

FACILITIES FIELD 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, assigns and reviews the work of crews of skilled and semi-skilled tradespersons, other maintenance staff and contractors responsible for city building remodeling and maintenance; to oversees and participates in all assigned work activities; and to performs a variety of technical tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory or management staff.

Acts as a formal supervisor, exercising direct supervision, including monitoring and formally evaluating employee performance, scheduling work, and participating in the selection and discipline of employees. Exercises direct supervision over skilled and semi-skilled trades 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 crews and contractors responsible for the remodeling, maintenance and repair of City of Las Vegas city-owned and leased buildings.
2. Meets with assigned staff to answer questions, review daily assignments, and provide direction on unique issues or special projects.
3. Serves 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.
- 2.4. Assists in the implementation of goals and objectives; implements approved policies and procedures.
- 3.5. Establishes schedules and methods for providing remodeling and maintenance services; identifies resource needs; reviews needs with appropriate supervisory staff; implements recommendations; organizes, implements and directs remodeling and maintenance schedules.

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Facilities Field Supervisor (*continued*)

6. Prepares and maintains procurement invoices for materials; reviews and approves daily time and materials documentation.
- 4.7. Supervises and participates in the estimating, design, material acquisition, scheduling, coordination and completion of remodeling and maintenance projects; prepares plan sketches when required.
- 5.8. Supervises and coordinates the activities of all on-site personnel including city staff, contractors and temporary employees; ensures that projects adhere to the City's city policies, safe work practices, and all other applicable standards and laws.
- ~~Supervise the maintenance of time, material and equipment use records.~~
- ~~Ensure assigned employees on the job site adhere to safe work practices.~~
- 6.9. Prepares various specifications for projects as required; reads and interprets blueprints; meets with contractors to obtain and collect bids; researches equipment and materials; obtains appropriate construction permits.
10. Inspects city facilities for repair, remodeling and maintenance needs and work progress. Participate in the selection of 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.
- 7.11. May administer facilities service contracts; serves as liaison between the contractor and city staff; prepares work orders; reviews the contractor's work to ensure requirements are met; drafts technical contract specifications; coordinates with and assists purchasing to develop the scope of work for contracts and evaluate contract bids.
- 8.12. May participate in the preparation and administration of the assigned division's budget; submit budget recommendations; monitor expenditures.
- 9.13. Collects data and Prepares reports of activities as required; maintains a variety of logs, records and files.

Marginal Functions:

1. Performs inspection of tools, vehicles and equipment; schedules repair and maintenance as required.
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.

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Facilities Field Supervisor (*continued*)

1.3. May plan and design small projects.

2.4. Stays abreast of new trends and innovations in the maintenance, construction and remodeling fields.

3.5. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of the plumbing, carpentry, painting, locksmithing, heating and air conditioning and concrete principles and practices trades.

General electrical principles.

Operations, services and activities of facilities remodeling and maintenance programs.

Principles of supervision, training and performance evaluation.

Modern and complex principles and practices of facility remodeling.

Methods, materials, equipment, practices and techniques used in facility remodeling and maintenance.

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

Occupational hazards and standard safety practices.

Mechanical and construction tools and equipment.

Applicable mathematical principles.

Purchasing and contract administration principles and procedures.

Principles and procedures of recordkeeping.

Common office computer applications.

Ability to:Skills in:

Supervising, organizing and reviewing the work of assigned staff.

Selecting, training and evaluating staff.

Interpreting, explaining and enforcing city and departmental policies and procedures.

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

Reading blueprints.

Developing and interpreting technical specifications.

Meeting project schedules and deadlines.

Managing multiple assignments.

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.

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.

Preparing clear and concise reports.

Maintain effective audio-visual discrimination and perception needed for:

CITY OF LAS VEGAS
Facilities Field Supervisor (*continued*)

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

Maintain mental capacity which allows the capability of:

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

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

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience as a skilled tradesperson in facility maintenance, construction, or remodeling, including one year of lead or supervisory experience. Hands-on experience in multiple trades, or experience in leading or supervising multiple trades, is desirable.

Training:

Equivalent to graduation from high school supplemented by specialized course work or training in a facility maintenance or a construction-related field.

License or Certificate

Depending on assignment, 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.

When assigned to Detention & Enforcement: Possession and maintenance of a class F (fire alarm systems) certification issued by the Nevada Department of Safety-Division of Fire Marshal, one year after the date of appointment.

When assigned to Detention & Enforcement: Possession and maintenance of a class G (automatic fire sprinkler systems) certification issued by the Nevada Department of Safety-Division of Fire Marshal, one year after the date of appointment.

Special Requirement

Detention facility operates 24 hours per day, seven days per week. Employees assigned to Detention will be required to be on-call and respond, if necessary, on a rotating schedule.

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Facilities Field Supervisor (*continued*)

WORKING CONDITIONS

Environmental Conditions:

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

Hazards: eExposure to noise, dust, grease, smoke, fumes, gases, electricity, and temperature extremes; possible exposure to biological hazards when assigned to detention facility; work at heights on scaffolding, manlifts and ladders.

Safety Equipment: Safety shoes, gloves, safety glasses or goggles, face shield and hearing protection.

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 lifting, standing, climbing, bending, stooping, kneeling or walking for prolonged periods of time; operating motorized equipment and vehicles.

