

City of Las Vegas

**BOARD OF CIVIL SERVICE TRUSTEES
CITY HALL, 495 S. MAIN STREET
CITY CLERK'S 2ND FLOOR CONFERENCE ROOM
CITY OF LAS VEGAS INTERNET ADDRESS: www.lasvegasnevada.gov**

AGENDA JANUARY 22, 2014 4:30 P.M.

ITEMS LISTED ON THE AGENDA MAY BE TAKEN OUT OF THE ORDER PRESENTED; 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. BACKUP MATERIAL FOR THIS AGENDA MAY BE OBTAINED FROM BEVERLY K. BRIDGES, CITY CLERK, AT THE CITY CLERK'S OFFICE AT 495 SOUTH MAIN STREET, 2ND FLOOR OR ON THE CITY'S WEBPAGE AT www.lasvegasnevada.gov.

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 January 8, 2014
5. Discussion for possible action to certify Eligible Lists for Courier (promotional and open); Pool Technician (promotional and open)
6. Discussion for possible action to certify Classification Specifications for Fire Prevention Inspector I/II; Information Technologies Supervisor
7. 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
8. 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. Dial 7-1-1 for Relay Nevada.

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

City Hall, 495 South Main Street, 1st Floor
Clark County Government Center, 500 South Grand Central Parkway
Grant Sawyer Building, 555 East Washington Avenue
City of Las Vegas Development Services Center, 333 North Rancho Drive

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: January 22, 2014

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: 4

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Courier – Promotional	8	0	0
2. Courier – Open	106	50	48
3. Pool Technician – Promotional	1	1	1
4. Pool Technician – Open	34	2	2

CITY OF LAS VEGAS

ELIGIBLE LIST

Courier
Examination

December 30, 2013
Examination Date

1300651P
Requisition Number

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	0	GROUP 1	0
REJECTED	8	GROUP 2	0
TOTAL RECEIVED	8	TOTAL ON LIST	0

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)	100%			
PASSED	0			
FAILED	0			
TOTAL TESTED	0			
DID NOT APPEAR	0			
WITHDREW	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Courier
Examination

December 30, 2013
Examination Date

13006510
Requisition Number

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	77	GROUP 1	30
REJECTED	29	GROUP 2	18
<i>TOTAL RECEIVED</i>	106	<i>TOTAL ON LIST</i>	48

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)	100%			
PASSED	48			
FAILED	2			
<i>TOTAL TESTED</i>	50			
<i>DID NOT APPEAR</i>	27			
<i>WITHDREW</i>	0			

Courier (Part Time) (Open) - CSB 1/22/14

Candidate Name	Group
Acosta, Anthony	1
Bailey, Wanda	1
Burns, Monashea	1
Ebersole, Luke	1
Friedland, Joshua	1
Fultz, Bryana	1
Gomez, Mario	1
Gonzalez, Andrea	1
Hall, Victoria	1
hunter, troy	1
JEFFERSON II, HERMAN	1
Jo, Cassie	1
Kowalski, Andrew	1
Lancaster, Craig	1
Moore Jr., Glen	1
Moreno, Erick	1
Oelke, Robert	1
Peters, William	1
PLANA, MAR	1
Robinson, Randall	1
Salton, Richard	1
Schiabbe, Edward	1
Shackelford, Sandra	1
Stremich, John	1
Tabata, Alan	1
Tolson, William	1
Tuilagi, Daniel	1
Ventus, Bradford	1
Ward, Vanessa	1
Yepez-Amezcu, Miguel	1

Arcuri, Joseph	2
Bagwell, Keith	2
Carducci, Mark	2
francisco, William	2
Hanache, Francisco	2
Hanache, Wadih	2
Johnson, Arnisha	2
Juniel, LaDean	2
Lamoya, Clayton	2
Lujan-de-santiago, Noemi	2
McClodden, Cedric	2
naotala, larry	2
Parks, Maisy	2
Salvador, John	2
simpson, willie	2
Stafford, Jeffrey	2
Thomas, Dayne	2
Wright, Vanessa	2

