other city property, including removing items such as illegal signs, graffiti, trash, debris, vegetation, vagrant camps, fences, shopping carts, basketball hoops, junk vehicles and abandoned appliances.~~

~~2. Drains stagnant swimming pools on vacant private property to reduce public health and safety risks.~~

Marginal Functions:

~~1. Performs basic repairs to drip and pop-up irrigation systems such as replacing emitters, risers and irrigation heads and drip supply lines.~~

~~2. Responds to public inquiries in a courteous manner; provides information within the area of assignment.~~

~~3. Performs related duties and responsibilities as required.~~

QUALIFICATIONS

Maintenance Worker I

Knowledge of:

~~Basic m~~Methods and techniques of general construction, maintenance and repair related to the area of work assigned.

Equipment and tools used in the area of work assigned.

Occupational hazards and standard safety practices.

Ability toSkills in:

CITY OF LAS VEGAS

Maintenance Worker-I/II (~~c~~Continued)

~~Learn to p~~Performing a variety of semi-skilled maintenance, construction and repair work in the area of work assigned.

~~Learn to o~~Operating a variety of vehicular and stationary mechanical equipment in a safe and effective manner.

~~Learn to p~~Performing a variety of manual tasks for extended periods of time and in unfavorable weather conditions.

Performing heavy manual labor.

Understanding and following oral and written instructions.

Communicateing clearly and concisely, both orally and in writing.

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

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

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

~~—————Operating assigned equipment and vehicles. Maintain effective audio-visual discrimination and perception needed for:~~

~~—————Making observations;~~

~~—————Reading and writing;~~

~~—————Communicating with others; and~~

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

Experience and Training Requirements

Experience:

One year of experience performing field maintenance work within the assigned area of work is desirable.

Training:

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

License or Certificate

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

Condition of continued employment: Within 15 days of initial hire, 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.

When assigned to pool maintenance: Possession of a Swimming Pool Service Technician or Pool Operator certification from the Southern Nevada Health District on the date of application, and maintenance thereafter.

Special Requirement

CITY OF LAS VEGAS

Maintenance Worker I/II (~~c~~Continued)

May be required to respond to emergencies during non-working hours.

Maintenance Worker II

In addition to the qualifications for Maintenance Worker I:

Ability to:

~~Perform a variety of skilled maintenance, construction and repair work in the area of work assigned.~~

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

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

Experience and Training Requirements

Experience:

Two years of increasingly responsible field maintenance experience.

Training:

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

WORKING CONDITIONS

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

Environmental Conditions:

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

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

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

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

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

CITY OF LAS VEGAS

Maintenance Worker-I/II (*cContinued*)

Standing/walking: Frequent-constant standing, in combination with walking, indoors and outdoors, while performing general maintenance duties. Depending on assignment walks up to 7 miles per day on all types of terrain, uneven ground and slopes.

Sitting: Occasionally, while working at ground level, driving or riding in vehicles, often over uneven terrain with frequent bouncing and jarring.

Lift/carry: Frequent lifting, 5-50 lbs., tools, trash, equipment, vegetation and debris. Occasionally, 50-100 lbs., tools, manhole covers, equipment, materials, heavy debris and furniture. Carrying up to 25 ft. Infrequently carrying up to 50 ft.

Push/pull: Frequently, using both hands and arms in popping manhole covers, moving equipment or materials, using hand and power tools, exerting a force of 25-75 lbs while shoveling, pulling and chopping vegetation, moving heavy debris onto truck, moving heavy materials and objects.

Climbing: Occasionally, ladders, 5-9 tier bleachers, stairs, up and down steep terrain and on and off vehicles depending on assigned tasks.

Bending/twisting: Frequently, at waist, knees and neck while working in a variety of positions performing maintenance and manual labor duties. May be required to do extensive shoveling, raking, hoeing and weeding.

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

Hands/arms: Constant use of hand and arms reaching, grasping, fingering, gripping, and handling while using hand and power tools, performing labor tasks and shoveling. Requires overhead reaching for sign removal, loading items on truck for disposal and using tools. Can involve extensive use of hand tools in shoveling, raking, etc.

Sight: Constant use of sight abilities, including hand and eye coordination and depth perception to safely operate tools, equipment and vehicles.

Speech/hearing: Constantly, in communicating with coworkers and maintaining a safe work environment.

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

Maintaining mental capacity which allows the capability of making sound decisions;

Effective interaction and communication with others; and demonstrating intellectual capabilities.

SBARB

REV 8/4/11 (~~revised construction safety training~~)11/2/11 (formerly Maintenance Worker I and II (X))

FLSA and City: nonexempt

CSB 8/24/11

PAYROLL ASSISTANT-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

Prepares, files and maintains department payroll process. Verifies information on timecards to ensure proper coding of time. Reconciles leave time with approvals. Answers employee questions. ~~To provide preliminary payroll and personnel processing on a departmental level, generally related to time and attendance, personnel actions and acting pay; to provide general clerical support to assigned division or department.~~

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Payroll series. It is distinguished from the Payroll Assistant II Specialist by its assignment ~~the performance of payroll processing at the departmental level, and the limited nature of assigned duties and responsibilities; it does not perform assigned~~ the full range of payroll duties, but is limited generally to time and attendance, personnel actions and acting pay.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--

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

Essential Functions:

1. Collects and enters time, and attendance and acting pay information from timecards or other documents into a computer system; matches approved leave forms with information received; verifies the input information before sending to Payroll.
2. Coordinates with other city staff to ensure that timecard and payroll information is accurate and complete, has the proper authorization and complies with applicable labor agreements.
- 2-3. May prepare other departmental staffing, personnel or finance action information and requests forms as directed; obtain all required information, complete form, obtain required signatures and send to Human Resources; discuss action as needed with management and Human Resources to verify action and provide additional information.
- 3-4.
3. Process miscellaneous forms for reimbursement to department employees, such as mileage reimbursement.

CITY OF LAS VEGAS

Payroll Assistant-I (*continued*)

- ~~4.~~ 4. Discusses problems with the Payroll section staff and works with staff to participate in determining solutions; prepares ~~memos or correspondence~~ e-mail messages to Payroll to authorize correction of a problem; follows up on unresolved issues as needed.
- 4.
- 4.5. Responds to questions and requests regarding staffing, payroll and personnel information, policies and procedures; resolves complaints and errors.
- 5.6. Works with supervisors and managers to select best date for employee transfers, especially in departments where the scheduling is complex, such as the Fire Services and Rescue and Detention and Enforcement departments.
- 6.7. May perform basic clerical, personnel and accounting-related duties for the to meet department needs or division, such as, when assigned to Fire Services: processing all cash and checks received for fees charged, personal cellular phone call payments, vendor refund checks, district court payments for testifying, etc., securing the funds, balancing and delivering to Finance on a regular basis.
8. Serves as a liaison for the department with other city departments, the public and outside agencies. Represents the division in various committees and work groups. Handles inquiries and complaints from start through resolution in an efficient and timely manner.--
9. Maintains, Prepares and distributes statistics and reports with payroll, staffing, personnel, leave usage and related information.
10. Monitors changes in employment and staffing such as new hires, promotions, vacancies and seniority; updates payroll records as necessary.--
- 7.11. Perform clerical duties as assigned, such as processing requests for information, assisting with the preparation of documents and reports, providing back up to other staff during lunch, vacations and days off, taking minutes at meetings. Maintains a variety of automated and manual logs, records and files; processes, prepares and completes various forms; performs a variety of record keeping, filing, indexing and other general clerical work; orders supplies and forms as needed.

Marginal Functions:

1. Processes various transactions including verifying the amount of payment and identify of payment recipient, and researching any funds owed to the city.--
2. Acts as a back up for other accounting and clerical staff as needed.--
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Department staffing schedules.

CITY OF LAS VEGAS

Payroll Assistant-I (*continued*)

Applicable bargaining unit contracts and city policies and procedures and the typical provisions applying to pay and personnel actions.

Modern office methods, procedures and computer equipment including both mainframe and personal computers, as applicable.

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

Mathematical principles.

Principles and techniques of customer service.

Basic principles and practices of fiscal record keeping.

Clerical bookkeeping and accounting methods and techniques.

Principles and methods of data collection and retention.

Methods and procedures of data entry.

English usage, spelling, grammar and punctuation.

Skills in: Ability to:

Learning specialized time and attendance system(s) used by the department, if applicable, and the city.

Learning terminology and procedures to communicate with Human Resources for personnel actions.

Learning city payroll procedures applicable to processing time, and attendance and acting pay information.

Researching problems in with payroll or personnel records, communicating details to either Payroll or Human Resources applicable staff and resolving the problems.

Operating specialized programs using either a mainframe computer terminal or a personal computer, or both.

Operating a variety of modern office equipment including computer equipment.

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

Coordinating the daily operations of assigned functions.

Meeting strict deadlines.

Performing routine clerical work.

Understanding and following oral and written instructions.

Communicating clearly and concisely, both orally and in writing.

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

Maintain effective audio-visual discrimination and perception needed for:

-----*Making observations*

-----*Communicating with others*

-----*Reading and writing*

-----*Operating assigned equipment.*

Maintain mental capacity which allows the capability of:

-----*Making sound decisions*

-----*Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

CITY OF LAS VEGAS
Payroll Assistant-I (*continued*)

Three years of increasingly responsible clerical experience, including one year of general bookkeeping, accounting or payroll experience.

Training:

Equivalent to graduation from high school. Additional specialized training in bookkeeping, accounting or payroll processing is desirable.

License or Certificate

Must type 45 words per minute as demonstrated by a typing certificate dated no more than one year prior to the date of application.

WORKING CONDITIONS

Environmental Conditions:

~~Office environment; exposure to computer screens.~~

Location: Office environment.

Hazards: Exposure to computer screens.

Physical Conditions:

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

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

ARBSegal

NEW 8/11/98 REV 12/6/11 (formerly Payroll Assistant I)

FLSA and City: nonexempt

CSB 11/12/98

POOL 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 plan, schedule and participate in repair and maintenance functions on all city aquatic facilities; and to perform a variety of maintenance tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the ~~Pool Maintenance Supervisor~~ Principal Aquatic Specialist.

