



Board of Civil Service Trustees Agenda

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 LuAnn D. Holmes, City Clerk, at the Office of the City Clerk, 495 South Main Street, 2nd Floor or on the city's webpage at www.lasvegasnevada.gov.

The public is encouraged to send comments electronically prior to the meeting via e-mail to meetingcomments@lasvegasnevada.gov. E-mails MUST contain the meeting name, date and item number in the subject. E-mails received up to an hour before the meeting will be considered public record, read during the meeting where appropriate and will be included in the backup. A time limit may be imposed on the reading of comments as is done during meetings when comments are made in person.

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 10, 2021
5. Discussion for possible action to certify Eligible Lists for Signing & Marking Technician (Open); Sr Painter (Open); Traffic Systems Technician Trainee (X) (Open)
6. Discussion for possible action to certify Classification Specifications for Construction Projects Administrator
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 STATE OF NEVADA EXECUTIVE DEPARTMENT
DECLARATION OF EMERGENCY DIRECTIVE 006

The City of Las Vegas website – www.lasvegasnevada.gov
and
The Nevada Public Notice Website – notice.nv.gov

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: February 24, 2021

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: VINCE ZAMORA, 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. Signing & Marking Technician – Open	96	37	29
2. Sr Painter – Open	79	39	19
3. Traffic Systems Technician Trainee (X) – Open	92	23	17

CITY OF LAS VEGAS

ELIGIBLE LIST

Signing & Marking Technician
Examination

January 26, 2021
Examination Date

21JAN79838-O
Requisition Number

Open
Open/Promotional

SIGNING AND MARKING TECHNICIAN
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	53	GROUP 1	13
REJECTED	43	GROUP 2	16
TOTAL RECEIVED	96	TOTAL ON LIST	29

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)	100%			
PASSED	29			
FAILED	8			
TOTAL TESTED	37			
DID NOT APPEAR	16			
WITHDREW	0			

SIGNING & MARKING TECHNICIAN (OPEN) 2/24/21

Candidate Name	Group
Belknap, Daniel	1
Garcia, Richard	1
Ghigliotty, Oscar	1
Holowell, Dominic	1
Love, David	1
McCully, Ryan	1
Muschong, Ryan	1
Nason, Christopher	1
Sakaria, Iosia	1
Smith, Watson	1
TRAVER, PAUL	1
Walters, Richard	1
Wheeler, Richard	1
Arndt, Joseph	2
Barber, Jacob	2
Barr, Sean	2
David Jr, Ron	2
Englestead, Joshua	2
Frazier, James	2
HOLLIWAY, JOHN	2
Jefferson, Jesse	2
Kim, Won	2
Montrastelle, Samuel	2
Pace, Deon	2
Ringor, April	2
Skinner, Larry	2
Trotchie, Ted	2
Wade, Michael	2
Westrup, Ryan	2
Total Record Count:	29

CITY OF LAS VEGAS

ELIGIBLE LIST

Sr Painter
Examination

February 24, 2021
Examination Date

20DEC2573-O
Requisition Number

Open
Open

Sr. Painter	
GROUP 1	
See Attached	
GROUP 2	
See Attached	

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	61	GROUP 1	1
REJECTED	18	GROUP 2	18
TOTAL RECEIVED	79	TOTAL ON LIST	19

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)	100%			
PASSED	19			
FAILED	20			
TOTAL TESTED	39			
DID NOT APPEAR	6			
WITHDREW	16			

SR PAINTER (OPEN) 2/24/21

Candidate Name	Group
BUSH, WILLIAM	1
Dunnett, Brenda	2
Englestead, Joshua	2
Eskra, Charles	2
Howard, Kenneth	2
Johnson, Allen	2
Katomski, Tom	2
Lewis, Devron	2
Lopez, David	2
Marinov, Milen	2
Montesano, Eric	2
Peterson, Jeremy	2
Romagna, Pamela	2
SAJOR, JEREMY	2
Santana, Shawn	2
SNELL, DAVID	2
Strach, Steve	2
Strong, Jeremy	2
Zahn, Stephen	2
Total Record Count:	19

