

City Hall, 495 S. Main St.  
City Clerk's 2nd Floor  
Conference Room



May 8, 2019  
4:30 PM

## 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](http://www.lasvegasnevada.gov).

1. **Call to Order**
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 April 24, 2019
5. Discussion for possible action to certify Eligible Lists for Underground Utility Technician (open)
6. Discussion for possible action to extend Eligible Lists for Corrections Officer (open); Fire Captain (promotional); Firefighter Trainee (open); Heavy Equipment Operator (promotional); Special Inspections Auditor (open); Sr License Officer (promotional); Streets & Sanitation Crew Leader (promotional)
7. Discussion for possible action to certify Classification Specifications for Mail Clerk; Parking Services Technician
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, 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.
9. **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:

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 8, 2019

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**TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: DAN TARWATER, 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: 1**

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1. Underground Utility Technician – Open	116	53	36

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Underground Utility Technician**  
**Examination**

**April 18, 2019**  
**Examination Date**

**19MAR80007-O**  
**Requisition Number**

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

<b>UNDERGROUND UTILITY TECHNICIAN</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	53	GROUP 1	3
REJECTED	63	GROUP 2	33
<b>TOTAL RECEIVED</b>	<b>116</b>	<b>TOTAL ON LIST</b>	<b>36</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				36
FAILED				17
<b>TOTAL TESTED</b>				<b>53</b>
<b>DID NOT APPEAR</b>				<b>0</b>
<b>WITHDREW</b>				<b>0</b>

## UNDERGROUND UTILITY TECHNICIAN (OPEN) 5/8/2019

Candidate Name	GROUP
Ford, Terrence	1
Orduna, Anthony	1
Somma, Brandan	1
Acosta, Fabian	2
Alfred, Brian	2
Anderson, Adam	2
Booksin, Smuel	2
Bracamonte, Adrian	2
Brass, Curtis	2
Claypool, Anthony	2
Coleman, Seddrick	2
Conant, Benjamin	2
COVINGTON, FRANCIS	2
Curtis, Marcus	2
Cusumano, Vincent	2
Easler, Peter	2
Einstoss, Neal	2
Escobedo, Herberdo	2
Folashade Jr, Charles	2
Hargrove, Stanley	2
HEISER, TANNER	2
Hoggatt, John	2
Jones, Tyrone	2
LoVerde, Tony	2
Madero, Christopher	2
Marshall, Matthew	2
Mc Innis, Kayla	2
Nutt, Kevin	2
Orozco, Jorge	2
peripoli, robert	2
Rich, Travis	2
Riescher, James	2
Snider, Nathan	2
Strong, Jeremy	2
Telling, Richard	2
Thompson, Ryan	2

**Total Record Count: 36**

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: May 8, 2019

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

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SUBJECT: 6. EXTENSION OF ELIGIBLE LISTS

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

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TOTAL EXTENSIONS OF ELIGIBLE LISTS: 7

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Corrections Officer – Open	129	5/23/19	11/23/19	2
2. Fire Captain – Promotional	42	5/14/19	11/14/19	1
3. Firefighter Trainee – Open	693	5/14/19	11/14/19	1
4. Heavy Equipment Operator – Promotional	15	5/14/19	11/14/19	1
5. Special Inspections Auditor – Open	4	5/28/19	11/28/19	1
6. Sr. License Officer – Promotional	5	5/09/19	11/09/19	2
7. Streets & Sanitation Crew Leader – Promotional	22	5/23/19	11/23/19	2

# Memorandum

City of Las Vegas  
Human Resources

To: Michele Freeman, Director  
Department of Public Safety

From: Megan Kirch, Administrative Secretary

CC: Karla Limon

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Date: April 1, 2019

RE: Extension of Open Eligible List: Corrections Officer

---

The eligible list will expire on: May 23, 2019  
Candidates remaining on list: 129  
Date list was certified: May 23, 2018

You have the option of either extending this list for an additional six months or allowing the list to expire.

Please indicate your decision below, sign your name and return this memo to Megan Kirch (x6344) no later than the date listed below in order that we may meet the Civil Service Board Agenda posting deadline.

