



## Board of Civil Service Trustees Agenda

1. **Call to Order and Roll Call**
2. **Announcement Regarding: Compliance with Open Meeting Law**
3. **Public Comment:** Comment during this portion of the agenda must be limited to matters on the agenda for action. If you wish to be heard, come forward and 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 February 9, 2022
5. Discussion for possible action to certify Eligible Lists for Court Operations Supervisor (Open); Fire Communications Specialist (Open); Irrigation Systems Repairer (Open); Network Administration Specialist (Open); Sr Plant Operator (Open)
6. Discussion for possible action to certify Classification Specifications for Fire Captain; Land Survey Associate
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, come forward and 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 persons with disabilities. Reasonable efforts will be made to assist and accommodate persons with disabilities or impairments. If you need an accommodation to attend and participate in this meeting, please call the City Clerk's office at 702-229-6311 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  
IN ACCORDANCE WITH THE NOTICING STANDARDS AS OUTLINED IN NRS 241.020:

The City of Las Vegas website – [www.lasvegasnevada.gov](http://www.lasvegasnevada.gov)  
The Nevada Public Notice website – [notice.nv.gov](http://notice.nv.gov)  
City Hall, 495 South Main Street, 1st Floor

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: February 23, 2022

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TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: VINCE ZAMORA, SECRETARY

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SUBJECT: 5. ELIGIBLE LISTS TO BE CERTIFIED

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

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TOTAL ELIGIBLE LISTS PRESENTED: 4

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1. Court Operations Supervisor – Open	95	7	7
2. Fire Communications Specialist – Open	401	188	56
3. Irrigation Systems Repairer – Open	69	35	25
4. Network Administration Specialist – Open	30	21	3
5. Sr Plant Operator – Open	9	1	1

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Court Operations Supervisor**  
**Examination**

**January 27, 2022**  
**Examination Date**

**21OCT80062 – O**  
**Requisition Number**

**Open**  
**Open/Promotional**

<b>COURT OPERATIONS SUPERVISOR</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	12	GROUP 1	7
REJECTED	83	GROUP 2	0
<b>TOTAL RECEIVED</b>	95	<b>TOTAL ON LIST</b>	7

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>SUPPLEMENTAL QUESTIONNAIRE</u></b>
(Weight)		100%		
PASSED		7		
FAILED		0		
<b>TOTAL TESTED</b>		7		
<b>DID NOT APPEAR</b>		2		
<b>WITHDREW</b>		3		

## COURT OPERATIONS SUPERVISOR (OPEN) 2/23/22

<b>Candidate Name</b>	<b>Group</b>
Bryant, Brandy	1
Cook, Andrea	1
Ellis, Melissa	1
Enari, Lynne	1
SCALES, ALEXIA	1
Skeete, Heather	1
Tanker, Russell	1
<b>Total Record Count:</b>	<b>7</b>

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Fire Communications Specialist**  
Examination

**Dec. 15, 2021 – Jan. 25, 2022**  
Examination Date

**21DEC80105-O**  
Requisition Number

**OPEN**  
Open/Promotional

<b>Fire Communications Specialist</b>	
<b>GROUP 1</b>	
See Attached	
<b>GROUP 2</b>	
See Attached	
<b>GROUP 3</b>	
See Attached	

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	384	GROUP 1	3
REJECTED	17	GROUP 2	43
		GROUP 3	10
<b>TOTAL RECEIVED</b>	<b>401</b>	<b>TOTAL ON LIST</b>	<b>56</b>

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>SUPPLEMENTAL QUESTIONNAIRE</u></b>
(Weight)	30%			70%
PASSED	56			56
FAILED	132			0
<b>TOTAL TESTED</b>	<b>188</b>			<b>56</b>