Receives functional and technical supervision from the Pool Maintenance Crew Leader.

Exercises functional and technical supervision over seasonal staff.

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

Essential Functions:

1. Plan and perform in a variety of maintenance and repair functions on city aquatic facilities including performing tests for chlorine, pH, total alkalinity and cyanuric acid, and treat water with chemicals to maintain safe and healthy water quality.
2. Maintain pool piping, plumbing parts, chlorinators, filters, and interior finish in good working condition; maintain portable vacuum pump.
3. Schedule and coordinate repair and maintenance work on motors and pumps to be performed by plumbing and electrician staff.
4. Backwash multiple filter systems and skim water surface to remove floating matter.
5. Clean tile in pools; clean and polish chrome deck equipment; clean strainer baskets and maintain filter rooms and pump pit.
6. Clean bathrooms, pool office and pool areas; stock and replenish bathroom supplies.
7. Perform minor maintenance such as tightening nuts, bolts and screws on lifeguard stands, diving boards, bleachers and pool ladders; identify major repairs and report to ~~Pool Maintenance Supervisor~~ Crew Leader.
8. Assist with the delivery and set-up of equipment for aquatic or recreation events.

CITY OF LAS VEGAS
Pool Technician (Continued)

9. Maintain inventory of equipment and supplies.

9.10. Identify and repair or isolate safety hazards.

11. Train hourly staff in work methods and techniques.

Marginal Functions:

1. Minor painting of staff areas as needed.
2. Assemble or move office furniture as needed.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Pool filtering systems, chlorinators, and other aquatic equipment.
Methods and techniques of water sterilization, chlorination, and pH balancing.
Principles and practices of plumbing.
Occupational hazards and standard safety practices.

Ability to Skills in:

Repairing and maintaining chlorinators and filter systems.
Estimating time, materials and equipment.
Operating a variety of power and hand tools safely and effectively.
Working independently in the absence of supervision.
Train hourly staff in work methods and techniques.
Understanding and following oral and written instructions.
Establishing and maintaining effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:
_____ Making observations;
_____ Communicating with others;
_____ Reading and writing; and
_____ Operating assigned equipment.
Maintain mental capacity which allows the capability of:
_____ Making sound decisions;
_____ Effective interaction and communication with others; and
_____ Demonstrating intellectual capabilities.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
_____ Walking and standing for extended periods of time; and
_____ Operating assigned equipment.

CITY OF LAS VEGAS
Pool Technician (*Continued*)

Experience and Training Requirements

Experience

One year of increasingly responsible experience in the operation, maintenance, cleaning and servicing of swimming pools.

Training

Equivalent to graduation from high school.

License or Certificate

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

Possession of a Swimming Pool Service Technician or Pool Operator certification from the Southern Nevada Health District on the date of application, and maintenance thereafter.

Special Requirements

Fluency in Spanish 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.

Environmental Conditions:

Location: 40% inside, 60% outside work in aquatic facility environment, in all types of weather conditions.

Hazards: Exposure to waste, hazardous and infectious materials, noise, inclement weather conditions, moving objects and vehicles, burns, toxic and caustic chemicals, lubrication oils, grease, odors, fumes, awkward positions, cramped quarters, slippery surfaces, pinch points, and working below ground level to a depth of 15 ft.

Equipment Used: Hand and power tools, pneumatic tools, pumps, motors, testing equipment, brazing and cutting torches.

Safety Equipment: Gloves, safety glasses, ear protection, SCBA equipment and other equipment as needed.

Physical Conditions:

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

Standing/walking: Frequent-constant standing, in combination with walking up to 1/2-1 mile per shift on concrete surfaces or outdoors.

Sitting: Occasionally, while working on equipment or performing administrative duties at desk.

CITY OF LAS VEGAS
Pool Technician (Continued)

Lift/carry: Frequently, up to 10-50 lbs., parts, tools, materials and equipment. Carrying distances of up to 50 ft. Occasionally-infrequently, 51-125 lbs., valves, motors, bag of soda ash. Minimal carry requirement.

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

Climbing: Frequently, climbing and balancing on ladders while performing job duties; may climb down 15 ft. in surge pit.

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

Kneeling/crouching/crawling: Frequently, while performing installation and repairs of equipment, work in confined spaces.

Physical Conditions:

Hands/arms: Constant use of hands and arms reaching, grasping, fingering, gripping and handling while installing and repairing equipment, at times working with arms extended and overhead. Heavy gripping using hand and power tools can be extended at times. Keyboarding requirement includes light data entry using word processing and spreadsheet software.

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

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

Other physical demands: Ability to smell and detect chemicals, work in restricted spaces wearing a full face negative pressure respirator as required.

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

SMMSEGAL

FLSA & City: nonexempt

REV 04/10/0710/4/11

CSB 04/25/07

AQUATICS SUPERVISOR-PRINCIPAL AQUATIC 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

Supervises the operation of all city aquatics facilities and staff, including all personnel, budgeting and reporting. Creates, implements, and evaluates aquatics programming. Develops and maintains community relationships.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the ~~Leisure Services~~Community Program Supervisor or other 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. Acts as first line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.
2. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
3. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials and equipment and requisitioning materials as needed.
4. Plans, directs and coordinates a variety of aquatic activities, programs and classes to meet the needs of the people in the community; reviews program outlines prepared by staff, provides suggestions for improvement and forwards to ~~Leisure Services~~Community Program Supervisor.
5. Prepares a master calendar for summer and year round aquatic program and assigns staff to instruct classes and run programs.

Essential Functions:

6. Evaluates activities, programs and classes for content, techniques and special problems.
7. Provides instructor certification training to qualified aquatics staff; occasionally instructs other classes.
8. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
9. Develops and maintains positive working relationships with school administration, community groups and other agencies.
10. Coordinates aquatics facility rentals for private events and summer camps including instructing rental groups on rental and usage requirements and ensuring rental groups meet insurance requirements and adhere to all rental rules, regulations and requirements.
11. Monitors and inspects maintenance of aquatics facilities and equipment to ensure facilities adhere to standards of cleanliness and safety; prepares monthly facilities report; requests maintenance services as necessary.
12. Participates in the preparation and administration of aquatics program budget. Submits budget recommendations. Monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Prepares reports on actual and estimated revenues and expenditures.
13. Prepares marketing materials and displays; performs public relations duties including giving media interviews and presentations at public events as assigned.
14. Enforces facility, department and city rules and regulations.
15. Develops an emergency action plan and practices the plan regularly with staff.
16. Conducts regular in-service training with lifeguards and instructors to review first aid, lifeguarding and CPR procedures.
17. Prepares a variety of reports.
18. Maintains pool staff certifications on file on and monitors certification expiration dates.

Marginal Functions:

1. Maintains a variety of automated and manual logs, records and files.
2. Completes all accident and incident reports and distributes reports to supervisor.
3. Partners with community leaders and citizen groups to promote and implement water safety programs and events.

Marginal Functions:

4. Performs safety and health related cleaning and maintenance services as needed.
5. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of aquatic recreation programming.
6. Reviews designs for pool construction and remodeling and provides recommendations.
7. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles and practices of aquatic activities.
Functions and activities of an aquatic facility.
Principles and practices of maintaining a public aquatic facility.
Principles of supervision, performance evaluation and training.
Modern and complex principles and practices of maintaining a public aquatic facility.
Occupational hazards and standard safety practices.
Lifeguard techniques.
Pool staff certification requirements.
Modern office procedures and equipment.
Pertinent federal, state and local laws, codes and regulations.
Basic first aid and CPR.
Basic principles of water safety.

Skills in:

Swimming at a level adequate to perform essential functions and maintain certifications.
Maintaining a variety of records.
Preparing reports.
Analyzing problems, identifying alternative solutions and projecting consequences of proposed actions.
Using initiative and independent judgment within established guidelines.
Independently performing the most difficult work assigned.
Identifying and resolving potential health or safety hazards.
Planning, organizing and prioritizing assignments.
Interpreting, explaining and enforcing policies and procedures.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

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

Training:

Bachelor's degree from an accredited college or university with a major in recreation management or a related field.

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

License or Certificate

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

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

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

Special Requirements

Fluency in Spanish is desirable.

WORKING CONDITIONS

Environmental Conditions:

Location: Indoor and outdoor aquatic recreational facilities; travel from site to site.

Hazards: Exposure to inclement weather conditions, water, noise.

Physical Conditions:

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

CITY OF LAS VEGAS

~~Aquatics Supervisor~~Principal Aquatic Specialist (Continued)

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

SEGAL

REV 8/19/2010 (formerly Aquatic Coordinator)11/28/11 (formerly Aquatics Supervisor)

Nonexempt CSB 7/13/11

LEISURE SERVICES COORDINATOR/PRINCIPAL COMMUNITY PROGRAM 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 plan, organize, conduct, coordinate and supervise recreation activities; to oversee and participate in all related work.~~ Oversees the development and coordination of recreational activities. Analyzes program offerings to determine if goals and community needs are being met. Supervises center staff and administration.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the ~~Leisure Activities Field~~ Community Program Supervisor or other supervisory and management staff.