SMMSEGAL

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

FLSA: exempt; City: nonexempt

CSB 3/8/06

Approved 4/27/10

Segal 07/16/2010

~~NEIGHBORHOOD PROGRAMS OFFICER~~
~~SENIOR NEIGHBORHOOD PROGRAMS OFFICER~~
GRANT PROGRAM COORDINATOR

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

DEFINITION

~~To participate in planning, coordinating and administering a variety of federally-funded entitlement and grant programs and projects; and to manage special projects related to neighborhood development as requested.~~Coordinates, plans and administers federal, state and local grant and subsidy programs to provide decent, safe and affordable housing and community facilities; coordinates property acquisitions and dispositions for city housing programs; and administers public service funds targeted for low and moderate-income and special needs citizens.

DISTINGUISHING CHARACTERISTICS

~~**Neighborhood Programs Officer:** This is the journey-level class in the Neighborhood Programs Officer series. This class is distinguished from the Senior Neighborhood Programs Officer 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 may 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.~~

~~**Senior Neighborhood Programs Officer:** This is the advanced journey-level class within the Neighborhood Programs Officer series. This class is distinguished from the Neighborhood Programs Officer 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 entry-level; when filled from the outside, selected candidates have prior experience.~~

SUPERVISION RECEIVED AND EXERCISED

Neighborhood Programs Officer

~~Receives immediate supervision from the assigned Neighborhood Development Supervisor or Neighborhood Development Manager, or higher-level management. May receive technical and functional supervision from Senior Neighborhood Programs Officers.~~

Senior Neighborhood Programs Officer

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Neighborhood Programs Officer/Senior Neighborhood Programs Officer Grant Program Coordinator (continued)

Receives general supervision from the assigned Neighborhood Development Supervisor or Neighborhood Development Manager, or higher level supervisory or management staff.

May exercise technical and functional supervision over Neighborhood Programs Officers.

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

Essential Functions:

1. Participates in planning, coordinating and administering various entitlement and federal, state and local grant and subsidy programs, such as HOME Investment Partnerships Program (HOME), Community Development Block Grants (CDBG), Housing Opportunities for Persons with AIDS (HOPWA); represent the city's interest in the projects, Emergency Shelter Grant (ESG), Neighborhood Stabilization Program, Low Income Housing Tax Credit, Low Income Housing Trust Fund, Private Activity Bond, and RDA Set-Aside Funds.
2. Administers assigned projects; coordinates monthly committee meetings; participates in strategic planning for assigned programs; writes funding proposals; completes Housing and Urban Development (HUD) federal, state and local reports.
3. Monitors projects and programs to ensure compliance with all applicable federal, state and local regulations and requirements such as labor standards, environmental reviews and project and program eligibility; conducts inspections of properties or other on-site compliance reviews as needed.
conduct projects; monitoring; conduct research to determine the need for a project; conduct Internet research; interpret findings and makes recommendations
- 2.4. Conducts and attends pre-bid and pre-construction meetings.
- 3.5. Prepares and updates information for assigned programs' annual application process; update applications for funding, create disks and application packets, reviews completed applications for threshold compliance.
6. Coordinates and facilitates the Community Development Recommending Board (CDRB) committee meetings, including presentations, reviews and coordinating recommendations for City Council action.
4. generate detailed databases for all program applicants; upon completion of application review process, create books for citizen committee, attend presentation meetings as needed for staff support.
- 4.7. Designs, develops, reviews and analyzes plans, reports, position papers, permits, applications, and fact sheets; promotional materials and related documents regarding assigned projects and activities; catalogue and maintain document library; maintain various detailed records of program information; gathers statistics and resource materials for a variety of research projects; coordinate direct mailing campaigns.

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Neighborhood Programs Officer/Senior Neighborhood Programs Officer Grant Program Coordinator (continued)

- 5.8. Represent the city on various boards, commissions and committees; coordinate meetings, seminars, workshops and conferences. Serves as liaison for the city with public, outside agencies and vendors. Represents the city on 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.
- 6.9. Monitor program budgets; set-up project initiators; review work authorizations and purchase requests; monitor invoices submitted by contractors to ensure charges comply with contract provisions and applicable laws, rules and regulations; approve disbursement of requests for funds. Participates in the preparation and administration of program budgets. Review and reconcile all financial transactions, expenditures, and identifies and reports potential financial overruns, conflicts with contract provisions, applicable laws, rules and regulations at an early stage.
7. Ensure assigned programs comply with all applicable federal, state and local regulations and requirements such as labor standards, environmental reviews and project and program eligibility; conducts inspections of properties or other on-site compliance reviews as needed.
- 8.10. Prepares and submits annual or other periodic reports for assigned federal or grant programs; aAssists with periodic audits of records and procedures; develops and implements project tracking systems to ensure the timely progress of grant-funded projects.
11. Processes various legal documents; maintains current manuals; maintains a variety of automated and manual logs, records and files; performs a variety of administrative work related to area of assignment; compose and edit reports, letters, fact sheets, briefing papers, agenda materials, contracts, speeches and promotional materials and related correspondence regarding assigned projects and activities.
12. Provides technical assistance to city staff, other governmental agencies, non-profit agencies and the public.

10. _____

Essential Functions:

10. Serve as liaison between department, federal, state and local agencies, non-profit agency boards and staff, contractors, subcontractors, vendors and the public.

Administer and monitor special projects related to neighborhood development as assigned.

Marginal Functions:

1. Administers and monitors special projects as assigned.
2. Stays abreast of trends, programs and Monitor legislation affecting assigned programs and client populations.
- 2.3. Performs related duties and responsibilities as required.

