

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

MAY 28, 2014

4:30 PM

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 May 14, 2014
5. Discussion for possible action to certify Eligible List for Motor Sweeper Operator (promotional)
6. Discussion for possible action to certify Classification Specifications for Fire Administrative Battalion Chief; Plant Operations & Maintenance Supervisor
7. Discussion for possible action to approve a request to place Rashad D. Cobb on the Rehire List
8. CITIZENS PARTICIPATION: PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS WITHIN THE JURISDICTION OF THE BOARD. NO SUBJECT MAY BE ACTED UPON BY THE BOARD UNLESS THAT SUBJECT IS ON THE AGENDA AND IS SCHEDULED FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD. THE AMOUNT OF DISCUSSION ON ANY SINGLE SUBJECT, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED
9. ADJOURNMENT

Facilities are provided throughout City Hall for the convenience of disabled persons. Reasonable efforts will be made to assist and accommodate physically handicapped persons. If you need an accommodation to attend and participate in this meeting, please call the City Clerk's office at 229-6311 and advise of your need at least 48 hours in advance of the meeting. 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: May 14, 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: 1

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Motor Sweeper Operator – Promotional	26	24	22

CITY OF LAS VEGAS

ELIGIBLE LIST

Motor Sweeper Operator
Examination

May 7 & 8, 2014
Examination Date

1300315P
Requisition Number

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	24	GROUP 1	13
REJECTED	2	GROUP 2	9
TOTAL RECEIVED	26	TOTAL ON LIST	22

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)			100%	
PASSED			22	
FAILED			0	
TOTAL TESTED			22	
DID NOT APPEAR			1	
WITHDREW			1	

Motor Sweeper Operator (Promo) - CSB 5/28/14

Candidate Name	Group
Black, Travis	1
Bledsoe, Elane	1
Boyd, Steven	1
Caruthers , De Andre	1
Davis, Tammy	1
Elwell, Kevin	1
Juniel, Gerald	1
Miller , Raymond	1
Parra, Monico	1
Plazo Jr, Antonio	1
smith, kelly	1
Sosa, Daniel	1
wright, adam	1
Arnold, Gregory	2
Boquecosa, Joey	2
Coleman, Angelo	2
davis, nick	2
Duffy, Michael	2
Felton, Melvin	2
Offenbacher, Brandon	2
rodriguez, luis	2
sakac, jozef	2

Total Record Count: 22

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, and or support services programs.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from ~~the assigned~~ 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, and 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 ~~the assigned~~ Deputy

CITY OF LAS VEGAS

Fire Administrative Battalion Chief (*continued*)

Fire Chief or Assistant Fire Chief; prepare and present staff reports and other necessary correspondence.

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.

CITY OF LAS VEGAS

Fire Administrative Battalion Chief (*continued*)

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.

When assigned to Training or Drillmaster:

- ~~1.3.~~ 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.

- ~~2.4.~~ Oversee and manage ~~all~~ activities at the fire training center.

When ~~Assigned~~ 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~~ assigned to Special Operations:

1. Plan, oversee and participate in the development, design, modification, upgrade, and implementation of special operations teams including ~~TRT~~ (technical rescue team (~~TRT~~), ~~HAZMAT~~ (hazardous materials (~~HazMat~~), and ~~CBRNE~~ (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 ~~all~~ programs meet ~~NFPA~~ (National Fire Protection Association (~~NFPA~~)) and Nevada ~~OSHA~~ (Occupational Safety and Health Administration (~~OSHA~~)) requirements.

~~2.~~

- ~~3.~~ Participate in securing grant funding for ~~the Las Vegas Fire and Rescue Technical Rescue and HAZMAT/ CBRNE teams~~ special operations programs.

Marginal Functions:

1. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS

Fire Administrative Battalion Chief (*continued*)

2. Provide assistance during major emergency incidents as deemed necessary.

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.
- ~~Department policies, rules and regulations.~~
- 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 ~~which~~ 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 ~~which~~ 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. ~~course~~ Associate's Degree -from an accredited college or university with a major work —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.

CITY OF LAS VEGAS

Fire Administrative Battalion Chief (*continued*)

Possession ~~and maintenance~~ of Nevada Fire Officer I and II certification ~~issued by the Nevada State Fire Marshal's Office~~ within one year of the date of appointment. ~~Training is available by completing and submitting the State Fire Marshal NFPA Standards 1021 Fire Officer Certification Program Task Books, or from the College of Southern Nevada.~~

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) Attend ICS 100, ICS 200, ICS 300, ICS 400, IS 700, and IS 800 ~~courses and obtain~~ 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 Pprimarily indoors in climate-controlled office environment, but may include travel from site to site; exposure to computer screens.