**TESTS**

<b>DID NOT APPEAR</b>	195			0
<b>WITHDREW</b>	1			0

## FIRE COMMUNICATIONS SPECIALIST (OPEN) 2/23/22

Candidate Name	Group
Fowler, Celeste	1
Lewis, Ian	1
Zawislewski, Tiffany	1
Acevedo, Armando	2
Allen-Singleton, Carrie	2
Alvarez, Megan	2
Amador, Alana	2
Arellano, Branden	2
Arnold, Alexandria	2
Benneman, Marino	2
Braunstein, Tiffany	2
Burnett, Erin	2
Calvert, Jennifer	2
Christiansen, Shane	2
Cole, Raven	2
Corbin, Victoria	2
Correa, Brenda	2
Decorte, Alexis	2
Deleon Guerrero, Desiree	2
Dougherty, Kristen	2
Estrada, Victoria	2
Grise, Brianna	2
Hernandez Paz, Beatriz	2
Herrera Ramirez, Areli	2
HUFANO, BENJAMIN	2
Jones, Alexis	2
Kaneshiro, Amanda	2
Langley, Brenna	2
Leanos Campa, Nancy	2
Lisonbee, Justin	2
Lizares, Keila Kanani	2
Lowe, Ra' Shaun	2
MacDonald, Jennifer	2
McKee, Trevor	2
MCKINNEY, SEANN	2
Muro, Tiffany	2
Perez, Lily	2
Revers, Monique	2
Richmond, Jessica	2
Sames, Elizabeth	2
SCALES, ALEXIA	2
Scofield, Brianne	2

Sutton, Shanona	2
Truman, Jennifer	2
WILLIAMS, NICOLE	2
Wolfenbarger, Joy	2
Banuelos, Melissa	3
BUTLER, SHENIKA	3
Cabral, Shawnice	3
Castro, Ashyra	3
Coplien, Shenelle	3
Cotton, Deidra	3
Gilbert, Damien	3
Goldsby, Dominique	3
Lee, Stacey	3
Sifuentes, Brittany	3
<b>Total Record Count:</b>	<b>56</b>

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Irrigation Systems Repairer**  
**Examination**

**January 25, 2022**  
**Examination Date**

**21DEC79813-O**  
**Exam Number**

**Open**  
**Open/Promotional**

<b>IRRIGATION SYSTEMS REPAIRER</b>	
<b>GROUP 1</b>	
See Attached	
<b>GROUP 2</b>	
See Attached	

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	55	GROUP 1	10
REJECTED	14	GROUP 2	15
<b>TOTAL RECEIVED</b>	<b>69</b>	<b>TOTAL ON LIST</b>	<b>25</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>SUPPLEMENTAL QUESTIONNAIRE</u></b>
(Weight)	100%			
PASSED	25			
FAILED	10			
<b>TOTAL TESTED</b>	<b>35</b>			
<b>DID NOT APPEAR</b>	<b>2</b>			
<b>WITHDREW</b>	<b>18</b>			

## IRRIGATION SYSTEMS REPAIRER (OPEN) 2/23/22

Candidate Name	Group
Acevedo, Benjamin	1
Bovee, Timothy	1
cunanan, matthew	1
Lazaro, Lauriano	1
LeVeck, Anthony	1
Marcino, Robert	1
Nielsen, Jody	1
Ponce Jr, Rafael	1
Ramos, Juan	1
Sanders, Dashon	1
Aztorga, Joaquin	2
Bennett, Chris	2
Bodnar, Logan	2
Braunstein, Christopher	2
Clemente, John	2
Eastman, Douglas	2
Gain, Jacob	2
Hall, Dontrell	2
Hardin, Tre'Vaughn	2
MALDONADO, GABRIEL	2
Mccoy II, Darron	2
Muniz, Lorenzo	2
Pascual, Paolo	2
Simon, Edward	2
Villarreal, Mike	2
<b>Total Record Count:</b>	<b>25</b>

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Network Administration Specialist**  
Examination

**November 30, 2021**  
Examination Date

**21NOV80020-O**  
Exam Number

**Open**  
**Open/Promotional**

<b>NETWORK ADMINISTRATION SPECIALIST</b>
<b>GROUP 1</b>
N/A
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>	
ACCEPTED	21	GROUP 1	0
REJECTED	9	GROUP 2	3
<b>TOTAL RECEIVED</b>	<b>30</b>	<b>TOTAL ON LIST</b>	<b>3</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>SUPPLEMENTAL QUESTIONNAIRE</u></b>
(Weight)				100%
PASSED				3
FAILED				18
<b>TOTAL TESTED</b>				<b>21</b>
<b>DID NOT APPEAR</b>				
<b>WITHDREW</b>				

## NETWORK ADMINISTRATION SPECIALIST (OPEN) 2/23/22

Candidate Name	Group
Gaines, Eric	2
LIYANA-ARACHCHIGE, NUWAN	2
Searl, Jack	2
<b>Total Record Count:</b>	<b>3</b>