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**Neighborhood Programs Officer/Senior Neighborhood Programs Officer Grant Program
Coordinator (continued)**

QUALIFICATIONS

Neighborhood Programs Officer

Knowledge of:

Federal, state and local grant and subsidy programs
Real estate and business development finance principles.
Project coordination and monitoring.
Homeless services, programs and issues.
Deferred loan programs.
Contracts, contract administration and oversight, bidding procedures and policies and requests for proposal.
Report preparation.
Records retention and management requirements.
Common office software, such as word processing, spreadsheet and database programs.
Basic techniques of budget development and administration
Budget development and administration.
Research techniques, methods and procedures.
Techniques for interacting with a wide variety of public and private officials, business owners and the public.
Basic report structure and preparation.
Business English, including grammar, punctuation, spelling and sentence structure.

Ability to Skills in:

Negotiating and working cooperatively with representatives of citizens groups, governmental officials at all levels, executives of private and public agencies and community leaders.
Reading and interpreting government, construction and financial documents.
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.
Reading and understanding financial statements and pro forma analyses of housing development.
Learning to implement federal entitlement programs, housing development and rehabilitation projects.
Learning to implement federal housing grant and subsidy programs.
Learning techniques and programs to retain, expand and attract businesses.
Learning procedures and activities involved in developing vacant parcels of land.
Learning to implement the methods, techniques and requirements for developing assisted and affordable housing.
Learning to negotiate and work cooperatively with representatives of citizens groups, governmental officials at all levels, executives of private and public agencies and community leaders.
Learning to recognize the problems and issues unique to inner-city areas.

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Neighborhood Programs Officer/Senior Neighborhood Programs OfficerGrant Program Coordinator (*continued*)

Speaking in public in various situations.

Learning a variety of software programs.

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

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

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

Ability to:

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-Two years of experience in any of the following areas: federal entitlement programs, local or state social services programs, community development, public housing development or planning, land development, business managementproperty and construction managementpublic administration, construction contract administration or a related field.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major in business, accounting, marketing, urban studies, economics, social work, sociology, public administration or a related field.

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

Special Requirements

Employees in this position are required to attend recurring training as mandated by various grant and subsidy program agencies. Some out of town travel is required.

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Neighborhood Programs Officer/Senior Neighborhood Programs Officer Grant Program Coordinator (*continued*)

Senior Neighborhood Programs Officer

In addition to the qualifications for Neighborhood Programs Officer:

Knowledge of:

Real estate and business development finance principles.
Techniques of project facilitation and monitoring.
Procedures and techniques for obtaining grant funding.
Techniques of budget development and administration.
Applicable federal, state and local laws, codes and regulations.
Federal entitlement programs and Office of Management and Budget regulatory requirements.
Applicable federal grant programs and their requirements.
Housing development and rehabilitation programs.
Homeless services, programs and issues.
Loan programs to aid residents and businesses.
Procedures and activities involved in developing vacant parcels of land.

Knowledge of:

Components of well-written contracts and requests for proposal.
Software programs used in tracking projects, including common office software.
Techniques of report preparation.
Techniques of record-keeping.

Ability to:

Negotiate and work cooperatively with representatives of citizens groups, governmental officials at all levels, executives of private and public agencies and community leaders.
Maintain awareness of and sensitivity to the problems and issues unique to inner-city areas.
Read and interpret government documents, construction documents and financial statements.
Use initiative and independent judgment within established guidelines.
Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.
Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.

Experience and Training Requirements

Experience:

Two years of experience coordinating and administering federal grant-funded programs in any of the following areas: housing rehabilitation, homeowner assistance, homeless assistance, business development or capital improvement.

Training:

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**Neighborhood Programs Officer/Senior Neighborhood Programs Officer Grant Program
Coordinator (*continued*)**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, accounting, marketing, urban studies, economics, social work, sociology, public administration or a related field.

WORKING CONDITIONS

Environmental Conditions:

Location: Office and field environments; travel from site to site.;

Hazards: eExposure to computer screens; some exposure to inclement weather.;

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing and walking 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.*

ARBSEGA

REV 2/6/0412/8/11

[formerly Neighborhood Programs Officer (X) and Senior Neighborhood Programs Officer (X)]

FLSA and City: nonexempt

CSB 3/10/04

HOUSING REHABILITATION SPECIALIST
SENIOR HOUSING REHABILITATION 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 assist~~ Assists in the effective administration of the city's housing code enforcement and rehabilitation programs within the Neighborhood Development Division of the Neighborhood Services Department; administers federal, state and local government funding sources in a proper regulatory manner for the purpose of improving and rebuilding neighborhoods by improving the physical condition, safety and energy efficiency of low to moderately low income residences; performs building inspections during various phases of rehabilitation.

DISTINGUISHING CHARACTERISTICS

~~Housing Rehabilitation Specialist:~~ This is the journey level class in the Housing Rehabilitation Specialist series. This class is distinguished from the Sr. Housing Rehabilitation Specialist by the performance of the less complex tasks and duties and is not expected to perform with the same independence of direction and judgment. 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 this level.

~~Sr. Housing Rehabilitation Specialist:~~ This is the advanced journey level class in the Housing Rehabilitation Specialist series. This class is distinguished from the Housing Rehabilitation Specialist by the performance of the most difficult and responsible duties as assigned, including planning and coordinating complex projects and the functional and technical supervision of lower level staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and receive only occasional instruction or guidance as new or unusual situations arise. When positions in this class are filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Housing Rehabilitation Specialist

Receives general supervision from assigned the Neighborhood Development Supervisor and higher level management staff. Receives technical and functional supervision from the Sr. Housing Rehabilitation Specialist.