Total Record Count: 48

CITY OF LAS VEGAS

ELIGIBLE LIST

Pool Technician
Examination

January 9, 2014
Examination Date

1300652P
Requisition Number

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

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

TESTS

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

Pool Technician (Promo) - CSB 1/22/14

Candidate Name	Group
Sarno, Darren	1

Total Record Count: 1

CITY OF LAS VEGAS

ELIGIBLE LIST

Pool Technician
Examination

January 9, 2014
Examination Date

13006520
Requisition Number

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

<i>APPLICATIONS</i>		<i>ELIGIBLE LIST</i>	
ACCEPTED	2	GROUP 1	2
REJECTED	32	GROUP 2	0
TOTAL RECEIVED	34	TOTAL ON LIST	2

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)				100%
PASSED				2
FAILED				0
TOTAL TESTED				2
DID NOT APPEAR				0
WITHDREW				0

Pool Technician (Open) - CSB 1/22/14

Candidate Name	Group
Boyle, David	1
Story, Beau	1

Total Record Count: 2

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: January 22, 2014

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

SUBJECT: 6. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION
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CLASSIFICATION SPECIFICATIONS:

REVISED

1. Fire Prevention Inspector I/II

The above classification specification was revised at the request of the department.

NEW

2. Information Technologies Supervisor

The above classification specification was created at the request of the department.

RECOMMENDATION

The City recommends approval of these revised and new classification specifications.

**FIRE PREVENTION INSPECTOR I
FIRE PREVENTION INSPECTOR II**

DEFINITION

Inspect buildings and property to enforce local fire prevention codes and related ordinances; advise and instruct the general public in proper fire and life safety methods and practices; assist with the investigation of fires to determine cause and origin.

DISTINGUISHING CHARACTERISTICS

Fire Prevention Inspector I: This is the entry-level class in the Fire Prevention Inspector series. This class is distinguished from the Fire Prevention Inspector II by serving in a training capacity and learning to perform the tasks and duties assigned to positions within the series. This class is used as a training class, wherein employees may need only limited or no directly related work experience. It is expected that employees will promote to the journey level within eighteen months of appointment as a Fire Prevention Inspector I, upon completion of all training requirements and meeting the minimum qualifications of the Inspector II level.

Fire Prevention Inspector II: This is the full journey level class within the Fire Prevention Inspector series. This class is distinguished from the Fire Prevention Inspector I 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 fire prevention experience.

SUPERVISION RECEIVED AND EXERCISED

Fire Prevention Inspector I

Receives immediate supervision from Fire Prevention Inspection Supervisors or other management staff. May receive technical oversight from Fire Prevention Inspector II staff.

Fire Prevention Inspector II

Receives general supervision from Fire Prevention Inspection Supervisors or other management staff.

May exercise technical oversight over Fire Prevention Inspector I staff by providing instruction in fire prevention inspection methods, techniques and procedures.

CITY OF LAS VEGAS
Fire Prevention Inspector I/II (*continued*)

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

Essential Functions:

1. Conduct periodic fire and life safety inspections of existing commercial, industrial, multi-family residential and public assembly buildings; perform requested inspections of new construction projects; review submitted documentation, verify required permits, and inspect the location and set-up of temporary special events; inspect businesses prior to issuance of a business license; inspect and witness the testing of new fire protection and life safety systems; identify unsafe business practices or hazardous conditions related to fire protection and life safety systems; and develop corrective recommendations.
2. Inspect various properties for compliance with hazardous materials codes and regulations.
3. Enforce laws, ordinances, and regulations pertaining to the servicing of, removal of or tampering with fire protection equipment, the accumulation of combustibles, the maintenance of property, and other local and state fire laws. Cooperate as needed with other City departments and local agencies where joint enforcement is appropriate.
4. Instruct property owners and occupants regarding the removal of fire and life safety hazards; instruct the general public regarding fire safety and prevention methods; prepare and deliver public informational and educational presentations to various organizations, schools and the general public on a variety of fire safety and prevention topics.
5. Issue notices of violation and citations; assist in the prosecution of violators.
6. Assist in instructing Fire Prevention Inspector I staff in fire prevention inspection methods, techniques and procedures.
7. Assist Fire Investigators to determine the cause, origin, and spread of fires.
8. Prepare periodic and special reports on all inspections and other activities; prepare reports and maintain records using an electronic database and other common office software.
9. Respond to citizen complaints regarding local and state fire codes.
10. Attend in-service training classes as required.
11. Stay abreast of changes in local and state fire and related codes.
12. Cooperate directly with fire suppression crews to mitigate identified issues, including but not limited to obstructed or slowed fire department access, hazardous materials or property conditions, water supply problems, and fire protection system malfunctions.

Marginal Functions:

1. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Fire Prevention Inspector I/II (*continued*)

QUALIFICATIONS

Fire Prevention Inspector I

Knowledge of:

Principles and procedures of record keeping.
Common office software programs.
Techniques for communicating effectively with the public.
English usage, grammar, punctuation, spelling and sentence structure.
Basic mathematical calculations.

Ability to:

Learn and apply current City Council adopted fire and building codes and National Fire Protection Association (NFPA) standards .
Learn and enforce pertinent city and state fire and life safety codes and ordinances.
Learn and apply principles and practices of fire and life safety code enforcement.
Communicate effectively with property owners, business managers, co-workers, supervisors, and the general public.
Learn fire prevention methods and practices.
Learn department policies, rules, and regulations.
Learn department and division organization and operations.
Learn to read and interpret blueprints.
Learn to operate mobile computer and associated inspection software.
Communicate with individuals from a variety of social, cultural, economic, and educational backgrounds while demonstrating respect and sensitivity for perceived differences.
Meet Fire Prevention Inspector I qualifications within the required period.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
Fire Prevention Inspector I/II (*continued*)

Experience and Training Requirements

Experience:

One year of work experience in one or more of the following fields:

Plans checking;
Structural inspection;
Life safety systems design, installation or inspection;
Architecture;
Engineering;

OR

One year work experience that required the frequent interpretation, explanation or enforcement of codes, regulations or formal written standard operating procedures, to include frequent heavy public contact in an enforcement capacity;

OR

Successful completion of 21 semester credit hours of fire science core courses;

OR

Two years as a full-time uniformed employee of a public or private fire department;

OR

Five years as a part-time or volunteer uniformed member of a fire department.

Training:

Graduation from high school or the equivalent. Associate's degree in fire science, fire administration, business administration, or related field is desirable, but not required.

Licenses and Certificates:

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

As a condition of continued employment:

Possession of National Incident Management System (NIMS) ICS 100, ICS 200, IS 700, and IS 800 certification within 12 months of the date of appointment.

Possession of International Fire Code Fire Inspector I within 18 months of the date of hire, and maintenance thereafter.

Possession of National Fire Protection Association (NFPA) 1031 Fire Inspector I certification within 18 months of the date of hire, and maintenance thereafter.

CITY OF LAS VEGAS
Fire Prevention Inspector I/II (*continued*)

Fire Prevention Inspector II

In addition to the qualifications for Fire Prevention Inspector I:

Knowledge of:

Principles, practices, and procedures of fire prevention and fire operations.

Current City Council-adopted fire and building codes and ordinances.

National Fire Protection Association (NFPA) standards.

Department policies, rules, and regulations.

Methods of testing fire protection equipment and systems.

Pertinent city and state fire and life safety codes and ordinances.

Principles and practices of fire and life safety code enforcement.

Local geography including the location of water mains and hydrants and the major fire hazards of the city.

