

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: May 28, 2014

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

SUBJECT: 6. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS: 2

REVISED

1. Fire Administrative Battalion Chief (40-Hour Week)
2. Plant Operations & Maintenance Supervisor

The above classification specifications were revised at the request of the departments.

RECOMMENDATION

The City recommends approval of these revised classification specifications.

FIRE ADMINISTRATIVE BATTALION CHIEF (40-Hour week)

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

DEFINITION

To plan, direct, coordinate, and perform various research and project development activities to promote the innovative, professional, and efficient operation of the Department of Fire and Rescue Services; to manage, supervise, and perform a variety of administrative tasks relative to the assigned area of responsibility; and to assist in the development and implementation of comprehensive special operations, training, public education, or support services programs.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Deputy Fire Chief or Assistant Fire Chief.

Exercises direct supervision over assigned personnel.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Plan, direct, coordinate and perform various research and project development activities to promote the innovative, professional and efficient operation of administrative functions of the Department of Fire and Rescue Services. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned area of responsibility; identify resource needs; recommend and implement policies and procedures.
2. Participate in the development and implementation of comprehensive special operations, training, public education, or support services programs.
3. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
4. Assist department executive staff in planning fiscal year budgeting; lead and participate in the development and administration of the assigned program budget; forecast additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
5. Coordinate assigned activities with those of other divisions, departments, agencies, organizations and local communities; provide staff assistance to a Deputy Fire Chief or Assistant Fire Chief; prepare and present staff reports and other necessary correspondence.

CITY OF LAS VEGAS
Fire Administrative Battalion Chief (*continued*)

Essential Functions:

6. Select and motivate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
7. Develop, prepare and maintain a variety of records and reports.
8. Develop and coordinate training outreach strategies; ensure compliance with city policy and procedure, and affirmative action and EEO guidelines.
9. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of special operations, fire administration and fire training.
10. May serve on a variety of boards, commissions and committees as required.

When assigned to Planning:

1. Assist in strategic planning for the Department of Fire and Rescue; provide recommendations for future growth including new fire stations, personnel needs, and development and implementation of new programs.
2. Serve as the Fire and Rescue liaison to various jurisdictions and agencies during the pre-planning of major public events such as New Year's Eve or NASCAR races; create the incident action plan (IAP) for the event and coordinate with all parties involved.
3. Perform planning functions during major incidents involving multi-operational time periods. Utilize the incident command system (ICS) and provide assistance in structuring the ICS framework during incidents.
4. Oversee and participate in the pursuit of alternative funding sources to support department programs; prepare grant request documents; ensure appropriate record keeping and reporting to various funding agencies.

When assigned to Training or Drillmaster:

1. Plan, oversee and participate in the development, design, modification, upgrade, and implementation of training programs; plan and manage the training calendar, online training, and curriculum; administer various training and tests to new recruits or current Fire personnel.
2. Review and assess training needs and available programs; oversee and coordinate the attendance of departmental staff at training programs and seminars; research policies and procedures related to training activities.

CITY OF LAS VEGAS
Fire Administrative Battalion Chief (*continued*)

Essential Functions:

3. Oversee and assist training personnel in the development of training skills and methods; ensure training staff is capable of delivering training at the standards set forth by the department.
4. Oversee and manage activities at the fire training center.

When assigned to Support Services:

1. Oversee and manage department vehicle, facility, and equipment maintenance requests.
2. Supervise and complete purchase requests for all departmental equipment and supplies; evaluate new or improved products and make purchase recommendations accordingly; coordinate purchases with the Purchasing and Contracts Division.
3. Assist in preparing specifications for firefighting, emergency medical services and special operations apparatus and equipment. Coordinate annual certification and testing of equipment.
4. Plan, prioritize, assign, supervise and review the work of staff responsible for the operation of the fire warehouse; establish inventory levels and control systems.

When assigned to Special Operations:

1. Plan, oversee and participate in the development, design, modification, upgrade, and implementation of special operations teams including technical rescue team (TRT), hazardous materials (HazMat), and chemical, biological, radiological, nuclear, and explosive (CBRNE).
2. Plan, implement, and manage technical rescue and hazardous materials academies for TRT and HazMat technicians; supervise the training and recertification of special operations teams; ensure programs meet National Fire Protection Association (NFPA) and Nevada Occupational Safety and Health Administration (OSHA) requirements.
3. Participate in securing grant funding for special operations programs.

Marginal Functions:

1. Perform related duties and responsibilities as required.
2. Provide assistance during major emergency incidents as deemed necessary.