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 prolonged-extended periods ~~of time~~. 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 prolonged-extended periods ~~of time~~.

SB

~~NEW 9/23/09~~ REV 5/13/14

FLSA: exempt; City: nonexempt

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

| CSB Approved: 10/14/09

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.

Within 15 days of initial hire, must 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.

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

Possession of a Grade IV-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.

CITY OF LAS VEGAS

Plant Operations & Maintenance Supervisor (*continued*)

~~Will be required to be on-call, and respond if necessary, during assigned swing, graveyard and weekend shifts (facilities are 24-hour, 7-day per week operations).~~

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.

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.*

SEGALSB

REV 10/30/12, Revised OSHA requirement 5/6/14

FLSA: exempt; City: nonexempt

CSB 8/24/11

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

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: May 28, 2014

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

SUBJECT: 7. REQUEST TO BE PLACED ON REHIRE LIST: RASHAD D. COBB

BOARD ACTION: APPROVE, NOT APPROVE, OR HOLD IN ABEYANCE

Rashad D. Cobb, an employee from October 14, 2013 to October 16, 2013, has requested to be placed on the Rehire List for Corrections Officer. A copy of the Department of Human Resources Manager approval is attached for the board's information and review.

Civil Service Rules {Chapter IV, Section 6a (5), Page 14} state that to be eligible for placement on a Rehire List, the former employee must submit a written request to the to the Director of Human Resources, or designee, and must (a) have had regular status in any classification formerly held; (b) have left the City's employment in good standing within the past twenty-four months; and (c) receive the Civil Service Board's approval of said request.

Rashad D. Cobb meets the criteria for placement on the Rehire List, and it is recommended that the Board approve this request.

Alison Packard

From: Lynn Barboza
Sent: Monday, May 12, 2014 4:54 PM
To: Alison Packard
Cc: Benet Murphy
Subject: Rehire List Request - Rashad D. Cobb

Alison, can you please place this on the next CSB agenda and confirm the date for me so I can advise Rashad?

Lynn

From: Tracy Townsend
Sent: Monday, May 12, 2014 3:05 PM
To: Lynn Barboza
Cc: Michele Freeman
Subject: RE: Rehire List Request - Rashad D. Cobb

Hi Lynn,

I just spoke with Chief Freeman and she does concur with placing Rashad D. Cobb on the Rehire List.

Please let me know if you need anything further.

Thank you!

Tracy N. Townsend

Administrative Secretary to Chief Michele Freeman
City of Las Vegas - Detention & Enforcement
(702) 229-5295 - office

"Building Community to Make Life Better"

From: Lynn Barboza
Sent: Monday, May 12, 2014 6:49 AM
To: Michele Freeman
Cc: Tracy Townsend
Subject: Rehire List Request - Rashad D. Cobb

Chief Freeman, former D&E employee, **Rashad D. Cobb** is requesting placement on the City's Rehire List. Per Civil Service Rules, to be eligible the following is required:

1. Request submitted in writing within 24 months of separation date (10/16/13);
2. Left employment in good standing;
3. Receive Civil Service Board approval.

We always consult with the department before submitting the request to the Civil Service Board. As far as HR is concerned, the request can be processed. **Please advise if you concur.**

Lynn Barboza
City of Las Vegas
Human Resources Manager

(702) 229-4879 - Telephone
(702) 464-2630 - Fax
lbarboza@lasvegasnevada.gov

Human Resources
Delivering Talent for the Future

<< OLE Object: Picture (Device Independent Bitmap) >>

-----Original Message-----

From: rashadcobb@cox.net [mailto:rashadcobb@cox.net]

Sent: Thursday, May 01, 2014 9:44 PM

To: Lynn Barboza

Cc: Michele Freeman

Subject: Rehire List

Hi Chief Freeman & Lynn,

I would like to thank you in advance for your time and possible consideration. I was selected in October of 2013 for a correctional officer position. I accepted the position and completed 2 full work days on the job. Due to an unforeseen circumstance with my wife getting sick I had to immediately and regretfully forfeit my position. We just had a baby on 9/12/2013 just a few weeks before I was offered the position. I have always wanted to be in law enforcement, my uncle Charles Cain served for Metro for over 20 years and my brother Chris Fairman served in Afghanistan for over a year. The main objective of this email is to request to be placed on the "Rehire List". I communicated with Benet Murphy who recommended that I send this request to you both. Any consideration would be greatly appreciated.

Thanks again for your time

Rashad Cobb
702-575-7369