~~Exercises technical and functional supervision over lower level staff.~~ Acts as a formal first line supervisor, exercising direct supervision, including monitoring and formally evaluating employee performance, and participating in the selection and discipline 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, directs, and coordinates and manages the diversified recreation activities, programs and classes to meet the needs of the people in the community daily operations of an assigned recreation facility or program.
2. Acts as first line supervisor for designated staff within a department; participates in interviewing and selecting job applicants; provides training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.
3. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
4. Develops, coordinates and oversees a variety of recreational programs, activities, trips and special events.
5. Conducts assessments, surveys, site audits and collects customer service cards to solicit community feedback about recreation programming and events; analyzes feedback and

CITY OF LAS VEGAS

Leisure Services Coordinator-Principal Community Program Specialist (continued)

- identifies community recreation needs; plans and implements recreation programming and events to meet community needs.
6. Serves as department liaison with other city departments, divisions, public and outside agencies. Represents the division in various committees and work groups. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
7. Recommends and assists in the implementation of recreation programs policies and procedures. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
- 2.8. Evaluates programs, activities, trips programs and events classes for content, techniques and special problems.
3. ~~Recruits, interviews and oversees and select seasonal, hourly and volunteers workers and instructors.~~
4. ~~Train assigned employees.~~
- 5.9. Develops and maintains positive working relationships with school administration, community groups and other agencies.
- 6.10. Develop, administer, monitor and coordinate budgets for assigned community center or leisure programs, including use of grant funds; purchase equipment and supplies. Participates in the preparation and administration of the function budget. Submits budget recommendations. Monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage.
- 6.
11. Administers the use of grant funding. Maintains record keeping requirements as stated in grants. Recommends fee waivers and fee adjustments for non-profit groups and agencies.
8. 12. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed.
13. Assists with marketing materials and displays; Pperforms public relations duties to including giving media interviews and presentations and public events; designs and maintains recreation facility bulletin boards. e-television interviews, radio interviews, public speaking engagements and conducting tours.
14. Monitors facilities for function, safety and equipment issues; performs regular safety and health related inspections, cleaning, and maintenance services as needed; requests maintenance services as necessary.
9. 145. Monitors and enforces safe workplace rules and procedures; completes and submits incident reports, workers' compensation paperwork and other related documents; makes

CITY OF LAS VEGAS

Leisure Services Coordinator-Principal Community Program Specialist (continued)

emergency decisions regarding the welfare, safety and security of the participants and staff within the assigned recreation facility.

~~8. Design and maintain bulletin boards, brochures and other materials for marketing programs.~~

~~9.1456. Enforces facility or program rules and regulations.~~

~~10. Plan, direct, assign and verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards.~~

Essential Functions:

~~11. 1765. Maintains documentation on all programs and participants; prepares statistical and summary reports as needed. Prepare and maintain a variety of reports.~~

Marginal Functions:

~~1. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of recreation programming.~~

~~1.2. Maintains a variety of automated and manual logs, records and files.~~

~~2. May assist with interviewing and selecting full-time staff.~~

~~3. Performs related duties and responsibilities as required.~~

QUALIFICATIONS

Knowledge of:

Principles and practices of researching, planning, organizing, coordinating and overseeing leisure activities.

~~Basic~~ Principles and practices of the functions of a community center.

Principles of lead supervision, and training, and performance evaluation.

Modern and complex principles and practices of maintaining public facilities.

Applicable safety standards and practices.

Occupational hazards and standard safety practices.

Modern office software, procedures and equipment.

Pertinent federal, state and local laws, codes, ~~and regulations,~~ and safety requirements.

Basic first aid.

Skills inAbility to:

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

Analyzing problems, identifying alternative solutions and projecting consequences of proposed actions.

Managing the operations of assigned community center or leisure programs without direct supervision.

Interpreting, explaining and enforcing policies and procedures.

CITY OF LAS VEGAS

Leisure Services Coordinator-Principal Community Program Specialist (continued)

Identifying and resolving potential health or safety hazards.

Working effectively with citizens of all ages and from various ethnic and socio-economic backgrounds.

Communicating clearly and concisely, both orally and in writing.

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

Using initiative and independent judgment within established guidelines.

Planning, organizing and prioritizing assignments.

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

Walking and standing for extended periods of time

Operating assigned equipment.

Maintain effective audio-visual discrimination and perception needed for:

Making observations

Communicating with others

Operating assigned equipment.

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in recreation program development and implementation, community center management or a related field or community center administration experience, including one year of lead or supervisory experience.

Training:

Equivalent to an Associate Bachelor's degree from an accredited community college or university with major in recreation management or a related field.

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

License or Certificate

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

Possession of an automated external defibrillator (AED) certification on the date of application, and maintenance thereafter.

Possession of an appropriate, valid CPR certificate on the date of application.

Special Requirements

Fluency in Spanish is desirable.

WORKING CONDITIONS

Environmental Conditions:

Location: Work in both indoor and outdoor recreational facilities, and in

Hazards: Exposure to inclement weather conditions.

Physical Conditions:

Essential and marginal functions require:

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

- Walking, standing, bending, stooping, kneeling or sitting for extended periods of time;
- Light to moderate lifting; and
- Operating assigned equipment.

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

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

ARBSEGAL

REV 7/30/99 (formerly Community Center and Recreation Program Coordinators)12/14/11
(formerly Leisure Services Coordinator)

FLSA & City: nonexempt

CSB 9/8/99

RAPID RESPONSE 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

~~To lead, oversee and participate in the more complex and difficult work of Rapid Response Team crews responsible for resolving complaints and correcting incidences of non-compliance with municipal nuisance ordinances; and to perform a variety of technical maintenance tasks relative to assigned areas of responsibility.~~ Leads, oversees and participates in the more complex and difficult work of crews responsible for resolving complaints and correcting incidences of non-compliance with municipal nuisance ordinances; and performs a variety of technical maintenance tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

~~Receives direction from the Rapid Response Team Supervisor or higher level supervisory or management staff.~~

~~Exercises functional and technical supervision over assigned Rapid Response Team maintenance 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, coordinates, assigns, participates in and reviews the work of assigned employees responsible for resolving complaints and correcting incidences of non-compliance with municipal nuisance ordinances by using proper maintenance techniques.
- ~~1.2.~~ Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
- ~~1.~~
- ~~2.~~ Coordinate and review the work plan for assigned responsibilities; schedule and assign work activities and projects; monitor work flow; inspect, review and evaluate work products, methods and procedures to ensure accuracy and compliance with applicable standards and specifications.

CITY OF LAS VEGAS

Rapid Response Crew Leader (*continued*)

- 2.3. eEnsures assigned employees adhere to safe work practices and procedures; assists in training employees in applicable safety procedures.
- 3.4. ~~Participate in and oversee the use and operation of construction and maintenance equipment needed for~~ Oversees and participates in resolving complaints and correcting incidences of non-compliance with municipal and nuisance ordinances maintaining public rights-of-way and correcting such as maintenance and abatement of vagrant camps, illegal signage, graffiti, polluted or hazardous water, pools, and other hazardous conditions.
- 4.5. Provides technical training to city staff.
- 5.6. Operates all vehicles, equipment and tools used in Rapid Response Team maintenance program; performs and documents pre-trip inspection; maintains vehicles and equipment in clean and fueled condition. ~~Train assigned employees in maintenance and repair methods and techniques related to assigned areas of work.~~
- Essential Functions:**
- 6. ~~Operate all tools and equipment used in the Rapid Response Team maintenance program, including light and heavy equipment, large commercial vehicles and hand and power tools.~~
- 6.7. ~~Maintain records of operations; file reports as needed.~~ Maintains a variety of automated and manual logs, records and files.
- 7.8. ~~Gather~~ Compiles facts of on-the-job accidents and files appropriate reports.
- 8.9. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
- 9.10. Estimates time, materials and equipment required for jobs assigned; requisitions materials as required.
- 10.11. Responds to emergency calls from Fire and Rescue Department and Metropolitan Police Department with minimal direction; provides emergency services within cCity right-of-way; coordinate staffing, equipment and outside resources needed.
- 11.12. Assists supervisor in inspecting and repairing or replacing damaged or worn equipment, vehicles and tools; ~~train staff in preventive maintenance practices.~~ informs supervisor of maintenance issues noted in the field and participates in planning response.
- 13. Assists in coordinating with other city departments and outside agencies to resolve a citizen concern or facilitate large-scale projects.
~~when working jointly to respond to a citizen concern or conducting a large-scale abatement; assist in planning and organizing staff and volunteers for neighborhood clean-ups, and set up traffic work zone safety barricades, lights, cones and signs.~~
- 14. ~~Advise supervisor of maintenance issues noted in the field and participate in planning response.~~
- 14. Assists other cCity staff in construction and maintenance activities as necessary.

CITY OF LAS VEGAS

Rapid Response Crew Leader (*continued*)

15. Assists in leading and organizing volunteers.

15.

Marginal Functions:

1. Plans, acquires and sets up traffic control devices.

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.

1.3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations and activities of the Rapid Response Team 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.

Municipal nuisance codes.

Local geography and street locations.

Traffic work zone safety principles and practices.

The operation of light, medium and heavy construction equipment.

Occupational hazards and standard safety practices.

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

Personal computers and common office software.

Traffic laws.

City geography.

Skills in Ability to:

Interpreting, explaining and enforcing department policies and procedures and applicable municipal nuisance codes.

Working independently without direct supervision.

Setting priorities.

Communicating effectively with citizens of varying socioeconomic and cultural backgrounds.

Acting calmly, rationally and tactfully in sensitive situations.

Understanding and following oral and written instructions.

Communicating clearly and concisely, both orally and in writing.

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

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

Walking or standing for extended periods of time; and

Operating assigned equipment and vehicles.

Maintain effective audio-visual discrimination and perception needed for:

CITY OF LAS VEGAS

Rapid Response Crew Leader (*continued*)

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in municipal code enforcement or in the maintenance of the public right-of-way including streets, sidewalks, alleys, and unpaved areas.

Experience operating light, medium and heavy construction equipment is desirable.

Training:

Equivalent to graduation from high school.

License or Certificate

~~Possession of a valid driver's license on the date of application.~~ Possession of a Class A Commercial Drivers license with tanker endorsement ~~within six months of the date of appointment~~ 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.

~~Must attend City of Las Vegas training in traffic control provided by the Human Resources Safety/Loss Control Officer or his designee.~~

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

WORKING CONDITIONS

Environmental Conditions:

Location: Travel from site to site; field environment.

Hazards: ~~Exposure~~ Exposure to noise, dust, grease, smoke, fumes, gases, electrical hazards, low light conditions; work in inclement weather conditions; work around heavy construction

CITY OF LAS VEGAS

Rapid Response Crew Leader (*continued*)

equipment; work in traffic; work in restricted spaces; work at heights and on uneven or sloped surfaces.