Sr. Housing Rehabilitation Specialist

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Housing Rehabilitation Specialist/Senior (*Continued*)

~~Receives general supervision from assigned Neighborhood Development Supervisor or Neighborhood Development Manager.~~

~~May exercise functional and technical supervision over the Housing Rehabilitation Specialist and Housing Rehabilitation Technician.~~

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

Essential Functions:

1. Administers Neighborhood Stabilization Program and other grant funding sources ~~HOME and CDBG funding~~, including preparation of project agreements and other documents ~~contracts and deeds~~, and processes various legal documents as it ~~they~~ pertains to housing rehabilitation.
2. Administers ~~single family housing rehabilitation direct loans~~; ~~c~~Confirms ownership, occupancy and compliance with insurance requirements; files liens, arranges for preliminary title reports, energy audits and mechanical engineering/design, appraisals and loans, monitors continued ownership status, and researches County Records Office data through Internet ~~internet~~ searches and onsite contracts.
3. Inspects dwellings and commercial properties to identify substandard conditions, building code violations, environmental and energy conservation issues.
4. Explains the housing rehabilitation process to applicants which includes the application intake, qualifying standards, bidding process, construction activities, project monitoring, warranties and project close-out.
5. Writes specifications for the work required; initiates, schedules and conducts pre-bid conferences; ~~specifications conferences and bid openings~~; monitors and conducts the bidding process; establishes bidders lists and ensures the broadest and fairest competition possible; approves payroll certifications of subcontractors; checks the State of Nevada Contractor's Board website on a regular basis to verify active licenses.
6. Sets up project initiators; reviews work authorizations and purchase requests; monitors invoices submitted by contractors to ensure charges comply with contract provisions and applicable laws, rules and regulations; approves disbursement of funds.
7. Ensures assigned programs comply with all applicable federal, state and local regulations and requirements such as labor standards, environmental reviews and project and program eligibility; conducts inspections of properties or other on-site compliance reviews as needed; and assists with periodic audits of records and procedures. Participates in recommending policies and eligibility requirements.
8. Organizes work on substandard housing; and monitors compliance with city building codes and other regulations; verifies environmental and energy efficiency measures.
9. Responds to and resolves owner concerns and complaints during housing rehabilitation.
10. Maintains accurate records on all housing rehabilitation projects.

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Housing Rehabilitation Specialist/Senior (*Continued*)

11. Monitors general changes to grant requirements associated with various funding sources.

12. Tracks the rehabilitation budget.

13. Administers and monitors special projects related to neighborhood development as assigned.

14. Inspects commercial and residential buildings during various stages of construction and rehabilitation such as foundation, concrete, steel, masonry, wood construction, framing, plastering, block walls, retaining walls and a large variety of architectural and structural system elements.

13.15. Confers with architects, engineers, contractors, builders and general public in the field and office; explains and interprets program requirements and restrictions.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Housing Rehab Specialist

Knowledge of:

~~Basic principles and practices of urban development.~~

~~City housing codes and enforcement policies.~~

~~Principles of public administration, municipal government and management.~~

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

Ability to:

~~Understand and apply federal, state and local regulations and codes.~~

~~Learn federal and state regulations governing urban renewal and community development activities.~~

~~Learn general real estate appraisal methods and financing plans.~~

~~Learn city ordinances regulating construction contracting, bidding and purchasing procedures.~~

~~Review applications for assistance, evaluate eligibility and determine the correct assistance program.~~

~~Communicate ideas effectively in writing, orally and in presentations before various city boards and the general public.~~

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

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

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

~~————— Making sound decisions;~~

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

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

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

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

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Housing Rehabilitation Specialist/Senior (Continued)

~~Operating computers, copiers and related office machines.~~
Maintain effective audio-visual discrimination and perception needed for:
~~Making observations;~~
~~Communicating with others;~~
~~Reading and writing; and~~
~~Operating computers, copiers and other required office equipment.~~

Experience and Training Requirements

Experience:

~~One year of increasingly responsible experience in urban development, housing rehabilitation, the interpretation and enforcement of local housing codes, federal or state funded construction contracting or a closely related field.~~

Training:

~~Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban development and renewal, business administration or a related field.~~

License or Certificate

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

Sr. Housing Rehabilitation Specialist

~~In addition to the qualifications for Housing Rehabilitation Specialist:~~

Knowledge of:

~~Principles and practices of urban development.~~
~~Applicable federal and state regulations governing urban renewal and community development activities and related programs, including Neighborhood Stabilization Program (NSP), HOME Investment Partnership Program (HOME), RDA Set-Aside and the Community Development Block Grant (CDBG) funded programs.~~
~~the Community Development Block Grant and HOME programs.~~
~~Techniques of project facilitation and monitoring.~~
~~Housing development and rehabilitation programs.~~
~~Components of well-written contracts and requests for proposal.~~
~~General real estate appraisal methods and financing plans.~~
~~City ordinances regulating construction contracting, bidding and purchasing procedures.~~
~~Understand, interpret and apply federal, state and local regulations and codes.~~
~~Evaluate and recommend policies and eligibility requirements for division programs.~~
~~Analyze local housing-related problems and design programs to meet federal requirements.~~
~~Techniques of record keeping.~~
~~Common office software, such as word processing, spreadsheet and database applications.~~
~~Building related codes and ordinances.~~
~~Basic principles of architectural and structural design and engineering mathematics.~~
~~Major types of building construction, materials and methods.~~
~~Accepted safety standards and methods of building construction for commercial and residential~~

CITY OF LAS VEGAS
Housing Rehabilitation Specialist/Senior (Continued)

structures.

Ability to: Skills in:

Maintaining awareness of and sensitivity to the problems and issues unique to inner-city areas.

Reading and interpreting government documents, construction documents, and financial statements.

Use-Using initiative and independent judgment within established guidelines.

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

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

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

Making mathematical computations rapidly and accurately.

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.