CITY OF LAS VEGAS
Fire Administrative Battalion Chief (*continued*)

QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of comprehensive special operations, fire training, public education, and support services programs.
Principles, practices, techniques and procedures of modern firefighting.
Mechanical, chemical and related characteristics of a wide variety of flammable and explosive materials and objects.
Principles and practices of program development and administration.
Pertinent federal, state and local laws, codes and regulations related to fire services.
Rules, regulations, and operational procedures of Las Vegas Fire & Rescue.
Principles and practices of supervision, training and performance evaluation.
Principles of municipal budget preparation and control.
Principles and techniques of report preparation.

Ability to:

Interpret and explain city fire policies and procedures.
Prepare clear and concise operational work records and reports.
Learn principles and techniques of obtaining grant funding when assigned to planning or special operations.
Learn principles and techniques of curriculum development, class instruction, planning and evaluation when assigned to training or Drillmaster.
Learn principles and practices of purchasing and inventory control when assigned to support services.
Properly interpret and make decisions in accordance with laws, regulations, policies and industry standards.
Conduct thorough fact-finding investigations and enforce regulations firmly, tactfully and impartially.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition to pass annual physical examination.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Perform life threatening firefighting activities under training conditions;*
-- *Running, walking, crouching or crawling during training operations;*
-- *Moving equipment and injured persons;*
-- *Climbing stairs/ladders;*
-- *Demonstrate life-saving and rescue procedures during training;*
-- *Walking, standing or sitting for extended periods of time; and*
-- *Operating assigned equipment and vehicles.*

CITY OF LAS VEGAS
Fire Administrative Battalion Chief (*continued*)

Ability to:

Effectively deal with personal danger that may include exposure to:

- *Fire encompassed surroundings;*
- *Dangerous persons;*
- *Dangerous animals;*
- *Hazards associated with traffic control and working in and near traffic; and*
- *Natural and man-made disasters.*

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 that allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances;*
- *Evaluating various options and alternatives and choosing an appropriate and reasonable course of action;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Five years experience in any combination of paid, full time, active combat duty assignments* with a professional fire department, plus a minimum of four years experience with the Las Vegas Fire & Rescue Department as any combination of the following:

- Fire Captain;
- Fire Training Officer;
- Fire Investigator II;
- Sr. Fire Investigator; or
- EMS Field Coordinator.

*Active combat duty assignments consist of the following jobs, or their equivalents (as determined by Las Vegas Fire & Rescue management): Firefighter, Fire Engineer, Firefighter/Paramedic, Fire Captain, Fire Investigator I, Fire Investigator II, and EMS Field Coordinator.

Training:

Equivalent to graduation from high school. Associate's Degree from an accredited college or university with a major in fire science, fire administration, public administration, business administration, or a related field is desirable, but not required.

License or Certificate Requirements

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

Possession of Nevada Fire Officer I and II certification within one year of the date of appointment.

CITY OF LAS VEGAS
Fire Administrative Battalion Chief (*continued*)

License or Certificate Requirements

Possession of Fire Instructor I certification issued by the National Fire Academy or State Fire Marshal within one year of the date of appointment.

Possession of National Incident Management System (NIMS) ICS 100, ICS 200, ICS 300, ICS 400, IS 700, and IS 800 certifications within one year of the date of appointment.

Other Requirement

Employee must apply for the National Fire Academy's *Command and Control of Fire Department Operations at Natural and Man-made Disasters* course within one year of the date of appointment.

Important Note: To test for Fire Administrative Battalion Chief, the candidate must:

1. Meet the employment standards for Fire Administrative Battalion Chief as listed above; and
2. Have met all NFPA Standards for Firefighter I and Firefighter II.

WORKING CONDITIONS

Environmental Conditions:

Work is performed primarily indoors in climate-controlled office environment, but may include travel from site to site.

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 require maintaining physical condition necessary for sitting or standing for extended periods. On occasion, essential and marginal functions may require maintaining physical condition necessary for performing the assigned duties specified by the Firefighter II certification, including running, walking, crawling, climbing, stooping and heavy lifting while wearing heavy protective equipment; working in training situations in inclement weather conditions for extended periods.

SB

REV 5/13/14

FLSA: exempt; City: nonexempt

CSB Approved: 5/28/14

PLANT OPERATIONS & MAINTENANCE SUPERVISOR

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

DEFINITION

Supervises the operation and maintenance of the city's wastewater treatment facilities. Develops and prioritizes work schedules. Monitors staff and equipment performance.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Plant Operations and Maintenance Manager and higher level management staff.

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

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

Essential Functions:

1. Plans, prioritizes, assigns, supervises and reviews the work of all levels of employees responsible for all wastewater treatment operations and facilities of the Environmental Division; ensures that all applicable state and federal regulations are met or exceeded.
2. Acts as first line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.
3. 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. Ensures employees adhere to safe work practices.
5. Monitors and controls wastewater treatment plant functions through the use of SCADA and other complex computer control systems to achieve compliance with federal and state regulations and standards for the discharge permit.