Physical Conditions:

~~Essential and marginal functions may require maintaining physical condition necessary for moderate lifting, climbing, crawling, stooping, kneeling, standing, walking and sitting for prolonged periods of time; operating motorized equipment and vehicles. Essential and marginal functions require:~~

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

ARBSEGAL

NEW 4/30/03 REVISED 12/13/11

FLSA & City: nonexempt

CSB 5/28/03

Segal 08/03/10

RAPID RESPONSE TEAM SUPERVISOR

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

DEFINITION

~~To~~ Supervises, assigns and reviews the work of Rapid Response Team assigned staff; to assigns, oversees and participates in resolving complaints and correcting incidences of non-compliance with municipal nuisance ordinances; and to performs a variety of technical and administrative tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

~~Receives direction from the Neighborhood Response Manager or higher level management staff.~~

~~Exercises direct supervision over Rapid Response team maintenance 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.~~ Plan, prioritize, assign, supervise and participate in the work of Rapid Response Team staff responsible for resolving complaints and correcting incidences of non-compliance with nuisance regulations; recommend final disposition of cases not resolved by staff.
- ~~1.2. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.~~
- ~~2. Inspect work assignments to determine best use of manpower and material.~~
- ~~3. Select, motivate and evaluate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; work with employees to develop short and long term goals, monitor accomplishments, establish performance~~

CITY OF LAS VEGAS

Rapid Response Team Supervisor (*continued*)

~~requirements and personal development targets and provide coaching for performance improvement and development.~~

~~4. Verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specifications; ensure assigned staff adhere to safe work practices and procedures.~~

~~2. Prepare administrative reports on operations and activities.~~ Prepares and presents performance statistics and reports.

~~3.~~

~~3.4. Operates light, medium and heavy equipment, large commercial vehicles, and hand and power tools in support of Rapid Response Team work assignments.~~
~~Essential Functions:~~

~~7.5. Inspects and repairs or replaces damaged or worn equipment, vehicles and tools; train staff in preventive maintenance practices.~~

~~8. Coordinate with other departments and agencies when working jointly to respond to a citizen concern or conducting a large-scale abatement; assist in planning and organizing staff and volunteers for neighborhood clean-ups, and set up traffic work zone safety barricades, lights, cones and signs. Serves as liaison for the division with other city departments, divisions, public and outside agencies. Coordinates with other city departments and outside agencies to resolve citizen concerns or facilitate large-scale projects.--~~

~~6. Assists in planning and organizing staff and volunteers for neighborhood clean ups.~~

~~7. Reviews and verifies the correct setup of street barricades and cones for work zones.~~

~~6.8. Provides technical assistance and training to lower level city staff.~~

~~7.9. Receives and responds to complex and sensitive issues. Provides information within the area of assignment. Handles inquiries and complaints from start through resolution in an efficient and timely manner.~~

~~8.10. Canvass city neighborhoods to proactively identify city nuisance issues and to formulate plan-response plan.~~

~~10. Address governmental boards, councils, agencies and the news media to explain the Rapid Response Team's mission and methods.~~

~~10.--~~

~~11. Participate in the preparation of the section budget; submit budget recommendations; monitor expenditures and reconcile records.~~ 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.

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Rapid Response Team Supervisor (*continued*)

11.12. Oversees and coordinates volunteer work.

Marginal Functions:

~~1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.~~

2.1. Consults with City legal/Attorney staff regarding special cases; provides affidavits of damage to Metropolitan Police Department; testifies in court as required; consults with legal staff to resolve sensitive issues; assists in preparing new ordinances to be presented to City Council.

2. Attends and participates in meetings with city staff, special committees, property owners and contractors to determine proper interpretation of nuisance codes.

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

4. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Municipal nuisance codes.

Principles of supervision, training and performance evaluation.

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

Occupational hazards and standard safety practices.

Local geography and street locations.

Principles, practices and techniques of customer service delivery.

Common office software applications, including word processing and spreadsheet.

Principles and techniques of record keeping and file maintenance.

Methods and techniques of conflict resolution.

Traffic work zone safety principles and practices.

The operation of light, medium and heavy construction equipment.

Principles and practices of budget preparation and administration.

Skills in/Ability to:

Working cooperatively with neighborhood leaders, city officials, media representatives and the general public.

Communicating effectively with citizens of varying socioeconomic and cultural backgrounds.

Setting priorities.

Organizing employees and volunteers and their activities.

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

Acting calmly, rationally, decisively and tactfully in sensitive situations.

Analyzing complex problems, identifying alternative solutions and projecting consequences of proposed actions.

CITY OF LAS VEGAS

Rapid Response Team Supervisor (*continued*)

Understanding and following oral and written instructions.

Communicating clearly and concisely, both orally and in writing.

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

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

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

~~Operating assigned equipment and vehicles.~~

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

~~Making observations;~~

~~Communicating with others;~~

~~Reading and writing;~~

~~Operating assigned office and computer equipment; and~~

~~Operating vehicles.~~

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

~~Making sound decisions;~~

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

~~Demonstrating intellectual capabilities.~~

Experience and Training Requirements

Experience:

Four years of experience in municipal code enforcement, general maintenance or site grading, including two years of experience with frequent, heavy public contact in stressful or confrontational situations and including two years of lead or supervisory experience.

Experience operating light, medium and heavy construction equipment is desirable.

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of a Class A Commercial Drivers 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.

Must attend City of Las Vegas training in traffic control provided by the Human Resources Safety/Loss Control Officer or his designee.

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment; travel from site to site in residential or commercial environments;

Hazards: Exposure to computer screens, electrical hazards, low light conditions, noise, dust; work in inclement weather conditions; work in enclosed spaces; work at heights; work on uneven or sloped surfaces.

Physical Conditions:

~~Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, walking, climbing, crawling, stooping, kneeling, moderate lifting for prolonged periods of time; operating motorized equipment.~~

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

KAG/ARBSEGAL

NEW 4/30/03 Revised 11/28/11 (formerly Rapid Response Team Supervisor)

FLSA & City: exempt

City: nonexempt

CSB 5/28/03

Segal 08/03/10

SENIOR RECREATION ACTIVITIES COMMUNITY PROGRAM 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 coordinate a specific program or segment of a recreational program; to perform a wide variety of skilled recreation activities, and to oversee and participate in all tasks relative to assigned areas of responsibilities. Assists in the administration of recreation facilities, including budget, expenditures, purchasing, personnel, inventory, and other related items. Trains and leads full-time, part-time, hourly and volunteer staff. Addresses more complex or escalated customer service issues.

DISTINGUISHING CHARACTERISTICS

This is the advanced level class within the Community Program Specialist 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 and the level of independence expected. 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 the assigned Principal Community Program Specialist or higher level supervisory or management staff.

May exercise functional and technical supervision over technical, clerical and hourly 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. Coordinates, develops, implements and evaluates Coordinate a variety of recreational and community-oriented programs, activities, trips and special events, including but not limited to sports leagues, children's and adult programs, Safekey before and after school programs and special events. Arranges schedules and facilities for activities.
- 1.2. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards, safety rules

CITY OF LAS VEGAS

Senior Recreation Activities Community Program Specialist (Continued)

- and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
3. Gathers information from various sources to identify needs and trends for new programs; drafts program outlines including the target participant group, description of the activity, estimate of staffing and equipment needs and any other costs, potential risks and plans to minimize them; submits plan to management for approval and upon approval, proceeds with implementation and follows up with evaluation.
 4. Monitors facilities for function, safety and equipment issues; performs regular safety and health related inspections, cleaning, and maintenance services as needed; requests maintenance services as necessary.
 5. Enforces facility, department and city rules and regulations.
 6. Provides direct assistance to programs, activities, trips and special events as necessary.
 7. Evaluates activities, programs, trips and classes for content, techniques and special problems; recommends and implements improvements or corrective actions.
 8. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
 - ~~2. Organize teams and leagues in a variety of competitive sports.~~
 - ~~3. Arrange schedules and facilities for activities; work with individuals and organizations in scheduling times.~~
 - ~~3. Prepare brochures, flyers, bulletin boards and other publicity releases.~~
 - ~~5. Plan and coordinate trips, outings, special classes in arts and crafts and educational programs.~~
 - ~~6.9. May supervise seasonal and hourly employees, instructors and volunteers; Pparticipates in recruiting, interviewing and and selecting instructorsjob applicants; provides training, oversees work and conducts performance evaluations; approves and processes timecards; may make recommendations for terminations; supervise and oversee staff members and volunteers.~~
 10. Assists in monitoring and maintaining appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations. Prepares requisitions for purchasing supplies and equipment related to special programs and class work. Participates in the procurement process, including researching materials and equipment.
 - ~~7.11. Prepare requisitions for purchasing supplies and equipment related to special programs and class workMonitors program budgets and identifies and acts on financial overruns and variance at an early stage. Makes recommendations for recreation programs budgets.~~
 - ~~8. Maintain discipline and enforce rules governing facilities and equipment.~~

CITY OF LAS VEGAS

Senior Recreation Activities Community Program Specialist (Continued)

~~9. Interpret and advise on rules and regulations of various sports.~~

12. Coordinates and oversees various types of leagues. Interprets and advises on rules and regulations of various sports. May mediate disputes during competitions.

~~10. Maintain a variety of records and reports; submit to supervisor.~~

13. Maintain time sheets for instructors; initiate payroll requests. Assists with marketing materials and displays.

14. Maintains documentation on all programs and participants; prepares statistical and summary reports as needed.

15. Oversees front desk operations and provides assistance as needed.

~~11.~~

Marginal Functions:

1. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, and other general clerical work.

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

3. Assists with opening and closing facilities and setting up and taking down equipment and supplies as necessary, ensuring that safety equipment is in good working order and easily accessible.

4. Provides instruction for classes or runs activities in the absence of program instructors.

5. Enters and updates class and program information in the computer system.

1.6. Recommends and assist in the implementation of goals and objectives; implement policies and procedures.

~~2. May mediate disputes during competition; resolve problems or concerns; take appropriate corrective action.~~

~~3.~~

~~Solicits sponsorships for events; follows up with potential sponsors and supporters of programs as appropriate.~~

7. May research grant opportunities, prepares and submits grant applications and administers grants.

~~3.~~

4.8. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and techniques required to successfully lead a recreational program.
Advanced principles and practices of a comprehensive recreation program for all ages.
Modern office procedures, methods and computer equipment and software.
Principles and procedures of record keeping.
Principles and procedures of program development and implementation.
Techniques necessary to supervise games; plan, organize and direct sports leagues and tournaments; and coach and officiate at leagues and tournaments and instruct clinics.
Design and preparation of publicity and promotional materials.
Occupational hazards and standard safety practices.
Pertinent federal, state and local laws, codes and safety regulations affecting recreational facilities and activities.
Techniques of organizing and directing group, social, recreational and athletic activities.
Techniques of instructing a variety of sports, games and other recreational activities.
Rules and equipment used in various sports, games and other recreational activities.
Publicity techniques.
Basic first aid methods and techniques.