Ability to:

Read and interpret blueprints.

Work without direct supervision.

Use initiative and independent judgment within established guidelines.

Interpret, apply, explain, and enforce applicable laws, codes, regulations, policies and procedures.

Experience and Training Requirements

Experience:

Six months of experience in fire prevention inspection.

Training:

Graduation from high school or the equivalent.

Associate's degree in fire science, fire administration, business administration, or related field is desirable, but not required.

License, Certificate, Special Requirements:

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

Possession of International Fire Code Fire Inspector II Certification by the date of application or flex promotion, and maintenance thereafter.

Possession of National Fire Protection Association (NFPA) 1031 Fire Inspector II certification or recognized equivalent by the date of application or flex promotion, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Work is performed indoors in climate-controlled office setting and outdoors in field environments to include inclement weather conditions; Work includes travel from site to site, work on construction sites, and inspections in restricted spaces.

Exposure to computer screens, noise, dust, grease, smoke, fumes, gases, potentially hazardous chemicals. Use of safety equipment, as needed.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, kneeling, crawling, walking, sitting, climbing, standing, or moderate lifting 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 that 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 that may include the following:

- *sitting for extended periods of time; and*
- *operating assigned equipment.*

APS
REV 1/6/14
FLSA and City: nonexempt
CSB 1/22/14

**FIRE PREVENTION INSPECTOR I
FIRE PREVENTION INSPECTOR II**

DEFINITION

Inspect buildings and property to enforce local fire prevention codes and related ordinances; advise and instruct the general public in proper fire and life safety methods and practices; assist with the investigation of fires to determine cause and origin.

DISTINGUISHING CHARACTERISTICS

Fire Prevention Inspector I: This is the ~~entry-level~~entry-level class in the Fire Prevention Inspector series. This class is distinguished from the Fire Prevention Inspector II by serving in a training capacity and learning to perform the tasks and duties assigned to positions within the series. This class is used as a training class, wherein employees may need only limited or no directly related work experience. It is expected that employees will promote to the journey level within eighteen months of appointment as a Fire Prevention Inspector I, upon completion of all training requirements and meeting the minimum qualifications of the Inspector II level.

Fire Prevention Inspector II: This is the full journey level class within the Fire Prevention Inspector series. This class is distinguished from the Fire Prevention Inspector I 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 fire prevention experience.

SUPERVISION RECEIVED AND EXERCISED

Fire Prevention Inspector I

Receives immediate supervision from Fire Prevention Inspection Supervisors or other management staff. May receive technical oversight from Fire Prevention Inspector II staff.

Fire Prevention Inspector II

Receives general supervision from Fire Prevention Inspection Supervisors or other management staff.

May exercise technical oversight over Fire Prevention Inspector I staff by providing instruction in fire prevention inspection methods, techniques and procedures.

CITY OF LAS VEGAS
Fire Prevention Inspector I/II (*continued*)

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

Essential Functions:

1. Conduct periodic fire and life safety inspections of existing commercial, industrial, multi-family residential and public assembly buildings; ~~and perform requested inspections of new construction projects;~~ review submitted documentation, verify required permits, and inspect the location and set-up of temporary special events; inspect businesses prior to issuance of a business license; inspect and witness the testing of new fire protection and life safety systems; identify unsafe ~~fire-business~~ practices or hazardous conditions related to fire protection and life safety systems; and develop corrective recommendations.
2. Inspect various properties for compliance with hazardous materials codes and regulations.
3. Enforce laws, ordinances, and regulations pertaining to the servicing of, removal of or tampering with fire protection equipment, the accumulation of combustibles, the maintenance- of property, and other local and state fire laws. Cooperate as needed with other City departments and local agencies where joint enforcement is appropriate.
4. Instruct property owners and occupants regarding the removal of fire and life safety hazards; instruct the general public regarding fire safety and prevention methods; prepare and deliver public informational and educational presentations to various organizations, schools and the general public on a variety of fire safety and prevention topics.
5. Issue notices of violation and citations; assist in the prosecution of violators.
6. Assist in instructing Fire Prevention Inspector I staff in fire prevention inspection methods, techniques and procedures.
7. Assist Fire Investigators to determine the cause, origin, and spread of fires.
8. Prepare periodic and special reports on all inspections and other activities; prepare reports and maintain records using an electronic database and other common office software.
9. Respond to citizen complaints regarding local and state fire codes.
10. Attend in-service training classes as required.
11. Stay abreast of changes in local and state fire and related codes.
- ~~11.~~12. Cooperate directly with fire suppression crews to mitigate identified issues, including but not limited to obstructed or slowed fire department access, hazardous materials or property conditions, water supply problems, and fire protection system malfunctions.