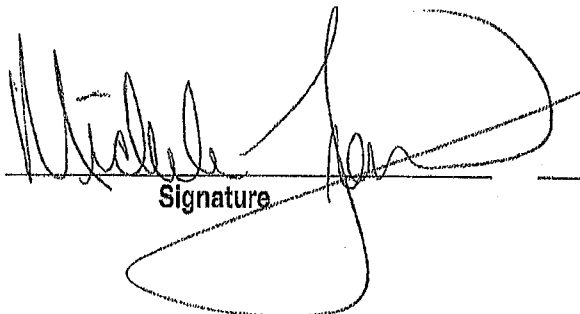
**Signed Memo Due: April 22, 2019**

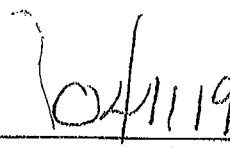
Thank you for your cooperation.

## OPEN ELIGIBLE LIST:

**EXTEND** the eligible list six months.

**DO NOT EXTEND** the eligible list six months.

  
Signature

  
Date

# Memorandum

City of Las Vegas  
Human Resources

To: William McDonald, Director  
Las Vegas Fire & Rescue

From: Megan Kirch, Administrative Secretary

CC: Louisa Tuillagi  
Kehrin Thomas

Date: April 1, 2019

RE: Extension of Promotional Eligible List: Fire Captain

---

The eligible list will expire on: May 14, 2019  
Candidates remaining on list: 42  
Date list was certified: November 14, 2018

You have the option of either extending this list for an additional six months or allowing the list to expire.

Please indicate your decision below, sign your name and return this memo to Megan Kirch (x6344) no later than the date listed below in order that we may meet the Civil Service Board Agenda posting deadline.

**Signed Memo Due: April 22, 2019**


Thank you for your cooperation.

## PROMOTIONAL ELIGIBLE LIST:

EXTEND the eligible list six months.

DO NOT EXTEND the eligible list six months.

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

# Memorandum

City of Las Vegas  
Human Resources

To: William McDonald, Director  
Las Vegas Fire & Rescue

From: Megan Kirch, Administrative Secretary

CC: Louisa Tuilagi  
Kehrin Thomas

Date: April 1, 2019

RE: Extension of Open Eligible List: Firefighter Trainee

---

The eligible list will expire on: May 14, 2019  
Candidates remaining on list: 693  
Date list was certified: November 14, 2018

You have the option of either extending this list for an additional six months or allowing the list to expire.

Please indicate your decision below, sign your name and return this memo to Megan Kirch (x6344) no later than the date listed below in order that we may meet the Civil Service Board Agenda posting deadline.

**Signed Memo Due: April 22, 2019**

Thank you for your cooperation.

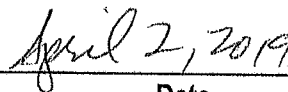
## OPEN ELIGIBLE LIST:

EXTEND the eligible list six months.

DO NOT EXTEND the eligible list six months.



Signature



Date

# Memorandum

City of Las Vegas  
Human Resources

To: Jerry Walker, Director  
Operations & Maintenance Department

From: Megan Kirch, Administrative Secretary

CC: Janet DiAmbrosio-Smith

Date: April 1, 2019

RE: Extension of Promotional Eligible List: Heavy Equipment Operator

---

The eligible list will expire on: May 14, 2019  
Candidates remaining on list: 15  
Date list was certified: November 14, 2018

You have the option of either extending this list for an additional six months or allowing the list to expire.

Please indicate your decision below, sign your name and return this memo to Megan Kirch (x6344) no later than the date listed below in order that we may meet the Civil Service Board Agenda posting deadline.

**Signed Memo Due: April 22, 2019**

Thank you for your cooperation.

## PROMOTIONAL ELIGIBLE LIST:

EXTEND the eligible list six months.  
JK

DO NOT EXTEND the eligible list six months.

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Signature

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4-4-19  
Date

# Memorandum

City of Las Vegas  
Human Resources

To: Kevin McOsker, Director  
Building & Safety Department

From: Megan Kirch, Administrative Secretary

CC: Tasha Ealy

Date: April 1, 2019

RE: Extension of Open Eligible List: Special Inspections Auditor

---

The eligible list will expire on: May 28, 2019  
Candidates remaining on list: 4  
Date list was certified: November 28, 2018

You have the option of either extending this list for an additional six months or allowing the list to expire.

Please indicate your decision below, sign your name and return this memo to Megan Kirch (x6344) no later than the date listed below in order that we may meet the Civil Service Board Agenda posting deadline.