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Sr Plant Operator**  
**Examination**

**2/8/2022**  
**Examination Date**

**21JUL2655-O**  
**Requisition Number**

**OPEN**  
**Open/Promotional**

<b>SR PLANT OPERATOR</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	1	GROUP 1	0
REJECTED	8	GROUP 2	1
<b>TOTAL RECEIVED</b>	<b>9</b>	<b>TOTAL ON LIST</b>	<b>1</b>

**TESTS**

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

**SR PLANT OPERATOR (OPEN) 2/23/22**

<b>Candidate Name</b>	<b>Group</b>
Ventura, Rosendo	2
<b>Total Record Count:</b>	<b>1</b>

**CITY OF LAS VEGAS**  
**AGENDA DOCUMENTATION**

Date: February 23, 2022

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**TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: VINCE ZAMORA, SECRETARY**

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**SUBJECT: 6. CLASSIFICATION SPECIFICATIONS FOR APPROVAL**

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**BOARD ACTION: DISCUSSION AND POSSIBLE ACTION**

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**CLASSIFICATION SPECIFICATIONS: 2**

**REVISED**

1. Fire Captain
2. Land Survey Associate

**RECOMMENDATION**

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

## FIRE CAPTAIN

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

### DEFINITION

To supervise, assign, review and participate in the work of a fire company responsible for providing fire services, emergency medical, hazardous materials response and emergency rescue services; and to perform related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from a battalion chief or higher-level management staff.

Exercises direct supervision over assigned staff.

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

#### Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of a fire company responsible for providing fire services including fire suppression, emergency medical, special operations, which includes hazardous materials and technical rescue response, and general fire prevention.
2. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective fire suppression, emergency medical, special operations, and general fire prevention services; implement approved policies and procedures.
3. As first arriving officer, serve as initial incident commander on all emergency operations; assume responsibility for the supervision, performance and safety of assigned firefighting personnel on the scene of an emergency incident.
4. Supervise and assist in rendering emergency medical services at an emergency incident; analyze and take command of patient care with full responsibility for the patient(s) until relieved by proper medical personnel.
5. Assist in coordinating the maintenance and repair of fire equipment and apparatus such as hydrants, trucks and support equipment; ensure proper maintenance of station facilities; maintain station supplies.

**CITY OF LAS VEGAS**  
**Fire Captain (*continued*)**

**Essential Functions:**

6. Participate in monitoring employee performance objectives; prepare employee performance reviews; provide assistance to personnel under stress due to incidents; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
7. Identify the fire training needs of company personnel including such areas as driving and operating equipment and the use of hoses, nozzles, ladders and various portable equipment; provide training in emergency medical services, especial operations, area location, aircraft emergency response, physical fitness and report writing.
8. Prepare reports, forms, recommendations, and other required administrative documentation as needed.

**Marginal Functions:**

1. Assist other management staff in maintaining and improving upon the operation of the Department; perform a wide variety of general staff work as assigned.
2. May participate in the preparation and administration of assigned budget; submit budget recommendations; monitor expenditures.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles, practices, and procedures of National Incident Management System Incident Command System (NIMS-ICS).

Principles, practices, techniques, and procedures of modern firefighting tactics.

Rules, regulations, and operational procedures of Las Vegas Fire & Rescue

Principles and practices of supervision and training.

Local geography, including the location of water mains, hydrants, and , high hazard areas of the city.

Basic principles, practices and techniques of fire prevention.

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

Principles of emergency medical treatment.

**Ability to:**

Take control of and direct a variety of emergency services related to fire operation, emergency medical response, and special operations incidents.

Oversee and participate in the operation and maintenance of apparatus and equipment used in modern firefighting, emergency medical treatment, and special operations activities.

Develop budget recommendations.

Supervise, train, and evaluate assigned staff.

**CITY OF LAS VEGAS**  
**Fire Captain (*continued*)**

**Ability to:**

- Instruct and lead fire training sessions and courses.
- Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions.
- Analyze an emergency situation and decide on an appropriate course of action within the scope of assigned duties.
- Think and act quickly and appropriately in emergencies.
- Understand and follow oral and written directions promptly and accurately.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Employ modern office practices, procedures, and methods; operate office and computer equipment.
- Maintain physical condition to perform essential duties as specified by firefighter certification.