Learning to identify and analyze local housing-related problems.

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in urban development and housing rehabilitation, journeyman level experience in construction trades, federal or state funded construction contracting or a closely related field.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban development and renewal, business administration, construction 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 a Building Analyst Professional certification issued by Building Performance Institute (BPI), or a Certified Home Energy Rater certification issued by Residential Energy Services Network (RESNET) within six months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

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

Environmental Conditions:

Location: Office and field environments.

Hazards: Exposure to heat and cold, noise, fumes, odors, dust or airborne particles, height, slippery surfaces, hot materials and traffic hazards.

Equipment Used: City vehicle, telephone, camera, ladder, hardhat, goggles, respirator, safety shoes, gloves, Tyvek suit, tape measure, flashlight and other basic hand tools.

Office and field environments; exposure to heat and cold.

Physical Conditions:

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

Standing/walking: Occasionally-frequently, depending on task; may include walking on uneven surfaces and standing on concrete.

Sitting: Varies. Constant while working in office environment; occasional while working in field environment.

Lift/carry: Occasionally, up to 41 lbs., 8-foot A-frame ladder or 16-foot extension. Frequently, up to 17 lbs., bag of tools.

Push/pull: Occasionally, opening and closing doors; sliding ladder onto/off of vehicle, moving obstacles and furniture in order to assess area for inspection.

Climbing: Occasionally, while using ladders and stairs.

Bending/stooping: Frequently, mild to extreme bending to assess condition of caulking/seals, fixtures, around/under sinks, testing electrical outlets, etc. Bending/stooping could be substituted with squatting and kneeling.

Crouching/squatting: Occasionally and frequently, when accessing electrical outlets, confined spaces, while in an attic, etc. Also an alternative to bending if needed.

Kneeling: Occasionally, an alternative to bending and squatting if needed and if appropriate.

Crawling: Occasionally, while accessing attics (30 minutes to 1 hour) and crawl spaces (up to ½ an hour) at a time.

Reaching above shoulder level: Occasionally, loading and unloading ladder. Tying down ladder on vehicle roof rack (height of rack is typically approximately 68" from the ground). Testing ceiling fans.

Reaching below shoulder level: Frequently.

Hands/arms: Constant use of both hands and arms in fingering, handling and wrist motions.

Sight: Constantly, taking accurate measurements, inspecting construction sites.

Speech/hearing: Constantly, in communicating with public and contractors, maintaining safe work environment.

Balancing: Occasionally, when negotiating ladders and roofs. Can be on a roof for 15 to 20 minutes.

Driving: Occasionally, within Las Vegas, up to 45 minutes. Driving from site to site can be

CITY OF LAS VEGAS

Housing Rehabilitation Specialist/Senior (*Continued*)

within 5 minutes.

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

ARBSEGAL

REV 6/10/0212/19/11

[formerly Housing Rehabilitation Specialist (X) and Senior Housing Rehabilitation Specialist (X)]

FLSA and City: nonexempt

CSB 6/12/02

SEGAL

PARKS 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~~Leads, oversees and participates in the more complex and difficult work of crews responsible for the installation, repair and maintenance of sprinkler systems; ~~and~~ park maintenance or construction; and ~~to perform~~s a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Park Maintenance Field Supervisor and ~~Park Maintenance Supervisor or~~ higher level management staff.

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

~~Exercises functional and technical supervision over park maintenance staff.~~

~~Coordinates and oversees the work of community work participants.~~

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, prioritizes, coordinates, oversees, participates in and reviews the work of staff responsible for the maintenance and construction of municipal park grounds, leisure facilities, and landscaping in or around ~~C~~city-owned buildings, property and road medians.
2. Leads, plans, trains and reviews the work of crews responsible for the installation, repair and maintenance of sprinkler systems on city properties.
3. Plans, directs and participates in a variety of plant maintenance and landscape duties, including planting, fertilizing, weeding, pruning, trimming, aerating and watering turf, trees, ornamentals and shrubs; mowing and edging turf; raking recreation areas; sweeping and clearing fallen trees from the public paths and walkways; applying pesticides and herbicides.
4. Plans, directs and participates in park maintenance irrigation services including the installation, repair, maintenance, inspections, troubleshooting, and replacement, of irrigation systems, wiring and controllers; repair water main lines, broken lateral lines and sprinkler heads.

CITY OF LAS VEGAS
Parks Crew Leader (*continued*)

5. Cleans parks and other City facilities, including emptying trash cans, picking up trash, cleaning and stocking rest rooms, sweeping hardscaped areas, cleaning playground equipment, and screening debris from water surfaces.

Essential Functions:

6. Provides for or coordinates the training of assigned employees on more difficult methods and techniques of sprinkler system installation and repairs, and assists in the set-up and use of equipment. Trains assigned employees in park construction and maintenance methods and techniques and in the set-up and use of equipment.
7. Oversees and participates in the maintenance and care of street and park trees to ensure public safety; oversees the trimming and pruning of trees to keep streets and sidewalks clear.
- 7.8. Oversees and participates in the construction and maintenance of various structures such as restrooms, picnic shelters, and sports fields; prepares ground and sets forms for concrete; pours and finishes concrete.
- 8.9. Verifies the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications. Ensures assigned staff adheres to safe work practices and procedures.
- 9.10. Oversees the inspection and ensure the safety of various park facilities, including playgrounds and sports fields; checks park buildings for proper security.
- 10.11. Oversees the use of, and operate and transport a variety of tools and equipment including power tools, trenches, torches, grinders, and electrical diagnosing tools, backhoes, dump trucks, tractors, mowers, and lawnmowers; performs minor routine maintenance and equipment safety inspections as necessary. Oversees the use of and operates a variety of tools and equipment, including power tools, backhoes, dump trucks, tractors, riding mowers and lawnmowers.
- 11.12. Performs periodic inspection on installed sprinkler systems and sprinkler clocks for proper operation and maintenance.
13. Sets up and takes down traffic warning devices and barricades for traffic control associated with landscape and irrigation maintenance or installation activities.
- 12.14. Estimates from blueprints needed equipment, materials and parts, and time required for installation; requisitions materials as required; troubleshoot malfunctions in clocks and timers, automatic valves, breakers and wiring.
- 13.15. Responds to public inquiries in a courteous manner; provide information within the area of assignment; resolves complaints in an efficient and timely manner or refers to a higher level.
14. Provides for or coordinates the training of park facility maintenance personnel.