Skills in Ability to:

Leading the activities of others and directing the work of recreation programs.
Organizing, leading and overseeing the work of volunteers and part-time staff.
Instructing a variety of sports, games, arts and crafts and special education classes.
Planning, organizing and prioritizing assignments.
Managing multiple assignments.
Meeting critical deadlines.
Communicating with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.
Using initiative and independent judgment within established guidelines.
Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations upon approval of upper management.
Accessing resources and facilities.
Integrating city-wide programs with the needs of the community.
Developing, designing and implementing publicity strategies.
Preparing and presenting written and oral reports.
Maintaining records and reports.
Training and supervising assistants and volunteers.
Working independently in the absence of supervision.
Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.
~~Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.~~
~~Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:~~
~~Walking and standing for extended periods of time~~

CITY OF LAS VEGAS

Senior Recreation Activities Community Program Specialist (Continued)

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

Experience and Training Requirements

Experience:

Two years of increasingly responsible recreation or senior program experience, experience in paid or volunteer work involving leisure time and group activity leadership.

Training:

Bachelor's degree from an accredited college or university in recreation management or a related field.

~~Equivalent to graduation from high school, supplemented by two years of college-level course work in recreation, physical education or a related field.~~

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

License or Certificate

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

Possession of an automated external defibrillator (AED) certification on the date of application, and maintenance thereafter.

Special Requirements

Fluency in Spanish 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.~~

Environmental Conditions:

Location: Indoors within various building facilities and outdoors in field or event location environment.

Hazards: Exposure to contagious diseases, bodily fluids of participants, slippery surfaces, sharp objects, moving objects, workplace violence and inclement weather conditions.

Equipment used: Power tools, office machinery, office equipment, arts and crafts equipment, exercise equipment.

CITY OF LAS VEGAS

~~Senior Recreation Activities~~Community Program Specialist (Continued)

~~Safety Equipment: Goggles, surgical gloves, lifting belts. Work in both indoor and outdoor recreational facilities and in inclement weather conditions.~~

Physical Conditions:

~~Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, kneeling, moderate to light lifting and walking.~~

~~Essential and marginal functions require:~~

~~Standing/walking: Frequently, standing in combination with walking or running, indoors and outdoors while performing general duties, up to 1 mile per day.~~

~~Sitting: Frequently, sitting in a classroom or office while planning program, class and event details, flyers, evaluations, documentation, etc.~~

~~Lift/carry: Constantly, 10-50 lbs. Frequently, 50-80 lbs., equipment, materials. Carry up to 100 ft.~~

~~Push/pull: Constantly, using both hands and arms in moving equipment, materials, or supplies, exerting a force of 25-75 lbs.~~

~~Climbing: Frequently, stairs, bleachers, in and out of trucks, vans and buses.~~

~~Bending/twisting: Frequently, at waist, knees and neck while performing various recreation activities.~~

~~Kneeling/crouching/crawling: Frequently, while assisting a small child or performing repair and maintenance duties.~~

~~Hands/arms: Constantly, use of both hands and arms in reaching, handling, grasping, gripping, typing, writing, drawing, etc.~~

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

~~Speech/hearing: Constantly, in communication with co-workers, participants and the general public.~~

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

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

~~ARBSEGAL~~

~~Revised 08/95 (title change from Leisure)11/17/11 (combining Recreation Activities Specialist and Senior Recreation Leader)~~

~~FLSA & City: nonexempt~~

~~Approved 7/23/97~~

CITY OF LAS VEGAS

CLASSIFIED

SENIOR RECREATION 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

To provide a wide variety of social, recreational, theatrical and community activity which enhances the mental, physical and communal health of individuals and groups; to provide expertise to others in the development of programs; and to perform tasks at a high technical skill level that establishes the framework for high quality performance in recreational, theatrical or community work.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class within the Recreation Leader series. Employees within this class are distinguished from the Recreation Leader II by the independent performance of the full range of duties as assigned including leading the work of others and delegating work activities. Employees at this level are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory or managerial staff.

May exercise functional and technical supervision over lower level staff and volunteers.

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

Essential Functions:

1. Responsible for a wide variety of social, recreational, theatrical and community activities.
2. Plan, direct, and participate in a variety of program activities such as the production of theater shows, fitness and nutritional programs, sports programs, playground and other recreational activities.
3. Train and direct the activities of staff in the technical specific functions of costume design and construction, varying functions of handicraft sales, nutritional program design, and the development of program designs for multiple sports and other recreational activities.
4. Participate in planning, organizing and developing programs for the community; ensure that programs are easily accessible to the community.

Essential Functions:

- ~~5. Monitor and inspect recreational, theatrical and community facilities for specific hazards impacting programs.~~
- ~~6. Maintain accurate records on all program figures, including bookkeeping, inventory of records, public donations, sales, taxes and other fiscal issues; maintain safekey payroll including all timecard processing.~~
- ~~7. Maintain documentation on all programs and provide evaluation of new and ongoing programs; document the registrations and fees collected; maintain and file reports on program changes or alterations; prepare statistical reports as needed.~~
- ~~8. Verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specification.~~
- ~~9. Ensure the adherence to safe work practices and procedures.~~

Marginal Functions:

- ~~1. Answer telephones and perform janitorial services; type, file and copy materials as needed.~~
- ~~2. Assist with the set-up, maintenance and repair of recreational or theatrical facilities.~~
- ~~3. Perform related duties and responsibilities as required.~~

QUALIFICATIONS

Knowledge of:

~~Basic operations, services and techniques required to successfully lead a recreational or theatrical program.~~
~~Current and modern principles of recreational program development and implementation; theatrical program development and implementation; costume design and construction.~~
~~Basic skills in the operation of a computer.~~
~~Principles and procedures of record-keeping.~~
~~Principles and procedures of program development and implementation.~~
~~Techniques necessary to supervise games; plan, organize and direct sports leagues and tournaments; and coach and officiate at leagues and tournaments and instruct clinics.~~
~~Design and preparation of publicity and promotional materials.~~
~~Occupational hazards and standard safety practices.~~
~~Pertinent federal, state and local laws, codes and safety regulations affecting recreational and theatrical facilities and activities.~~

Ability to:

Lead the activities of others and direct the work of programs impacting recreation and theater production.

Plan, organize, train staff and evaluate the effectiveness of programs designed for implementation.

Understand and follow oral and written instructions.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with persons contacted in the course of work, especially the general public.

Work independently in the absence of supervision.

Maintain mental capacity which allows the capability of:

----- *Making sound decisions;*

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

----- *Demonstrating intellectual capabilities.*

Maintain effective audio-visual discrimination and perception needed for:

----- *Making observations;*

----- *Communicating with others;*

----- *Reading and writing; and*

----- *Operating assigned equipment.*

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

----- *Sitting for extended periods of time; and*

----- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

Two years of responsible experience in recreational or physical education, or theatrical or community program planning and implementation experience.

Training:

Equivalent to graduation from high school.

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:~~ Indoors within various building facilities and outdoors in field or event location environment.

~~Hazards:~~ Exposure to contagious diseases, bodily fluids of participants, slippery surfaces, sharp objects, moving objects, workplace violence and inclement weather conditions.

~~Equipment used:~~ City trucks, vans, power tools, office machinery, office equipment, arts and crafts equipment, exercise equipment.

~~Safety Equipment:~~ CPR masks, goggles, surgical gloves, lifting belts.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

~~Standing/walking:~~ Frequently, standing in combination with walking or running, indoors and outdoors while performing general duties, up to 1 mile per day.

~~Sitting:~~ Frequently, sitting in a classroom or office while planning program, class and event details, flyers, evaluations, documentation, etc.

~~Lift/carry:~~ Constantly, 10-50 lbs. Frequently, 50-80 lbs., equipment, materials. Carry up to 100 ft.

~~Push/pull:~~ Constantly, using both hands and arms in moving equipment, materials, or supplies, exerting a force of 25-75 lbs.

~~Climbing:~~ Frequently, stairs, bleachers, in and out of trucks, vans and buses.

~~Bending/twisting:~~ Frequently, at waist, knees and neck while performing various recreation activities.

~~Kneeling/crouching/crawling:~~ Frequently, while assisting a small child or performing repair and maintenance duties.

~~Hands/arms:~~ Constantly, use of both hands and arms in reaching, handling, grasping, gripping, typing, writing, drawing, etc.

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

~~Speech/hearing:~~ Constantly, in communication with co-workers, participants and the general public.

ARB

REV-2/7/01

FLSA & City: nonexempt

CSB 7/11/01

SENIOR ADAPTIVE RECREATION LEADER/INCLUSION RECREATION 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 provide a wide variety of social, recreational, inclusive and community activities at the advanced journey skill level which enhances the mental, physical and communal health of individuals and groups with disabilities and ensures that designed activities comply with least restrictive environment guidelines; to provide expertise to others in the development of programs; and to perform tasks at a high technical skill level that establishes the framework for high quality performance in recreational, therapeutic or community work.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class within the Adaptive Recreation Leader/Inclusion Recreation Specialist series. Employees within this class are distinguished from the Adaptive Recreation Leader/Inclusion Recreation Specialist by the independent performance of the full range of duties as assigned including overseeing others and delegating work activities. Employees at this level are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Principal Community Program Specialist or higher level supervisory or managerial staff.

Act as a lead worker to hourly employees, 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. May exercise functional and technical supervision over lower level staff and volunteers.

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

Essential Functions:

1. Manage a wide variety of social, recreational, therapeutic and community activities.

2.1. Develop, plan and implement a variety of activities such as Lorenzi Adaptive Recreation Center programs, New A.G.E., disability awareness, aquatic programs, and other therapeutic recreational programs. Create, manage, implement, coordinate, and evaluate a variety of recreational activities, programs, trips and events for individuals with disabilities. Arrange schedules and facilities for programs.