Marginal Functions:

1. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Fire Prevention Inspector I/II (*continued*)

QUALIFICATIONS

Fire Prevention Inspector I

Knowledge of:

Principles and procedures of record keeping.
Common office software programs.
Techniques for communicating effectively with the public.
English usage, grammar, punctuation, spelling and sentence structure.
Basic mathematical calculations.

Ability to:

~~Learn and apply Adopted Fcurrent City Council adopted fire and ,Bbuilding codes Uniform Fire Code, Uniform Building Code and National Fire Protection Association (NFPA) standards.~~
Learn and enforce pertinent city and state fire and life safety codes and ordinances.
Learn and apply principles and practices of fire and life safety code enforcement.
~~Deal—~~Communicate effectively with property owners, business managers, co-workers, supervisors, and the general public.
Learn fire prevention methods and practices.
Learn department policies, rules, and regulations.
Learn department and division organization and operations.
Learn to read and interpret blueprints.
Learn to operate mobile computer and associated inspection software.
Communicate with individuals from a variety of social, cultural, economic, and educational backgrounds while demonstrating respect and sensitivity for perceived differences.
Meet Fire Prevention Inspector I qualifications within the required period of timeperiod.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
~~Maintain effective audio-visual discrimination and perception needed for:~~
~~——— Making observations;~~
~~——— Communicating with others;~~
~~——— Reading and writing; and~~
~~——— Operating assigned equipment.~~
~~Maintain mental capacity which allows the capability of:~~
~~——— Making sound decisions;~~
~~——— Effective interaction and communication with others; and~~
~~——— Demonstrating intellectual capabilities.~~
~~Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:~~
~~——— sitting for extended periods of time; and~~
~~——— operating assigned equipment.~~

CITY OF LAS VEGAS
Fire Prevention Inspector I/II (*continued*)

Experience and Training Requirements

Experience:

One year of work experience in one or more of the following fields:

Plans checking;
Structural inspection;
Life safety systems design, installation or inspection;
Architecture;
Engineering;

OR

One year work experience ~~which~~ that required the frequent interpretation, explanation or enforcement of codes, regulations or formal written standard operating procedures, to include frequent heavy public contact in an enforcement capacity;

OR

Successful completion of 21 semester credit hours of fire science core courses;

OR

Two years as a full-time uniformed employee of a public or private fire department;

OR

Five years as a part-time or volunteer uniformed member of a fire department.

Training:

~~Equivalent to~~ Graduation from high school or the equivalent. Associate's degree in fire science, fire administration, business administration, or related field is desirable, but not required. Course work in fire science, such as Fire Prevention I or Fire Protection Equipment and Systems, is beneficial.

Licenses and, Certificates, Special Requirements:

~~The following requirements are designed to prepare the employee for promotion to the Fire Prevention Inspector-II classification. It is the intention of the Las Vegas Fire and Rescue Department that all Fire Prevention Inspector-I employees be promoted within eighteen months of their date of hire into the Inspector-II class. Employees who are unable to obtain the required training and certifications within the time specified will be terminated from the program.~~

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

As a condition of continued employment:

Possession of National Incident Management System (NIMS) ICS 100, ICS 200, IS 700, and IS 800 certification within 12 months of the date of appointment.