CITY OF LAS VEGAS
Parks Crew Leader (*continued*)

15.16. Ensures that assigned City vehicles are cleaned and maintained and operated in a safe and lawful manner.

Marginal Functions:

1. Delivers, sets up and takes down portable bleachers for public ceremonies and events.
2. Participates in backflow prevention assembly device testing, repair and maintenance.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a park maintenance program, including irrigation systems.
Basic operation of the ~~Rainbird-Maxi-Com-system~~ a centralized commercial irrigation control operating system.
Principles and practices of facilities and grounds maintenance.
Operational characteristics of irrigation systems installation and maintenance.
Characteristics and horticultural needs of common desert-adapted shade and ornamental trees, shrubs, perennials, turf grasses, annuals and other plants.
Principles, techniques and practices of desert and traditional plant maintenance including planting, fertilizing, weeding, pruning, trimming, aerating and watering.
Pest and weed control chemicals and their proper uses.
Proper uses, operation and maintenance of a variety of tools and equipment used in facility and grounds maintenance and irrigation systems installation and maintenance.
Principles of lead supervision and training.
Occupational hazards and standard safety practices.
Pertinent federal, state and local laws, codes and regulations.

Ability to: Skills in:

Seeking and accepting input and assistance from others.
Interpreting, explaining and enforcing department policies and procedures.
Working independently without direct supervision.
Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.
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
Parks Crew Leader (*continued*)

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

Experience and Training Requirements

Experience:

~~Three~~ Four years of increasingly responsible experience in park maintenance, and installing, maintaining and repairing commercial sprinkler systems, or construction and renovation of parks or commercial landscapes.

Training:

Equivalent to graduation from high school.

~~Additional specialized training in grounds maintenance, irrigation systems or a related field is desirable.~~

License or Certificate

Possession and maintenance of a Commercial Class A Driver's license on the date of application.

Possession and maintenance of a Certified Applicator (allows the purchase and applications of restricted use herbicides and pesticides) from the Nevada Department of Business and Industry, Division of Agriculture on the date of application.

Possession and maintenance of a Landscape Irrigation Auditor Certified Arborist certification from the ~~Irrigation Association~~ International Society of Arboriculture within one year of the date of appointment ~~on the date of application.~~

Possession and maintenance of one of the following on the date of application:

- ~~* Certified Applicator (allows the purchase and application of restricted use herbicides and pesticides) from the Nevada Department of Business and Industry, Division of Agriculture;~~
- ~~* Certified Playground Safety Inspector from the National Recreation and Park Association;~~
- ~~* Certified Arborist from the International Society of Arboriculture.~~

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

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

CITY OF LAS VEGAS
Parks Crew Leader (*continued*)

prevention, developed by the Occupational Safety and Health Administration of the U.S. Department of Labor. Completion card must be continuously maintained while employed in this classification.

WORKING CONDITIONS

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

Environmental Conditions:

Location: Outdoors in 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 and vehicles, moving mechanical parts, odors, PVC cement and solvents, dust, noise, vibration, grease, smoke, fumes, gasses, cramped quarters, inclement weather conditions, slippery surfaces, toxic and caustic chemicals, and biological waste hazards.

Equipment Used: City pickup truck, forklift, variety of hand and power tools, jackhammer, tractor, garbage truck, dump truck, shovel, pickax, water hoses, valves, backhoe, trencher, mowers, skid steers, and water truck.

Safety Equipment: Respirator, goggles, safety shoes, dust mask, hardhat, and other equipment as needed. Eye, foot, ear protection. Back support devices available upon request.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequent-constant standing in combination with walking, indoors and outdoors, over grass and uneven terrain, while performing general maintenance duties, may exceed 3 miles per day.

Sitting: Occasionally, while operating trenchers, backhoe and garbage truck, or assigned to fertilizer crew.

Lift/carry: Frequent lifting, 10-50 lbs. Infrequently, 50-80 lbs., tools, equipment, materials. Carrying up to 50 feet.

Push/pull: Frequently, using both hands and arms in moving equipment and building materials, using hand and power tools exerting a force of 25-50 lbs. 50-75 lbs. force while setting valve boxes, digging and picking hard rock, moving heavy materials and objects.

Climbing: Occasionally, stairs, 5-9 tier bleachers, in and out of garbage truck, on and off backhoe.

Bending/twisting: Frequently performs repetitive bending at waist, knees and neck while working in a variety of positions while digging and using pickaxe, performing maintenance duties and working on sprinkler heads, can be for extended periods.

Kneeling/crouching/crawling: Occasionally, kneels or crouches on grass and dirt while performing repair and maintenance duties.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering and gripping. Infrequently, overhead reaching using tools and in taking pipe off pipe rack. 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 for inspecting and repairing functions, and while driving.