**Competencies:**

In addition to Core Workforce Competencies:

**Supervisor Competencies**

Professionalism – Models core values by being honest, respectful and positive; continuously demonstrates the core values of the city; supervisory actions are collaborative whenever possible and intended to grow the city's capacity at an individual, unit, division and/or department level.

Managing Performance – Takes responsibility for own and assigned employees' performance, by setting clear goals and expectations, tracking progress against the goals, ensuring regular feedback, and addressing performance problems and issues promptly.

Decisiveness – Willingness to make difficult decisions in a timely manner.

Developing and Empowering Others – Willingness to delegate responsibility; coaching assigned employee to develop their capabilities.

Facilitating Partnerships – Builds community and partnerships both inside and outside the organization.

Forward Thinking – Anticipating the consequences of situations and decisions; taking appropriate action to be prepared for possible changes.

Providing Support – Provides the tools and creates a supportive environment that allows others to successfully complete their work.

**CITY OF LAS VEGAS**  
**Fire Captain (*continued*)**

**Experience and Training Requirements**

**Experience:**

Seven years of experience with the City of Las Vegas Fire & Rescue Department assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations;

**OR**

Six years of experience with the City of Las Vegas Fire & Rescue Department assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations, which included three years as a City of Las Vegas Fire Engineer or Firefighter/EMT-P;

**OR**

Six years of experience with the City of Las Vegas Fire & Rescue Department assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations, and one year must have been as a City of Las Vegas Fire Training Officer.

**Training:**

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

Successful completion of the Las Vegas Fire & Rescue Department fire cadet academy.

**Licenses or Certificates**

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

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

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

Possession of a current, valid Nevada Emergency Medical Technician certificate is required.

**WORKING CONDITIONS**

**Environmental Conditions:**

Emergency firefighting environment; exposure to fire encompassed surroundings, dangerous persons and animals, natural and man-made disasters; hazards of emergency driving; hazards associated with traffic control and working in and near traffic.

**CITY OF LAS VEGAS**  
**Fire Captain (*continued*)**

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition appropriate to the performance of assigned duties as specified by firefighter certification.

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

- *Performing life threatening firefighting activities in an emergency situation;*
- *Running, walking, crouching or crawling during emergency operations;*
- *Moving equipment and injured/deceased persons;*
- *Climbing stairs/ladders;*
- *Performing life-saving and rescue procedures; and*
- *Walking, standing or sitting for extended periods of time.*

Effectively deal with personal danger which may include exposure to:

- *Fire encompassed surroundings;*
- *Dangerous persons;*
- *Dangerous animals;*
- *Hazards of emergency driving;*
- *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 allows the capability of:

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

SB

REV 2/7/22

FLSA and City: nonexempt

CSB 2/23/22

## FIRE CAPTAIN

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

### DEFINITION

To supervise, assign, review and participate in the work of a fire company responsible for providing fire services, emergency medical, hazardous materials response and emergency rescue services; and to perform related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from a battalion chief or higher-level management staff.

Exercises direct supervision over assigned staff.

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

#### Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of a fire company responsible for providing fire services including fire suppression, emergency medical, special operations, which includes hazardous materials and technical rescue response, and general fire prevention.
2. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective fire suppression, emergency medical, special operations, and general fire prevention services; implement approved policies and procedures.
3. As first arriving officer, serve as initial incident commander on all emergency operations; assume responsibility for the supervision, performance and safety of assigned firefighting personnel on the scene of an emergency incident.
4. Supervise and assist in rendering emergency medical services at an emergency incident; analyze and take command of patient care with full responsibility for the patient(s) until relieved by proper medical personnel.
5. Assist in coordinating the maintenance and repair of fire equipment and apparatus such as hydrants, trucks and support equipment; ensure proper maintenance of station facilities; maintain station supplies.

**CITY OF LAS VEGAS**  
**Fire Captain (continued)**

**Essential Functions:**

6. Participate in monitoring employee performance objectives; prepare employee performance reviews; provide assistance to personnel under stress due to incidents; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
7. Identify the fire training needs of company personnel including such areas as driving and operating equipment and the use of hoses, nozzles, ladders and various portable equipment; provide training in emergency medical services, especial operations, area location, aircraft emergency response, physical fitness and report writing.
8. Prepare reports, forms, recommendations, and other required administrative documentation as needed.