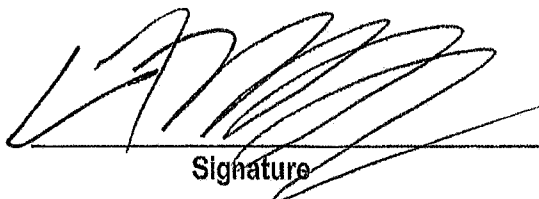
**Signed Memo Due: April 22, 2019**

Thank you for your cooperation.

## OPEN ELIGIBLE LIST:

EXTEND the eligible list six months.

DO NOT EXTEND the eligible list six months.

  
\_\_\_\_\_  
Signature

4/3/19  
\_\_\_\_\_  
Date

# Memorandum

City of Las Vegas  
Human Resources

To: Robert Summerfield, Director  
Planning Department

From: Megan Kirch, Administrative Secretary

CC: Candice Buford

Date: April 1, 2019

RE: Extension of Promotional Eligible List: Sr License Officer

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The eligible list will expire on: May 9, 2019  
Candidates remaining on list: 5  
Date list was certified: May 9, 2018

You have the option of either extending this list for an additional six months or allowing the list to expire.

Please indicate your decision below, sign your name and return this memo to Megan Kirch (x6344) no later than the date listed below in order that we may meet the Civil Service Board Agenda posting deadline.

**Signed Memo Due: April 22, 2019**

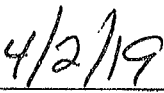
Thank you for your cooperation.

## PROMOTIONAL ELIGIBLE LIST:

EXTEND the eligible list six months.

DO NOT EXTEND the eligible list six months.

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

# Memorandum

City of Las Vegas  
Human Resources

To: Jerry Walker, Director  
Operations & Maintenance Department

From: Megan Kirch, Administrative Secretary

CC: Janet DiAmbrosio - Smith

Date: April 1, 2019

RE: Extension of Promotional Eligible List: Streets & Sanitation Crew Leader

---

The eligible list will expire on: May 23, 2019  
Candidates remaining on list: 22  
Date list was certified: May 23, 2018

You have the option of either extending this list for an additional six months or allowing the list to expire.

Please indicate your decision below, sign your name and return this memo to Megan Kirch (x6344) no later than the date listed below in order that we may meet the Civil Service Board Agenda posting deadline.

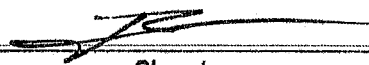
**Signed Memo Due: April 22, 2019**

Thank you for your cooperation.

## PROMOTIONAL ELIGIBLE LIST:

EXTEND the eligible list six months.

DO NOT EXTEND the eligible list six months.

  
Signature

4-4-19  
Date

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

Date: May 8, 2019

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

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**SUBJECT: 7. CLASSIFICATION SPECIFICATIONS FOR APPROVAL**

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**BOARD ACTION: DISCUSSION AND POSSIBLE ACTION**

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**CLASSIFICATION SPECIFICATIONS: 2**

**REVISED**

1. Mail Clerk
2. Parking Services Technician

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

**RECOMMENDATION**

The City recommends approval of the revised classification specifications.

## MAIL CLERK

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

Performs a variety of duties pertaining to all aspects of the city's mailroom needs, including mail sorting, handling and processing, mail pickup and delivery, operating mailroom equipment, ~~folders including mail meter~~ and inserters and utilizing computer ~~and office computer~~ programs.

### SUPERVISION RECEIVED

Receives general supervision from the Print Media Operations Supervisor or designee.

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

#### Essential Functions:

1. Prepares outgoing mail for delivery to post office or vendor including presorting, inserting, metering and determining proper postage.
2. Ensures all outgoing mail meets all USPS standards in terms of address placement, postage and other criteria to ensure successful delivery to customers.
- ~~2.3. Collects~~ Picks up mail from post office, delivers mail to post office as requested; sorts mail for delivery or pick-up by post office or vendor; researches mail improperly routed and directs it to the proper location/employee.
4. Operates, adjusts, calibrates and programs mailroom equipment including inserter, meter and handheld devices; performs routine maintenance on; equipment; diagnoses and resolves problems with equipment including contacting appropriate vendor for service calls.
- ~~3.5.~~ Picks up and delivers mail to city facilities including City Hall and outlying locations.
- ~~4.6.~~ Enters and updates a variety of departmental postage data into computer spreadsheets and produces provides reports as needed. Types a variety of documents and forms and retrieves data as necessary.
- ~~5.7.~~ Performs a variety of routine record keeping duties such as filing and maintain logbooks; researches and resolves discrepancies as needed; maintains and orders supplies; answers

**CITY OF LAS VEGAS**  
**Mail Clerk (*Continued*)**

the telephone and provide information on mailing policies and procedures as required.