CITY OF LAS VEGAS
Parks Crew Leader (*continued*)

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

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

KAGSEGAL

REV 4/10/06 (~~error correction: deleted driver's license~~)4/25/11

FLSA & City: nonexempt

CSB-5/28/03

Approved

SEGAL

SANITATION BILLING INSPECTOR-II

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

DEFINITION

To perform the more complex and difficult work of the Sewer Services section of the Finance and Business Services Division; to enforce sewer services regulations and ordinances; and to perform a variety of tasks related to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Sanitation Billing Inspector series. It is distinguished from the Sanitation Billing Inspector I by the performance of the full range of duties and higher levels of independence and judgment. This class has an increased level of responsibility in enforcing code requirements for sewer users and issuing notices of non-compliance for sewer code violations, and handles on-site inspections of large and complex commercial establishments, more complex billing issues, and multi-divisional special projects. 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 direction from supervisory and management staff.

May exercise functional and technical supervision over other section staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—

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

Essential Functions:

1. Conducts on-site inspections of commercial establishments and residential properties of all sizes and type, including the largest and most complex, to verify fixture count or use code so sewer bills to reflect proper charge assessments; interprets and explains codes city sewer ordinances and other related regulations to customers; assists customers with proper sewer billing charges and requirements; makes necessary rate adjustments on accounts resulting from on-site inspections.
2. Interpret and explain city sewer ordinances and regulations, and assist the Sanitation Billing Technicians in handling the more difficult questions and problems either in person, on the telephone or by written correspondence.

CITY OF LAS VEGAS

Sanitation Billing Inspector-II (*continued*)

Essential Functions:

3. Enforces sewer ordinances, involving other departments and agencies and departments when needed, such as Clark County the Southern Nevada Health District, and the Clark County Assessor's Office, Code Enforcement, Planning and Development Department, Public Works; issue Notices of Non-Compliance when warranted; attach reviews validity of liens toon properties for non-payment.
4. Researches facts surrounding City Council Action Requests and either resolves or involves other departments where appropriate.
5. Accesses various geographic information systems (GIS) data to determine billable customers, parcel numbers, sewer lines and land uses.
6. Reviews Las Vegas Valley Water District records to determine whether a commercial establishment's water use is above the threshold for conversion from a flat rate charge to charges based on actual water usage; communicates with the customer to effect the conversion; reviews Planning & Development and Public Workscity records to assist in creating and adjusting commercial customers' sewer account charges.____
7. Records health code violations and notifies the appropriate department or agency; works with Clark County Southern Nevada Health District in determining legal septic tank customers; coordinates connection to city sewer lines when Health District cannot reissue septic tank permit.
- ~~8. Coordinate efforts with Public Works to determine where sewer lines are located and if connections have been established by scheduling dye tests and camera runs.~~
8. Coordinates efforts with Code Enforcement Officers city or other agency staff regarding zoning activities which may impact sewer billing charges.
9. Within authorized limits, adjusts past due amounts and waives penalties if circumstances warrant; recommends payment plans or penalty waivers over personal authority.
10. Uses various sources of information, including on-site inspections and neighbor interviews, to locate residential customers with returned mail after Sanitation Billing Technicians have staff has exhausted all in-house methods of establishing contact.
11. Monitors a variety of logs and reports to plan field inspections, locate customers, identify vacant commercial locations and unbillable properties, determine correct parcel numbers and keep land use sanitation billing maps current.
- ~~11.12.~~ Maintains accurate billing records; researches and corrects billing records and related information.
- ~~12.13.~~ Compiles data and statistics on inspections; prepare written reports.

Marginal Functions:

1. Assists plans examiners with fixture count calculations during the plan review process.

1.2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

City of Las Vegas sewer codes and ordinances.
Techniques for handling sensitive customer issues.
Research and inspection methods and techniques.
Basic collection procedures and techniques.
Interviewing techniques.
Mathematical principles.
Accounting procedures and practices.
Customer service principles and practices.
Other local public agencies whose services may interact with sewer services.
Safety and health standards as applicable to sewer services activities.
Local geography and street locations.
Modern office procedures, methods and computer equipment.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Pertinent federal, state and local laws, codes and regulations.

Ability to Skills in:

Interpreting and explaining applicable procedures, rules, codes and regulations governing sewer services.

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

Responding to potentially confrontational situations.

Understanding and following oral and written instructions.

Making computations rapidly and accurately.

Working independently without direct minimal supervision.

Using initiative and independent judgment within established guidelines.

Managing multiple assignments.

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; 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.~~

CITY OF LAS VEGAS

Sanitation Billing Inspector-II (*continued*)

~~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 full-time experience handling sewer-customer service issues, ~~including~~
Experience either conducting field inspections of commercial properties or with frequent interpretation, explanation or enforcement of codes and regulations is desirable.

Training:

~~Equivalent to an associate degree from an accredited college with major in business management or a related field.~~
Two years of full-time general degree coursework requirements from an accredited college or university. 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.

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; office, construction site and field environments; exposure to computer screens; exposure to inclement weather conditions and hazardous buildings.

Physical Conditions:

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

~~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.

CITY OF LAS VEGAS

Sanitation Billing Inspector-II (*continued*)

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

- ~~--~~ Bending, stooping, kneeling, walking, standing and sitting for extended periods of time; and
- ~~--~~ eOperating assigned equipment.

ARB

~~NEW 8/31/00~~ REV 1/3/12 (formerly Sanitation Billing Inspector II)

FLSA and City: nonexempt

~~CSB 10/11/00~~

SKILLED TRADES HELPER

*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 a variety of semi-skilled duties involved in the maintenance and construction of city buildings, grounds, parks and other facilities; and performs specialized projects as required.