Possession of International Fire Code Fire Inspector I Uniform Fire Code Certification or equivalent within 18 months of the date of hire, and maintenance thereafter.

CITY OF LAS VEGAS
Fire Prevention Inspector I/II (*continued*)

~~Must successfully complete the~~Possession of -National Fire Protection Association (NFPA) 1031 Fire Inspector I certification training program and obtain Fire Inspector I certification within 18 months of the date of hire, and maintenance thereafter.

CITY OF LAS VEGAS
Fire Prevention Inspector I/II (*continued*)

Fire Prevention Inspector II

In addition to the qualifications for Fire Prevention Inspector I:

Knowledge of:

~~Modern fire prevention methods and practices~~ Principles, practices, and procedures of fire prevention and fire operations.
~~Behavior of fire.~~
~~Common causes of fire and fire spread.~~
~~Current City Council-adopted fire and building codes and ordinances.~~ Uniform Fire Code, Uniform Building Code and National Fire Protection Association (NFPA) standards.
~~Department policies, rules, and regulations.~~
Methods of testing fire protection equipment and systems.
Pertinent city and state fire and life safety codes and ordinances.
Principles and practices of fire and life safety code enforcement.
~~Local geography including the location of water mains and hydrants and the major fire hazards of the city.~~

Ability to:

Read and interpret blueprints.
Work without direct supervision.
Use initiative and independent judgment within established guidelines.
Interpret, apply, explain, and enforce applicable laws, codes, regulations, policies and procedures.

Experience and Training Requirements

Experience:

Six months of experience in fire prevention inspection.

Training:

~~Equivalent to~~ Graduation from high school or the equivalent.
~~Equivalent to graduation from high school.~~ Associate's degree in fire science, fire administration, business administration, or related field is desirable, but not required.

License, Certificate, Special Requirements:

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

Possession of International Fire Code Fire Inspector II ~~Uniform Fire Code~~ Certification or equivalent by the date of application or flex promotion, and maintenance thereafter.

~~Must have~~ Possession of National Fire Protection Association (NFPA) 1031 Fire Inspector II

CITY OF LAS VEGAS

Fire Prevention Inspector I/II (*continued*)

certification or recognized equivalent by the date of application or flex promotion, and ;
~~Certificate must be maintenance~~ ained thereafter.

~~Possession of Nevada certification as a Fire Prevention Officer I within one year of the date of
appointment, and maintenance thereafter.~~

WORKING CONDITIONS

Environmental Conditions:

Work is performed indoors in climate-controlled office setting and outdoors in field environments to include inclement weather conditions; Work includes travel from site to site; work in field, on construction sites, and inspections in restricted spaces, and office environments;

Exposure to computer screens, noise, dust, grease, smoke, fumes, gases, potentially hazardous chemicals; inspect in restricted spaces. Use of safety equipment, as needed.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, kneeling, crawling, walking, sitting, climbing, or standing, or moderate lifting 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 that 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 that may include the following:

- sitting for extended periods of time; and
- operating assigned equipment.

ARBAPS

REV 2/9/06 1/6/14

FLSA and City: nonexempt

CSB 2/22/06

INFORMATION TECHNOLOGIES SUPERVISOR

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

DEFINITION

Supervises, coordinates, assigns and reviews the work of assigned staff and facilitates assigned projects within a specialized area of Information Technologies; participates in accomplishing assigned projects; provides administrative and technical support to the assigned manager and the Director, Information Technologies; and performs a variety of technical tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned Information Technologies Section Manager or higher level management.