**Marginal Functions:**

1. Assist other management staff in maintaining and improving upon the operation of the Department; perform a wide variety of general staff work as assigned.
2. May participate in the preparation and administration of assigned budget; submit budget recommendations; monitor expenditures.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles, practices, and procedures of National Incident Management System Incident Command System (NIMS-ICS).

Principles, practices, techniques, and procedures of modern firefighting tactics.

Rules, regulations, and operational procedures of Las Vegas Fire & Rescue

Principles and practices of supervision and training.

Local geography, including the location of water mains, hydrants, and , high hazard areas of the city.

Basic principles, practices and techniques of fire prevention.

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

Principles of emergency medical treatment.

**Ability to:**

Take control of and direct a variety of emergency services related to fire operation, emergency medical response, and special operations incidents.

Oversee and participate in the operation and maintenance of apparatus and equipment used in modern firefighting, emergency medical treatment, and special operations activities.

Develop budget recommendations.

Supervise, train, and evaluate assigned staff.

**CITY OF LAS VEGAS**  
**Fire Captain (*continued*)**

**Ability to:**

Instruct and lead fire training sessions and courses.

Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions.

Analyze an emergency situation and decide on an appropriate course of action within the scope of assigned duties.

Think and act quickly and appropriately in emergencies.

Understand and follow oral and written directions promptly and accurately.

Communicate clearly and concisely, both orally and in writing.

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

Employ modern office practices, procedures, and methods; operate office and computer equipment.

Maintain physical condition to perform essential duties as specified by firefighter certification.

**Competencies:**

In addition to Core Workforce Competencies:

**Supervisor Competencies**

Professionalism – Models core values by being honest, respectful and positive; continuously demonstrates the core values of the city; supervisory actions are collaborative whenever possible and intended to grow the city's capacity at an individual, unit, division and/or department level.

Managing Performance – Takes responsibility for own and assigned employees' performance, by setting clear goals and expectations, tracking progress against the goals, ensuring regular feedback, and addressing performance problems and issues promptly.

Decisiveness – Willingness to make difficult decisions in a timely manner.

Developing and Empowering Others – Willingness to delegate responsibility; coaching assigned employee to develop their capabilities.

Facilitating Partnerships – Builds community and partnerships both inside and outside the organization.

Forward Thinking – Anticipating the consequences of situations and decisions; taking appropriate action to be prepared for possible changes.

Providing Support – Provides the tools and creates a supportive environment that allows others to successfully complete their work.

CITY OF LAS VEGAS  
Fire Captain (*continued*)

Experience and Training Requirements

Experience:

Seven years of experience with the City of Las Vegas Fire & Rescue Department, ~~of which five years must have been~~ assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations;

OR

Six years of experience with the City of Las Vegas Fire & Rescue Department assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations, which included three years as a City of Las Vegas Fire Engineer or Firefighter/EMT-P;

OR

Six years of experience with the City of Las Vegas Fire & Rescue Department, ~~of which three years must have been~~ assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations, and one year must have been as a City of Las Vegas Fire Training Officer.

Training:

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

Successful completion of the Las Vegas Fire & Rescue Department fire cadet academy.

Licenses or Certificates

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

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

Licenses or Certificates

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

Possession of a current, valid Nevada Emergency Medical Technician certificate is required.

WORKING CONDITIONS

Environmental Conditions:

Emergency firefighting environment; exposure to fire encompassed surroundings, dangerous persons and animals, natural and man-made disasters; hazards of emergency driving; hazards associated with traffic control and working in and near traffic.

CITY OF LAS VEGAS  
Fire Captain (*continued*)

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition appropriate to the performance of assigned duties as specified by firefighter certification.

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

- *Performing life threatening firefighting activities in an emergency situation;*
- *Running, walking, crouching or crawling during emergency operations;*
- *Moving equipment and injured/deceased persons;*
- *Climbing stairs/ladders;*
- *Performing life-saving and rescue procedures; and*
- *Walking, standing or sitting for extended periods of time.*

Effectively deal with personal danger which may include exposure to:

- *Fire encompassed surroundings;*
- *Dangerous persons;*
- *Dangerous animals;*
- *Hazards of emergency driving;*
- *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 allows the capability of:

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

SB

REV ~~9/11/13~~ 2/7/22

FLSA and City: nonexempt

CSB ~~10/8/14 (added competencies)~~ 2/23/22

## LAND SURVEY ASSOCIATE

*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**

Reviews survey maps, legal descriptions, construction plans and right of way takes for accuracy and legal aspects; creates and prints topographical maps; conducts survey research, makes field measurements, downloads and processes survey field data; supports field crews; and maintains the city's benchmark system.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from City Surveyor or higher level management staff.