CITY OF LAS VEGAS
Plant Operations & Maintenance Supervisor (*continued*)

Essential Functions:

6. Recommends and assists in the implementation of division goals, objectives, policies and procedures. Prepares and presents monthly performance statistics and reports. Recommends and implements approved policies and procedures.
7. Inspects and evaluates the processing of wastewater and the equipment used; monitors chemical inventory controls and chemical dosages; obtains and interprets laboratory and process data, and directs or makes adjustments to plant processes accordingly.
8. Participates in planning and implementing comprehensive staff training programs.
9. May participate in the preparation and administration of the division or function budget. Submits budget recommendations. Monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Prepares reports on actual and estimated revenues and expenditures.
10. Evaluates technical processes, skills and equipment needed to maintain treatment parameters to ensure all state, Environmental Protection Agency and other federal standards are met; inspects facilities as required; recommends process changes and training on new or modified equipment.
11. Participates in planning and coordinating plant shut-downs for tie-ins, equipment installation and major maintenance procedures.
12. Works with supply, purchasing, laboratory and engineering staff to prepare cost estimates for equipment and supplies; approves the acquisition of materials and supplies.
13. Assists in coordinating the activities of contractors and other division and department staff performing work at plant facilities.
14. Serves as liaison for the division with other city departments, divisions, public and outside agencies. Represents the division in various committees and work groups. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
15. Prepares reports on operations, maintenance, training and other activities.
16. Uses the computerized maintenance management system (CMMS) to develop, update and track work orders and monitor key performance indicators.

Marginal Functions:

1. Attends and participates in professional group meeting; stays abreast of new trends and innovations in wastewater treatment, maintenance management, and process control.
2. Performs related duties and responsibilities as required.

CITY OF LAS VEGAS
Plant Operations & Maintenance Supervisor (*continued*)

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of the processes, machinery, equipment and materials used in a large wastewater treatment operations program.
Modern and complex wastewater treatment principles and techniques, especially activated sludge.
Advanced Supervisory Control and Data Acquisition (SCADA) system operation and automated control of equipment and processes.
Principles of supervision, training and performance evaluation.
Chemical processes involved in wastewater treatment.
Pertinent federal, state and local laws, codes and regulations.
Techniques and practices of welding.
Advanced mathematical principles.
Occupational hazards and standard safety practices.
Modern office procedures, methods and computer equipment.
Principles and procedures of record keeping.
Methods, techniques and tools used in wastewater treatment equipment and facility construction, maintenance and repair.
Emergency first responder procedures.
Operations of a Computerized Maintenance Management System (CMMS).

Skills in:

Applying, explaining and enforcing applicable regulations and standards.
Interpreting, applying, explaining and enforcing city, department and division policies and procedures.
Reading and interpreting maps and blueprints.
Estimating time and materials needed for projects.
Using initiative and independent judgment within established guidelines.
Working independently without direct supervision.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work including city officials and the general public.

Experience and Training Requirements

Experience:

Five years of increasingly responsible experience in the operations and maintenance of a wastewater treatment plant facility, including three years of lead or supervisory experience.

CITY OF LAS VEGAS
Plant Operations & Maintenance Supervisor (*continued*)

Training:

Associate's degree from an accredited college or technical institution with major in wastewater treatment plant operations, microbiology, chemistry, engineering (civil, mechanical, electrical, or environmental health), environmental control technologies, or another field closely related to the essential functions.

Additional specialized training in wastewater treatment plant operations, any of the skilled trades, or in managerial and supervisory skills is desirable.

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

License or Certificate

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

Possession of a Nevada Grade IV Wastewater Treatment Plant Operator certificate on the date of application and maintenance thereafter.

Possession of a Grade III Plant Maintenance Technologist certificate from the Nevada Water Environment Association within 18 months of the date of appointment, and maintenance thereafter.

Successful completion of the established levels I, II and III maintenance training program within 18 months of the date of appointment.

Possession of a City of Las Vegas forklift certificate within six months of the date of appointment and maintenance thereafter.

Possession of an appropriate city of Las Vegas aerial lift certification within six months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Special Requirements

Certain city functions operate on a 24 hour per day, seven day per week schedule, and may require support on any shift. May be required to respond to calls for assistance during any shift.

Environmental Conditions:

Location: Office, shop and wastewater treatment plant environments and, at times, construction site environment; travel from site to site.

Hazards: Exposure to waste, hazardous and infectious materials, loud machine noise, electrical hazards, dust, grease, inclement weather conditions.

CITY OF LAS VEGAS
Plant Operations & Maintenance Supervisor (*continued*)

Physical Conditions:

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SB
REV 5/6/14
FLSA: exempt; City: nonexempt
CSB 5/28/14