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

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

Essential Functions:

1. Participates in the planning, development, and design of technology solutions for city use. Supervises and participates in the work of the assigned technology division or section, and serves as a subject matter expert for the assigned work unit.
2. Acts as first line supervisor for designated staff within a department, including assisting with interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.
3. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
4. Serves as a liaison between technical and non-technical staff to ensure accurate communication and resolve problems.

CITY OF LAS VEGAS
Information Technologies Supervisor (*continued*)

Essential Functions:

5. Ensures that a standard methodology is used for all technology projects and initiatives affecting area of responsibility.
6. Reviews section operating procedures to ensure effectiveness and efficiency; recommends and implements changes as necessary or directed.
7. With other Information Technologies groups, plans, coordinates and monitors office automation projects and operations.
8. Works effectively with city suppliers and contractors; oversees the development and administration of applicable contracts.
9. Selects assigned staff and ensures effective morale, productivity and discipline; plans, organizes, administers, reviews and evaluates the activities of staff directly; provides for staff training and professional development; interprets City policies and procedures for staff; works with employees to develop short and long term goals, monitors accomplishments, establishes performance requirements and personal development targets and provides coaching for performance improvement and development.
10. Establishes schedules and methods for providing technology service delivery; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
11. Participates in the preparation and administration of the section budget; submits budget recommendations; monitors expenditures.
12. Prepares analytical and statistical reports on operations and activities; conducts special projects and studies.
13. Participates in ensuring the security and confidentiality of records and data.
14. Works with other IT Supervisors to coordinate the implementation of new software and the maintenance of existing software.
15. Ensures that accurate and complete project documentation is maintained.

Marginal Functions:

1. Participates in the research of technology alternatives; makes recommendations for purchasing when applicable.
2. Attends and participates in professional group meetings; stays abreast of new trends and innovations in software development.
3. Performs related duties and responsibilities as required.

CITY OF LAS VEGAS
Information Technologies Supervisor (*continued*)

QUALIFICATIONS

Knowledge of:

Principles of supervision, training and performance evaluation.
Operational characteristics, services and activities of a software development program.
Current principles and practices of software systems design in one or more of the following areas, depending on assignment: Internet, GIS (geographic information systems), client/server or ERP business applications.
Advanced principles and procedures of systems analysis, design, programming, planning and documentation and related database techniques.
Principles of software development methodologies.
Concepts, principles and design of desktop computer and server hardware and software systems.
Operation and configuration of computer systems, software and networking.
Principles of data communications over both local and wide area networks.
Uses, capabilities, characteristics and limitations of computer hardware and software systems.
Trouble-shooting, procedures and techniques for both computer hardware and software problems that lead to effective solutions.
Principles of project management.
Principles of and techniques used in various current programming languages, databases, complex software planning and programming and software documentation.
Principles and practices of budget preparation and administration.
Principles of general business management.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Read, interpret and apply technical publications, manuals and other documents.
Use initiative and independent judgment within established guidelines.
Provide and accept honest feedback to/from employees and peers.
Engage in difficult conversations.
Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.
Communicate effectively with both technologically knowledgeable staff and non-technologically knowledgeable users.
Communicate clearly and concisely, both orally and in writing.
Plan, organize, prioritize and delegate assignments.
Manage multiple assignments.
Meet critical deadlines.
Establish and maintain effective working relationships with those contacted in the course of work.
Analyze problems, identifying alternative solutions, projecting consequences of proposed actions, recommending best options and implementing approved solution in support of goals.

CITY OF LAS VEGAS
Information Technologies Supervisor (*continued*)

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in one of the following areas, depending on assignment: systems and networking; desktop and servers; web development; GIS (geographic information systems); client/server or ERP business applications. One year of lead or supervisory experience.

Training:

Bachelor's degree from an accredited college or university with major in information systems, computer science, geographic information systems, or a field closely related to the assignment.

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 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.*

SB

NEW 12/5/13 (Replaces Information Technologies Development Supervisor and Information Technologies Support Supervisor)

FLSA: exempt; City: nonexempt

CSB 1/22/14