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

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

#### **Essential Functions:**

1. Reviews and calculates earthwork quantities and estimate costs; ensures the accuracy of computations, analyzes and prepares topographic, boundary and control surveys and land descriptions from field survey and record data; recommends changes as appropriate.
2. Reviews consultant maps, plats and other applications for technical correctness and conformance with state and local ordinances.
3. Develops, reviews and modifies survey drawings, plats, descriptions and reports according to sound practices of surveying and appropriate laws and codes.
4. Performs technical research on surveying problems.
5. Prepares data for use by field survey crews in performing their assigned tasks.
6. Operates survey equipment and computer aided drafting tools (CAD).
7. Directs and reviews the work of lower level technical surveying staff.

**CITY OF LAS VEGAS**  
**Land Survey Associate (Continued)**

**Essential Functions:**

8. Maintains constant awareness of progress on assigned projects to assure compliance with designated time and cost schedules for project completion.
9. Assists in developing and recommending changes to the land surveying procedures.
10. Serves as a member of a field survey crew including making field measurements and taking pictures.
11. Enters field data into a data collection system.
12. Responds to public inquiries in a courteous manner; provides information within the area of assignment.

**Marginal Functions:**

1. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.
2. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of surveying.  
Principles of mathematics as applied to surveying work.  
Construction practices and terminology.  
Principles of lead supervision and training.  
Drafting principles.  
Recent developments, current literature and sources of information regarding surveying/geomatics.  
Survey requirements within the Public Land Survey System.  
Modern office procedures, methods, and computer equipment.  
Pertinent federal, state and local laws, codes and regulations including surveying and subdivision laws and regulations.

**Skills in:**

Establishing and maintaining cooperative working relationships with those contacted in the course of work.  
Managing multiple assignments.  
Meeting critical deadlines.  
Ensuring project compliance with appropriate federal, state and local laws, codes and regulations.  
Using initiative and independent judgment within established guidelines.  
Communicating clearly and concisely both orally and in writing.

**CITY OF LAS VEGAS**  
**Land Survey Associate (*Continued*)**

**Competencies:**

**Core Workforce Competencies**

Professionalism – Demonstrates core values by being honest, respectful and positive.

Effective Communication – Expresses verbal and written thought in a clear and understandable manner.

Customer Focus – Demonstrates genuine concern and satisfies external and/or internal customers based on the CLV core purpose and values.

Adaptability – Able to effectively modify behavior to suit changing workforce demands.

Problem Solving – Solves problems by considering all causes, solutions and outcomes.

Productive Partnerships – Develops, maintains and strengthens partnerships with others.

Technical and Safety Expertise – Possesses a depth of knowledge, skill and ability in a technical (job) area.

**Experience and Training Requirements**

**Experience:**

Two years of surveying experience.

**Training:**

Associate's degree from an accredited college or university with major in surveying/geomatics or a field related to the essential functions.

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 a Surveying Intern certificate on the date of application. May substitute four years of qualified surveying experience for certificate.

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

CITY OF LAS VEGAS  
Land Survey Associate (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

*Location:* Office environment; field work.

*Hazards:* Exposure to inclement weather, traffic, dust, noise and construction equipment; exposure to computer screens.

Physical Conditions:

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

Rev 2/7/22

FLSA & City: nonexempt

CSB 2/23/22

## LAND SURVEY ASSOCIATE

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**CITY OF LAS VEGAS**  
**Land Survey Associate (Continued)**

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Using initiative and independent judgment within established guidelines.  
Communicating clearly and effectively with others.

**CITY OF LAS VEGAS**  
**Land Survey Associate (Continued)**

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CITY OF LAS VEGAS  
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- *Demonstrating intellectual capabilities.*

SB

Rev ~~11/26/14, added competencies~~2/7/212

FLSA & City: nonexempt

CSB ~~10/8/14, blanket approval~~