CITY OF LAS VEGAS

ELIGIBLE LIST

Traffic Systems Technician Trainee (X)
Examination

November 23, 2020
Examination Date

21JAN79906-O
Exam Code

Open
Open

Traffic Systems Technician Trainee (X)	
GROUP 1	
N/A	
GROUP 2	
See Attached	

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	23	GROUP 1	0
REJECTED	69	GROUP 2	17
<i>TOTAL RECEIVED</i>	92	<i>TOTAL ON LIST</i>	17

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)	100%			
PASSED				17
FAILED				6
<i>TOTAL TESTED</i>				23
<i>DID NOT APPEAR</i>				
<i>WITHDREW</i>				

TRAFFIC SYSTEMS TECHNICIAN TRAINEE (OPEN) 2/24/21

Candidate Name	Group
Berry, George	2
David Jr, Ron	2
Galati, Matthew	2
Gavina, Russell	2
GUPTON, THOMAS	2
Holowell, Dominic	2
Juneac, Jon	2
Longmire, Ian	2
Martinez, Alberto	2
munch, Christopher	2
Orduna, Anthony	2
Perez, Daniel	2
Ramirez, Justin-Ryan	2
Thomas, Dayne	2
Traylor, Jeremy	2
Williams, Darryl	2
Zach, Shawn	2
Total Record Count:	17

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: February 24, 2021

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

SUBJECT: 6. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS: 1

REVISED

1. Construction Projects Administrator

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

RECOMMENDATION

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

CONSTRUCTION PROJECTS ADMINISTRATOR

*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

Serves as the department representative and advises other city departments on the design and oversight of the construction and remodeling of department-specific capital projects; develops long-range plans for the department's future capital project needs; and performs a variety of technical and administrative tasks related to assigned area.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from 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. Oversees current and future capital projects and equipment replacement, including major facility and equipment planning.
2. Serves as the department representative and advises other city department staff on the design and oversight of the construction of department capital projects, including new facilities, facilities remodeling, additions, and work requests; ensures projects fit the department's needs and meet specifications.
3. Attends construction project meetings, staff meetings, interagency meetings, design meetings, and development meetings to coordinate technical and programmatic needs of the department; coordinates services between other city divisions and outside consultants and vendors; obtains necessary permits to complete work.
4. Participates in the research, development, negotiation and oversight of construction contracts, professional service agreements and lease agreements. Conducts field inspections to check on progress and ensures that specifications are being met.

CITY OF LAS VEGAS
Construction Projects Administrator (*continued*)

Essential Functions:

5. Develops long-range plans for department's future capital needs and works with other staff to establish the means for accomplishing needed projects; establishes equipment standards for department facilities.
6. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed.
7. Coordinates and makes recommendations for facility renovations, relocations, furniture purchases, interior space needs, maintenance requests, repairs, and systems testing; develops and maintains capital project schedules budgets and costs analyses.
8. Organizes and maintains detailed records of capital improvement projects, equipment, existing facilities, requests, specifications, databases and correspondence; researches and provides information as requested
9. May serve as a lead worker, providing functional and technical oversight and training to assigned staff; assigns, plans, directs, coordinates and schedules assignments; monitors work progress and reviews work results.
10. Receives, processes, tracks and verifies the accuracy of capital project and equipment replacement invoices, construction payment requests and professional services payment requests; maintains all records of such payments.
11. Reviews, interprets and provides technical assistance with complex architectural and engineering designs, drawings, specifications, cost estimates, change orders and product submittals; develops and administers technical specifications and standards for capital improvement projects and equipment
12. Produces records, estimates, contracts, forms, applications, schedules, documents, correspondence, and reports using various computer hardware and software applications as required; may produce drawings, specifications, space planning diagrams and other architectural or design-related documents under the direct supervision of an appropriately licensed professional.