~~3.2.~~ Train and direct staff in the technical functions of developing inclusive or adaptive recreation programming.

3. Participate in developing, planning and organizing accessible or inclusive special events for the community.

4. Recommend and assist in the implementation of program goals, objectives, policies and procedures.

4. _____

Essential Functions:

5. Monitor and inspect recreational, therapeutic and community facilities for specific safety hazards impacting programs.

5.6. Participate in specialty training specific to disability management and awareness for outside agencies, internal customers and other recreational programs.

7. Administer various types of leagues including signing up participants, creating rosters, compiling rules and scheduling dates, times, locations and referees for games and practices. Interpret and advise participants of rules and regulations of various sports.

6.8. Maintain accurate records on all program figures, including bookkeeping, inventory of equipment, public donations and other budgetary issues; maintain timecard processing for program staff.

7.9. Maintain documentation on all programs, develop program plans and conduct evaluations of new and ongoing programs; maintain and file reports on program changes or alterations; prepare statistical and summary reports as needed.

10. Maintain proper documentation used in CLASS software which may include registrations, facility bookings, financial deposits and attendance records.

11. Prepare and collect monthly billings from state, parents and guardians; complete the necessary paperwork for receipts for program fees; ensure registration and waiver forms meet organizational guidelines.

12. Prepare requisitions for purchasing supplies and equipment for programs and events.

8.13. Recruit, train and oversee volunteers to assist with programs.

9.14. Verify the work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications. Ensure adherence to safe work practices and procedures.

~~10. Ensure employees adhere to safe work practices and procedures.~~

15. Supervise students who are required to complete an internship as part of a college degree curriculum such as therapeutic recreation, recreation, and others.

CITY OF LAS VEGAS

~~Senior Adaptive Recreation Leader~~Inclusion Recreation Specialist (continued)

16. Prepare marketing materials, displays and monthly calendar of events; perform public relations duties including giving presentations at public events.
17. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Marginal Functions:

- ~~1. Answer telephones and perform janitorial services; type, file and photocopy materials as needed.~~
1. Assist with the set-up, maintenance and repair of recreational and therapeutic facilities. Coordinate seasonal transportation schedule with Clark County School District; coordinate with ParaCAT bus system for transportation.
2. Maintain a variety of automated and manual logs, records and files; perform a variety of record keeping, filing, and other general clerical work.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Advanced Principles and practices of inclusive recreation.
Principles and practices of disability treatment and vocational rehabilitation.
Principles and practices of mentally deficient treatment modalities.
Advanced Principles and practices of therapeutic recreation techniques.
Operations, services and activities of an adaptive activity program.
General recreation principles and practices at an advanced level.
Basic first aid, CPR and AED operation procedures.
Basic mathematical principles.
Outdoor recreational programs.
Rules and regulations for wheelchair sports.
Basic skills in the operation of a computer.
Principles and procedures of record keeping.
Principles and procedures of program development and implementation.
Report writing techniques.
Design and preparation of publicity and promotional materials.
Occupational hazards and standard safety practices.
Pertinent federal, state and local laws, codes and safety regulations impacting recreational and therapeutic facilities and programs.

Ability to Skills in:

Leading the activities of others, ~~and~~
Directing inclusive or adaptive recreation and therapeutic programs.

Planning, organizing and evaluating the effectiveness of programs.

Planning, organizing and prioritizing assignments.

Managing multiple assignments.

Meeting critical deadlines.

Communicating with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.

Training staff in providing adaptive recreation services.

Using initiative and independent judgment within established guidelines.

Understanding and following oral and written instructions.

Respond to requests and inquiries from the general public.

Working independently without continual minimal supervision.

Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.

Communicating clearly and concisely, both orally and in writing.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations upon approval of upper management.

Supporting creative thinking and problem solving by encouraging feedback.

Establishing and maintaining effective working relationships with persons contacted in the course of work, especially the general public.

Maintain mental capacity which allows the capability of:

————— Making sound decisions;

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

————— Demonstrating intellectual capabilities.

Maintain effective audio-visual discrimination and perception needed for:

————— Making observations;

————— Communicating with others;

————— Reading and writing; and

————— Operating assigned equipment.

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

————— Sitting, standing and walking for extended periods of time; and

————— Operating assigned equipment.

Experience and Training Requirements

Experience:

~~Three~~Two years of responsible experience in recreation, physical education, therapeutic recreation, or vocational rehabilitation.

Training:

~~Associate Bachelor's~~ degree from an accredited college or university in recreation therapy, vocational rehabilitation, disability management or a related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education. A combination of formal education and directly related work experience may substitute for the degree.

License or Certificate

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

Possession of an appropriate, valid CPR certificate on the date of application.

Possession of an automated external defibrillator (AED) certification on the date of application, and maintenance thereafter.

Special Requirements

Fluency in Spanish 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.

Environmental Conditions:

Location: Work is performed 80% both indoors, ~~20%~~ and outdoors, depending on scheduled activity.

Hazards: Sports activity hazards.

Equipment Used: Computer, general office equipment, city vehicles, recreation equipment, and a variety of adaptive devices such as lifts and wheelchairs.

Safety Equipment: Not required.

Physical Conditions:

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

Standing/walking: Frequently, in combination with walking, short distances in office, gym or outdoors.

Sitting: Frequently, on adjustable office chair at counter or desk while performing administrative functions.

Lift/carry: Frequently, 1-25 lbs.; recreation equipment, supplies. Occasionally, up to 50 lbs.; wheelchairs, equipment. Infrequent lifting of body weight up to 75 lbs. while assisting disabled participants.

Push/pull: Frequently, using both arms/hands, requiring force of 5-35 lbs.; opening doors/file drawers.

Climbing: Occasionally; stairs, ladders.

Bending/twisting: Frequently, at waist/knees/neck while participating in sports/recreation activities. Extended bending can occur while filing.

Kneeling/crouching/crawling: Occasional kneeling may occur while assisting participants.

Hands/arms: Constant use of both hands/arms in reaching/handling/grasping/fingering while performing recreation activities, assisting participants, moving equipment and operating vehicles.

CITY OF LAS VEGAS

~~Senior Adaptive Recreation Leader~~Inclusion Recreation Specialist (continued)

Sight: Constantly, in monitoring/operating computer, dealing with public, etc.; visual requirements include hand/eye coordination and visual acuity in near/mid ranges.

Speech/hearing: Constantly, in answering telephones, communicating with public, giving and receiving instructions.

Other physical demands: Swimming, assisting individuals with limited mobility, roller skating, bowling, exercising, rafting.

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

~~ARB~~ SEGAL

REV 5/23/0611/17/11 (formerly Senior Adaptive Recreation Leader)

FLSA & City: nonexempt

CSB 7/12/06

**TRANSPORTATION PLANNING MODELER
SR-TRANSPORTATION PLANNING MODELER**

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

DEFINITION

To pPerforms transportation planning, technical transportation analyses of new development, traffic simulation modeling, travel demand modeling, system capacity analysis, statistical data analysis, generation of future traffic projections, and a variety of technical tasks relative to the assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

Transportation Planning Modeler: This is the lower-level class in the Transportation Planning Modeler series. This classification is distinguished from the Senior Transportation Planning Modeler by the level of technical knowledge and skill, the level of responsibility assumed and the independence with which employees are expected to perform. Initially under close supervision, incumbents learn to perform the essential functions of the classification, governed by applicable city policies and procedures. As experience is gained, employees are permitted greater independence within established guidelines.

Senior Transportation Planning Modeler: This is the advanced journey-level class within the Transportation Planning Modeler series. Employees within this class are distinguished from the Transportation Planning Modeler by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the lower level; when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Transportation Planning Modeler

Receives direct supervision from the assigned Engineering Project Manager and higher-level staff.

Senior Transportation Planning Modeler

Receives general supervision from the assigned Engineering Project Manager and higher level staff.

Exercises functional and technical supervision over engineering 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. Performs travel demand forecasting using computerized transportation planning programs, applying statistical analysis, travel survey analysis, census analysis and application and travel demand analysis.
2. Plans, directs and participates in researching, analyzing and interpreting demographic and land use data and trends; identifies short and long range transportation system needs.
- 2.3. Develops, installs, calibrates, verifies and modifies transportation planning models; performs traffic operational analysis and computer simulation using models; Direct staff in the application of regional transportation demand forecasting models, interprets model results; resolves inconsistencies with the model; and interfaces with users of the model.
3. Perform traffic operational analysis and computer simulation using models such as CORSIM, Synchro, Passer II, Transyt-7F, VISSIM, and Highway Capacity Software (HCS).
4. Participates Evaluate land development and transportation projects and programs in reviewing land development plans for traffic impact and traffic engineering issues. Coordinates with private developers, other city departments and division staff to mitigate the traffic impact of new developments.
3. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly. ; identify short and long range transportation system needs.
- 4.5. Assists in the inter-jurisdictional development of a regional transportation model; attend regional meetings.
6. Assists inProvide expertise in consolidating existing and future land use data and traffic count programs.
7. Develop, install, calibrate, verify and modify transportation planning models.
8. Perform a range of transportation planning activities and studies for transportation projects including corridor studies, highway capacity analysis and impact studies. Provide long and medium range traffic projections for these studies.
- Conduct comprehensive studies for system master planning of future roadway expansions.
- 5.7. Conducts various traffic and transportation studies as assigned.