SUPERVISION RECEIVED

Receives general supervision from a Facilities Field Supervisor, Facilities Maintenance Supervisor, or Public Works Maintenance Field Supervisor. Depending on assignment, may receive functional and technical lead supervision from a skilled trades classification employee or a crew leader.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Participates in maintaining city buildings, grounds, parks and other facilities.
2. Assists with the construction and refurbishing of various structures.
3. Operates a variety of hand and power tools and equipment including motorized vehicles.
4. Installs roofing, insulation and drywall.

When Assigned to Streets & Sanitation Division

1. Assists with block masonry construction.
2. Prepares ground and sets forms for concrete; pours and finishes concrete.
3. Assists with welding fabrication and installation projects.
4. Participates in semi-skilled painting projects.

CITY OF LAS VEGAS
Skilled Trades Helper (*Continued*)

When Assigned to the Parks & Open Spaces Division

- | 1. Installs, maintains and repairs chain link and wrought iron fencing, park benches, tables, playground equipment, all types of shade structures and protective shelters, and other furnishings in city parks.
- | 2. Assists with inspection of park amenities and the repair or removal of those that present a safety hazard.
- | 3. Assists in the general maintenance and cleaning of parks, semi-skilled painting projects, and welding fabrication and installation projects.
- | 4. Prepares ground and sets forms for concrete; assists in pouring and finishing concrete.
- | 5. Assists with the maintenance and repair of park rest rooms and other structures.
- | 6. Participates in park construction and rehabilitation projects.

When Assigned to Facilities Management Division

- | 1. Installs, maintains, adjusts and makes minor repairs to building hardware, windows, sashes, doors, trim work, electrical fixtures, lamps, switches, sinks, commodes, water heaters, swamp coolers, air conditioning systems, flooring, walls, roofs, painted surfaces and other building components.
- | 2. Assists in relocating building equipment.
- | 3. Maintains daily logs and completes required documentation and records.
- | 4. Assists in the construction or remodel of buildings.

Marginal Functions:

- | 1. Performs general cleanup of job sites.
- | 2. Performs special projects as assigned.
- | 3. Performs related duties and responsibilities as required.

CITY OF LAS VEGAS
Skilled Trades Helper (Continued)

QUALIFICATIONS

Knowledge of:

Care, operation and maintenance of a variety of hand and power tools and equipment used in general maintenance.
Basic techniques and practices of general maintenance, carpentry, plumbing, painting and refrigeration.
Properties and techniques of concrete preparation, pouring and finishing.
Occupational hazards and standard safety practices.
Operation of a variety of hand and power tools in a safe and effective manner.
~~Assist with a wide variety of construction and maintenance assignments.~~

Skills in:

Managing multiple assignments.

Understanding and follow oral and written instructions.
Reading and understanding English at a level necessary for successful job performance.
Working without constant supervision, depending on assignment.
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:~~

~~Making observations;~~

~~Communicating with others;~~

~~Reading and writing; and~~

~~Operating assigned equipment and vehicles.~~

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

~~Making sound decisions;~~

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

~~Demonstrating intellectual capabilities.~~

Experience and Training Requirements

Experience:

One year of general maintenance, carpentry, painting, plumbing or air-conditioning experience.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance. Additional specialized training in one of the skilled trades is desirable.

CITY OF LAS VEGAS
Skilled Trades Helper (Continued)

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-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.

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 performed 50% indoors and 50% outdoors subject to typical weather conditions, not climate controlled, including travel from site to site.

Hazards: Working around moving equipment, working at heights, exposure to dust, noise, odors, fumes, wet, oily or slippery surfaces, toxic or caustic chemicals, sharp objects and blades, pinch points, cramped or confined spaces, electrical shock, and burns.

Equipment Used: Variety of hand and power tools, backhoe, skip loader, dump trucks, tractors, trenching equipment, motor vehicles.

Safety Equipment: Safety harness, hardhat, safety glasses, respirator, face shield, safety shoes, gloves, hearing protection, back support belt.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Constantly, throughout shift in various locations. May walk up to 1-2 miles per shift.

Sitting: Infrequently, while driving, or performing construction or repair at floor level.

Lift/carry: Frequently, up to 50 lbs., for distances up to 100 ft., materials, tools, equipment. Occasionally, 50-100 lbs., loading and unloading heavy materials and equipment, carry distances up to 50 ft. Assistive devices available for heavy lifting and carrying.

Push/pull: Frequently, using both hands and arms, exerting force of up to 10-50 lbs. while performing heavy manual labor tasks, and operating power equipment.

Climbing: Occasionally, stairs, ladders and scaffolding up to 40 ft.

Bending/twisting: Constantly, at waist, knees and neck while performing work, often in cramped and awkward positions. May work for extended periods with tools overhead.

Kneeling/crouching/crawling: Frequently, while pouring or finishing concrete, building forms or repairing other items on ground and floor level.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering while using hand and power tools throughout shift. Frequent overhead reaching required. May operate equipment subject to vibration for extended periods.

CITY OF LAS VEGAS
Skilled Trades Helper (*Continued*)

Physical Conditions:

Sight: Constantly, to detect, analyze and complete repairs and construction assignments. Visual requirements include peripheral vision, depth perception, hand, eye and foot coordination, and visual acuity in near-, mid- and far-ranges.

Speech/hearing: Constantly, in communicating with coworkers and maintaining safe work environment.

Other physical demands: Frequently, handles large size materials, 4 ft. x 8 ft. sheets. Moves heavy equipment, occasionally works in trenches.

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) 11/23/11

FLSA & City: non-exempt

CSB 10/10/07

Approved 4/27/10