Marginal Functions:

1. Performs related duties and responsibilities as required.

CITY OF LAS VEGAS
Construction Projects Administrator (*continued*)

QUALIFICATIONS

Knowledge of:

Construction methods and materials.
Building mechanical and electrical systems.
Facilities and equipment typical of a fire station, and specifications thereof.
Methods and techniques of managing large projects.
Mathematics and weights and measures.
Methods and techniques of project budget administration.
Research methods and techniques.
Cost analysis methods and techniques.
Common office software applications.
Record keeping techniques and principles.
Business English usage, spelling, punctuation, grammar and sentence structure.
Pertinent federal, state and local laws, codes, regulations.
Principles of lead supervision and training.
Methods and techniques of communicating with the public.

Skills in:

Communicating effectively with both non-technical department staff and technical design and construction staff.
Reading and interpreting plans, blueprints and specifications.
Managing multiple assignments.
Organizing and delegating work.
Working without direct supervision.
Using initiative and independent judgment within established guidelines.
Interpreting, applying and explaining applicable laws, codes, regulations, policies and procedures.
Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, recommending best options and implementing approved solution in support of goals.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
Construction Projects Administrator (*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:

Four years of experience overseeing construction projects.

Training:

Bachelor's degree from an accredited college or university with a major in construction management, architecture, business administration, engineering or a closely related field.

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

License or Certificate

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

CITY OF LAS VEGAS
Construction Projects Administrator (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Location: Office, field and construction site environments.

Hazards: Exposure to computer screens, dust, electrical hazards, inclement weather conditions, heat, cold, noise.

Physical Conditions:

Essential and marginal functions require:

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

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

AS
REV 1/28/21
CSB 2/24/21

CONSTRUCTION PROJECTS ADMINISTRATOR

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

-Serves as the ~~Fire and Rescue Department's department~~ representative and advises other city departments on the design and oversight of the construction and remodeling of department-specific capital projects; develops long-range plans for the department's future capital project needs; and performs a variety of technical and administrative tasks related to assigned area.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from 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. Oversees current and future capital projects and equipment replacement, including major facility and equipment planning.
2. Serves as the ~~Fire and Rescue Department's department~~ representative and advises ~~Public Works and Operations & Maintenance other city department~~ staff on the design and oversight of the construction of ~~Fire and Rescue Department department~~ capital projects, including new ~~fire stations facilities~~, ~~fire~~-facilities remodeling, additions, and work requests; -ensures projects fit the department's needs and meet specifications.
3. Attends construction project meetings, staff meetings, interagency meetings, design meetings, and development meetings to coordinate technical and programmatic needs of the department; coordinates services between other city divisions and outside consultants and vendors; obtains necessary permits to complete work.
4. Participates in the research, development, negotiation and oversight of construction contracts, professional service agreements and lease agreements. Conducts field inspections to check on progress and ensures that specifications are being met.

CITY OF LAS VEGAS
Construction Projects Administrator (*continued*)

Essential Functions:

5. Develops long-range plans for department's future capital needs and works with other staff to establish the means for accomplishing needed projects; establishes equipment standards for fire-department facilities.
6. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed.
7. Coordinates and makes recommendations for facility renovations, relocations, furniture purchases, interior space needs, maintenance requests, repairs, and systems testing; develops and maintains capital project schedules budgets and costs analyses.
8. Organizes and maintains detailed records of capital improvement projects, equipment, existing facilities, requests, specifications, databases and correspondence; researches and provides information as requested
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Marginal Functions:

1. Performs related duties and responsibilities as required.

CITY OF LAS VEGAS
Construction Projects Administrator (*continued*)

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CITY OF LAS VEGAS
Construction Projects Administrator (*continued*)

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CITY OF LAS VEGAS
Construction Projects Administrator (*continued*)

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- *Making sound decisions;*
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- *Demonstrating intellectual capabilities.*

[ASSB](#)

REV ~~1/28/21~~10/23/14 (~~added competencies~~)

CSB ~~10/8/14~~ (~~blanket approval~~)