~~10.8. Provides technical training for assigned staff. Train assigned employees in transportation planning modeling methods and techniques.~~

~~9. Inputs, updates and retrieves data from a variety of databases; generates reports as necessary.~~

~~Develops and maintains travel demand modeling procedures.~~

~~7. Prepares clear and concise reports.~~

~~11. Serve as a lead, providing functional and technical oversight and training to assigned staff; assign, plan, direct, coordinate and schedule assignments; monitor work progress and review work results.~~

~~12. Participate in the traffic impact analysis review and approval process. Review traffic analyses for new developments to identify transportation needs. Coordinate with private development consulting engineers and other agencies, departments and divisions to implement traffic engineering solutions to mitigate traffic impacts of new development.~~

~~13. Participate in the review of land development plans for traffic engineering issues such as roadway signing, striping, horizontal and vertical alignments, traffic signals, driveways, intersection geometries, transit facilities and right of way requirements; may require field verification of plan details. Coordinate with private developers, other city department and division staff to resolve traffic design issues related to new development.~~

Marginal Functions:

~~1. Participates in the selection of staff; provides input in the evaluation of staff.~~

~~2.1. Attend regional and other meetings as directed by management staff. Attends and participates in professional group meetings. Stays abreast of trends, new programs and innovations.~~

~~3.2. Performs related duties and responsibilities as required.~~

QUALIFICATIONS

Transportation Planning Modeler

Knowledge of:

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

Principles and practices of transportation planning and travel demand modeling.

Practices of and relationship between land use planning and transportation modeling.

Computer software commonly used for traffic operational analysis, such as Highway Capacity Software (HCS), CORSIM, SYNCHRO, VISIM) and travel demand forecasting, such as TransCAD and TRANPLAN.

Principles and practices of lead supervision and training.

CITY OF LAS VEGAS

Transportation Planning Modeler /Sr Transportation Planning Modeler (continued)

Basic data concepts and database and data manipulation techniques specific to transportation modeling software.
Terminology, methods, practices and techniques used in technical transportation engineering report preparation.
Principles of mathematics and statistical analysis related to transportation planning.
Pertinent federal, state and local laws, codes and regulations, including traffic engineering laws and regulations.
Modern office procedures, methods and computer equipment.

Skills inAbility to:

Exercising professional judgment to achieve results consistent with objectives.
Using initiative and independent judgment within established guidelines.
Analyzing complex problems, identifying alternative solutions, anticipating consequences of proposed actions, recommending best options, and implementing approved solution in support of goals.
Setting and adjusting priorities in a rapidly changing environment.
Operating a variety of modern office equipment including computer equipment.
Planning, organizing and prioritizing assignments.
Meeting critical deadlines.
Managing multiple assignments.
Working independently with minimal supervision.
Presenting information at public meetings.
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 cooperative working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:
-----Making observations;
-----Communicating with others;
-----Reading and writing; and
-----Operating assigned equipment.
Maintain mental capacity which allows the capability of:
-----Making sound decisions;
-----Effective interaction and communication with others; and
-----Demonstrating intellectual capabilities.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-----Sitting for extended periods of time; and
-----Operating assigned equipment.

Experience and Training Requirements

Experience

One year transportation planning or civil engineering experience, or
Two years performing or analyzing complex statistical research or mathematical transportation demand modeling techniques.

A Master's degree in transportation planning or transportation engineering may substitute for one year of experience.

Training

Bachelor's degree from an accredited college or university with major course work in transportation or urban planning, civil engineering, statistics, applied mathematics, demography, economics, geography, or a field related to the essential functions.

College level coursework in traffic engineering or transportation engineering is preferred.

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

~~A Master's degree in transportation planning or transportation engineering may substitute for one year of experience.~~May substitute a combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

Senior Transportation Planning Modeler

In addition to the qualifications for Transportation Planning Modeler:

Knowledge of:

Advanced principles and practices of transportation planning and travel demand modeling.

Advanced principles of mathematics as it relates to transportation planning.

Advanced traffic engineering principles.

Principles and practices of lead supervision and training.

Skills in Ability to:

Working independently with minimal supervision.

Managing multiple assignments.

Summarizing and presenting technical data in written form.

Using initiative and independent judgment within established guidelines.

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

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

Presenting information at public meetings.

Representing the city at various meetings.

Experience and Training Requirements

Experience:

Three years transportation planning experience.

Training:

Bachelor's degree from an accredited college or university with major course work in transportation or urban planning, civil engineering, statistics, applied mathematics, demography, economics, geography, or a field related to the essential functions.

College level coursework in traffic engineering or transportation engineering is preferred.

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

A Master's degree in transportation planning or transportation engineering may substitute for one year of experience. May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

WORKING CONDITIONS

Environmental Conditions:

Location: Office and occasional field environments;

Hazards: Exposure to dust, noise and construction equipment.

Physical Conditions:

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

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.*

CITY OF LAS VEGAS

Transportation Planning Modeler /Sr-Transportation Planning Modeler (continued)

NEW 9/11/08REV 12/14/11 (formerly Transportation Planning Modeler (X) and Senior Transportation Planning Modeler (X))

FLSA: exempt; City-: nonexempt

CSB-10/8/08

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: January 11, 2012

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

SUBJECT: 7. DISCUSSION FOR POSSIBLE ACTION ON THE RECEIVABILITY OF THE NOTICE OF APPEAL – EDMUND BELANGER

BOARD ACTION: APPROVE, NOT APPROVE, OR HOLD IN ABEYANCE

On December 14, 2011 the Civil Service Board set a date of January 11, 2012 to consider whether the appeal filed is receivable under the Civil Service Rules.

Captain Ed Belanger
City Of Las Vegas Fire and Rescue
Las Vegas, Nevada
October 31, 2011

City of Las Vegas Board of Civil Service Trustees,
City of Las Vegas
400 Stewart Ave.
Las Vegas, Nevada 89101
C/O Dan Tarwater

Dear Civil Service Board Trustees,

I am writing to request an appeal of the decision to approve the recent promotional list for the position of Fire Battalion Chief with Las Vegas Fire Rescue. It is my understanding that the board has the authority and responsibility to hear appeals under Civil Service Rules, section 1, subsection e. I am appealing three very specific actions which occurred during the current testing process which denied my employee rights pursuant to the rules of the Civil Service Rules: CHAPTER VIII, Section 3, APPEAL PROCEDURE, subsection a, numbers 1 & 2,((1) Failure to observe or correctly apply the provisions of the Civil Service Rules. (2) Incomplete consideration of the facts.)

Action number one was the denial of appropriate time to review all of the written test questions which were marked incorrect. Not only was I not allowed see the "original" scantron, only a copy, I was told that I would be limited to one hour to appeal the 31 questions in writing. I stated that it was not enough time and was told that the hour was all that was allowed. This is in contradiction to **Civil Service Rules Chapter IV, Section 5, subsection h**, which states: (Written test review is available for a period of five (5) working days following the date notification of examination results is mailed to the candidate, but prior to eligible list certification. Any error in grading or rating of examination papers, if called to the attention of the Director of Human Resources, or designee, during this review period shall be corrected)(working days are Monday through Friday, excluding holidays). During this process I noted at least one test question pertaining to Human Resources policy. The representative confirmed I had the right answer verbally, but said simply "make sure you write that one down." At the end of my time I was told time was up. I had only completed reviewing 18 of 31 questions I desired to review. With the review process consisting of reviewing the question, finding the evidence of my answer in a document, and writing the appeal for each question, I would never have completed the task in an hour. Through my research I have found that the acceptable national standard for test review should be equivalent to amount of time allotted to take the original test. This was not afforded to me. With a written test score of 68 or 69? (as told to me by HR), one or two correct test questions would have allowed me to continue on to the Assessment Center portion of the test, which is my strong suit.

Action number two was the denial of a due process under Civil Service Rules for the appeals process. The department standard has always been to form a board of appeals consisting of persons from the same rank as being tested for. Of the 18 questions I was allowed time to appeal I feel strongly that at least two were proven with documentation. Others were ambiguous or had two correct answers (see attached). My Battalion Chief learned on Wednesday before the Monday assessment center test that the appeals board in this case was a lone person, Chief Miramontes himself. As it turns out I do have a history with Chief Miramontes and others on the Administrative staff of this department. With most persons on the department aware of the scores, it is not a far stretch to think that he knew I needed one correct answer to move on to the next portion of the test. Furthermore, Chief Miramontes has never held the position of Battalion Chief. Therefore proclaiming himself an expert in this field is inaccurate. He in fact has never tested for any of the chief officer positions he has held. His appointments have always been political. It wasn't until after my Battalion Chief met with City Manager Betsy Fretwell on Wednesday, that he was given the direction to form a committee for the appeals process. The problem is this, he chose the same BC's who were scheduled to administer the test on the coming Monday. They were assigned the task of verifying his decision to not allow any appealed questions on the Friday night (after 8pm) before the assessment center test on Monday. Furthermore, by now the entire department knew that I needed just one question allowed to continue on to the next portion of the test. Anonymity was no longer afforded me in this process. You can only imagine that this quickly assembled committee of BC's who were scheduled to work overtime on Monday administering the assessment center could not have completed an unbiased review of the 18 test questions submitted to them on Friday night. Their motivation is certainly in question. As a reminder, I would have reviewed all 31 questions for possible appeal had I been given the time.

Item number three is the awareness by Human Resources representatives, and Las Vegas Fire officers of the familiarity of some of the candidates with the company administering the test. At least one candidate stated during the Civil Service Board meeting that his father worked with one of the companies members for over 25 years. The other candidates worked one or both gentlemen from the company on committees or boards over the past recent years. With this company setting the grading criteria and arranging assessors, it becomes unnerving the possibilities of weighting a test to a certain persons strong suit. An example in this test is the administration of a second written test during the assessment center process. Persons who were on the committee to write the manual or hand-picked to be adjunct instructors would certainly benefit from a second written test during the assessment process as opposed to a pure assessment center process (a written test weighing 30% and an assessment center weighing 70%) as we have done for the past 20 years since I have been employed here. During the last meeting Chief Miramontes stated that this was not the first time we used a local company. That was simply not true. Granted we have used local companies for rank of driver or below where skills are simply didactic, we have never used a local company of any officer position, including Captains or above. The probability of bias using this company cannot be ignored.

I have stated three compelling reasons to disallow this test and decertify this list. A little background on me may give you a clearer insight into the motives of certain individuals. I was injured over ten years ago on the job. I was prescribed by the City of Las Vegas mandated doctor to take Oxycodon as a maintenance dose if I was to remain a fire Captain. It was not readily known at the time, but it turned out this drug was highly addictive. I fell victim to this side affect and spent years coping with the result. Over a year ago I receive rehabilitation and was able to completely renew my life and have proven to be a stellar employee ever since. Many of the chief officers believed me to be a lost cause because of my journey. So as you can see, anonymity during the testing process was paramount to my success in moving on to the second portion of the test. I was denied the right to an unbiased process. Discrimination comes in many forms and I believe if you look at the facts you will find this to be one of them.

I believe I have presented a clear case of an employee being denied his basic rights to a fair and impartial test under the City of Las Vegas Civil Service Rules. I know the board must consider a few things when making a decision on appeals such as these. Under Chapter IV, Section 5, subsection i, stating:

(i. Re-examination:

Whenever the Civil Service Board believes that in the interest of justice, re-examination of any applicant(s) is required, the Board may order the Director of Human Resources, or designee, to conduct such an examination of all the applicants originally tested.)

I realize the board will be tempted to consider the financial repercussions of this decision; however in the interest of justice prices are usually paid. Either in lawsuits such as (RICCI v. DeSTEFANO, GRUTTER v. BOLLINGER, AND MANY MORE), or in retesting properly. As an employee of the City I would hope that and injustice towards me could not be bought or explained away with finances. Every testing process has a cost. If that were the only criteria, the board could simply approve every list brought before them in the sake of saving dollars. I would hope this is not the case. There are candidates with the City Fire department participating in the Captains Exam right now who are facing the same discrepancies. If the board is not willing to step in and protect the rights of the employees, who will? I have not yet lost faith in our legal system or your Civil Service Board. Thank you for your time and consideration.

I look forward to hearing from you.

Sincerely,

Ed Belanger
Fire Captain
Las Vegas Fire & Rescue

Edmund S. Belanger

From: Lori Petsco
Sent: Thursday, October 06, 2011 8:20 AM
To: Edmund S. Belanger
Cc: Doug Johnson; Mike Myers
Subject: RE: Purge Request Completed

#5 Are you wanting to address this issue or something else?

From: Edmund S. Belanger
Sent: Thursday, October 06, 2011 7:55 AM
To: Lori Petsco
Cc: Doug Johnson; Mike Myers
Subject: RE: Purge Request Completed

#4 Thank You Lori, I would like to know when the Civil Service meeting is this month? I am interested in getting on the agenda if possible. Thanks Again.

Respectfully,
Ed Belanger
Fire Captain
45A

From: Lori Petsco
Sent: Tuesday, October 04, 2011 8:40 AM
To: Edmund S. Belanger
Cc: Mike Myers; Doug Johnson; Dean Fletcher
Subject: RE: Purge Request Completed

Ed,

XX3 You are correct, Step 2 and above are forwarded to HR for filing in the personnel file. I cannot answer why it was placed in your file in April of 2010, but I can tell you the staff in HR have been recently trained to meet the requirements of the Positive Discipline Program for Fire and are aware that such items should be returned to Fire if sent in error.

If I can assist you with anything further, please don't hesitate to contact me.

Thank you,

Lori Petsco
Employee Relations, HRD
P 229.4758
lpetsco@lasvegasnevada.gov

"Think big thoughts but relish small pleasures." - H. Jackson Brown

From: Edmund S. Belanger
Sent: Monday, October 03, 2011 7:12 PM
To: Lori Petsco
Cc: Mike Myers; Doug Johnson; Dean Fletcher
Subject: RE: Purge Request Completed

#2 I APPRICIATE THAT! AS IT SHOULD HAVE NEVER BEEN FORWARDED TO HR IN THE FIRST PLACE! ACCORDING TO THE POSITIVE DISCIPLINE FORMS IN THE STATION, AND THE MANUAL! IT STATES THAT ONLY STEPS 2,3 AND 4 SHOULD BE FORWARDED TO HR. IF THIS IS INCORRECT? PLEASE ADVISE ME WHERE I CAN LOCATE SAID UPDATE, AS NOT TO MISS QUESTIONS ON FUTURE PROMOTIONAL EXAMS.

SINCERELY,
ED BELANGER
FIRE CAPTAIN
45A

From: Lori Petsco
Sent: Thursday, September 29, 2011 4:43 PM
To: Edmund S. Belanger
Cc: Mike Myers; Louisa Tuilagi
Subject: Purge Request Completed

#1 Attached is a memo in response to your request to purge items from your personnel file.
If you have any questions, please don't hesitate to contact me.

<< File: Belanger E 092911.docx >>

Thank you,

Lori Petsco
Employee Relations, HRD
P 229.4758
lpetsco@lasvegasnevada.gov

"Think big thoughts but relish small pleasures." - H. Jackson Brown

#1a.

Memorandum

City of Las Vegas
Department of Human Resources

To: Edmund Belanger, Fire Captain
From: Lori Petsco, Personnel Analyst II
Employee Relations Division
CC: Chief Mike Myers
Director of Fire and Rescue
Date: September 29, 2011
Re: Purging Of Documents Contained
In Employee's Personnel File

In accordance with Article 9(J) - Rules and Regulations of the agreement between the City of Las Vegas and the International Association of Firefighters (IAFF) which refers to the Positive Discipline Program and Procedures; your request to purge specific documents from your personnel file has been approved. As a result, the following document(s) have been removed from your permanent personnel file:

<u>TYPE OF FORM</u>	<u>ACTION</u>	<u>DATE</u>
Disciplinary Action Form	Step 1	April 11, 2010

(*and all related documents)

If you need further assistance, I can be reached at 229.4758.

****NOTE TO DEPARTMENT DIRECTOR/DESIGNEE**

Please take all necessary steps to purge your records of the documented incident(s) listed above. Please return these document(s) to the employee.

Edmund S. Belanger

From: Lori Petsco
Sent: Thursday, September 29, 2011 4:43 PM
To: Edmund S. Belanger
Cc: Mike Myers; Louisa Tuilagi
Subject: Purge Request Completed

Attached is a memo in response to your request to purge items from your personnel file.

If you have any questions, please don't hesitate to contact me.



Belanger E
092911.docx

Thank you,

Lori Petsco
Employee Relations, HRD
P 229.4758
lpetsco@lasvegasnevada.gov

"Think big thoughts but relish small pleasures." - H. Jackson Brown

CITY OF LAS VEGAS FIRE DEPARTMENT

DISCIPLINARY ACTION FORM

Employee Name: _____ Classification: _____

Assignment: _____ Immediate Supervisor: _____

SECTION 1: INVESTIGATIVE INTERVIEW

This Investigative Interview concerns a problem that may lead to formal discipline. A summary of the problem is given below. You have the right to respond in person at this time or elect to respond in writing within 48 hours of the date/time signed by the Interviewer below. Failure to respond either in person, or in writing, could result in disciplinary action being taken against you without your input. A decision regarding what, if an, disciplinary action may be imposed will be made after consideration of any response you may offer.

Purpose of Investigative Interview: ☐ CONDUCT ☐ ATTENDANCE ☐ PERFORMANCE

Interviewer Comments:

Employee Comments:

Union Representation: ☐ Present ☐ Declined by Employee

*Signature of Employee: _____ Date/Time: _____

Signature of Interviewer: _____ Date/Time: _____

Signature of Witness: _____ Date/Time: _____

SECTION 2: DISCIPLINARY MEETING

Your response, if any, to the problem identified above has been considered. It has been decided to impose the action indicated below. Failure to correct a problem may result in more serious action being imposed against you at a later time.

Action to be Taken: ☐ None ☐ Step 1 ☐ Step 2 ☐ Step 3 {# of shifts ____} ☐ Step 4

Database Entry: Date: ____/____/____ Admin. Hearing Held? ☐ No ☐ Yes Date: ____/____/____

Effective Dates of Action: Active Date: ____/____/____ Inactive Date: ____/____/____ (See rule #2 of Positive discipline guide)

Union Representation: ☐ Present ☐ Declined by Employee

Suggested corrective actions:

*Signature of Employee: _____ Date/Time: _____
(Acknowledging receipt)

Signature of Interviewer: _____ Date/Time: _____
(Notify the next level of supervision when disciplinary action is imposed)

Signature of Witness: _____ Date/Time: _____

**Disciplinary actions may be appealed. Consult the appropriate Labor Agreement for the proper procedures.*

DISTRIBUTION:

WHITE - FIRE ADMINISTRATION

PINK - FIRE ADMINISTRATION

YELLOW - EMPLOYEE

Please note reverse side paragraph 2 line 7!

INSTRUCTIONS FOR USE OF LVFD DISCIPLINARY ACTION FORM

SECTION 1: INVESTIGATIVE INTERVIEW

1. The Disciplinary Action Form is used to notify the employee that disciplinary action is being proposed. The supervisor must include grounds for Proposed Disciplinary Action, which outlines the nature of the incident leading to the meeting, as well as identifying particular contract articles, rules or policies, etc., that may have been violated.
2. The employee is asked to read this information and either choose to respond verbally or in writing during the meeting, or elect to prepare a written response to be considered at a later time.
3. If the employee chooses to respond in writing at a later time, the supervisor will indicate this on the form. A written response must be received within 48 hours.
4. The supervisor will also indicate on the form if union representation was present during the meeting, or if the employee declined representation.
5. The supervisor should insure that all parties sign and date the Disciplinary Action Form.
6. All actions should be communicated within 15 days or a mutually agreed upon time frame.

SECTION 2: DISCIPLINARY MEETING

1. The supervisor must indicate the action that is to be taken, ranging from none, Step 1 to a Step 4 action.
2. The supervisor must indicate the date the disciplinary database entry was made.
3. The supervisor must indicate the effective dates of the action, including the active and inactive dates. The active dates for action are:
 - Step 1: three months
 - Step 2: six months
 - Step 3: twelve months
 - Step 4: twelve months

NOTE: Inactive dates may be affected by Rule #2 of the Positive Discipline Guide.

4. The supervisor must indicate on the Disciplinary Action Form if union representation was present during the meeting, or if the employee declined representation.
5. The supervisor must offer suggested corrective action(s).
6. The supervisor should ensure that all parties sign and date the Disciplinary Action Form.
7. The supervisor must distribute the copies of the form as indicated. Fire Administration will forward the white copy to Human Resources in Steps 2, 3, and 4.

- White: Fire Administration
- Pink: Fire Administration
- Yellow: Employee