6.8. ~~Operates a multi-function copier; u~~Use common office software applications such as word processing and spreadsheets.

7.9. Records and signs for certified and ~~registered-business reply~~ mail for delivery to and from the post office. Ensures proper delivery to customers.

**CITY OF LAS VEGAS**  
**Mail Clerk (Continued)**

**Essential Functions:**

- 8.10. Records packages for shipment by private carriers such as United Parcel Service and Federal Express. Schedules United Parcel Service pick-ups as needed.
- 11. Provides appropriate level of customer service, generally internal.
- 12. Maintains appropriate postage account balances as outlines in procedure, notifies supervisor or designee when balances drop below certain levels.
- 13. Picks up USPS checks from Finance as requested provides to post office or vendor in a timely manner.
- 14. Accepts deliveries from loading dock, transports items into the mailroom.
- 9.15. Checks email and responds throughout the day.

**Marginal Functions:**

- 1. Contacts outside agencies and the general public to acquire and provide information.
- 2. Performs duties of Courier and by picking up and delivering graphics to and from vendors.
- 2.3. a Assists Print Media Operator when needed, including hand bindery.
- 4. Has a basic familiarity with print media software that relates to job ticket and delivery information.
- ~~3. May assist with all aspects of hand bindery.~~
- ~~4. Performs related duties and responsibilities as assigned.~~

**QUALIFICATIONS**

**Knowledge of:**

Modern office procedures, methods and computer equipment.  
Basic principles and procedures of record keeping.  
Procedures and methods of photocopying documents.  
Safe work practices.  
Proper telephone procedures.  
Principles of basic report preparation.  
Basic mathematical principles.  
Basics of common office software applications.

**Skills in:**

**CITY OF LAS VEGAS**  
**Mail Clerk (*Continued*)**

Interpreting and applying city policies and procedures.

Typing and keying data at a speed necessary for successful job performance.

Operating inserter, postage machine, scales and meters.

~~Cash handling.~~

Following established schedules.

Working independently with minimal supervision.

Understanding and following oral and written instructions.

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**  
**Mail Clerk (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:**

One year of mail-room experience preferred.

**Training:**

Formal or informal education or training which ensures the ability to read, write and perform basic math at a level necessary for successful job performance.

**License or Certificate**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

Printing and office environment; exposure to computer screens; exposure to noise and dust.

CITY OF LAS VEGAS  
Mail Clerk (*Continued*)

Physical Conditions:

Essential and marginal functions require:

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

- *Walking, standing, sitting, moderate lifting, bending and stooping 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.*

SEGALRW

REV ~~11/10/114~~/8/19

FLSA & City: nonexempt

CSB 10/8/14 (~~blanket approval to add competencies~~)5/8/19

## MAIL CLERK

*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**

Performs a variety of duties pertaining to all aspects of the city's mailroom needs, including mail sorting, handling and processing, mail pickup and delivery, operating mailroom equipment including mail meter and inserter and utilizing computer programs.

### **SUPERVISION RECEIVED**

Receives general supervision from the Print Media Operations Supervisor or designee.

### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

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

#### **Essential Functions:**

1. Prepares outgoing mail for delivery to post office or vendor including presorting, inserting, metering and determining proper postage.
2. Ensures all outgoing mail meets all USPS standards in terms of address placement, postage and other criteria to ensure successful delivery to customers.
3. Picks up mail from post office, delivers mail to post office as requested; sorts mail for delivery or pick-up by post office or vendor; researches mail improperly routed and directs it to the proper location/employee.
4. Operates, adjusts, calibrates and programs mailroom equipment including inserter, meter and handheld devices; performs routine maintenance on equipment; diagnoses and resolves problems with equipment including contacting appropriate vendor for service calls.
5. Picks up and delivers mail to city facilities including City Hall and outlying locations.
6. Enters and updates a variety of postage data into spreadsheets and provides reports as needed.
7. Performs a variety of routine record keeping duties such as filing and maintain logbooks; researches and resolves discrepancies as needed; maintains and orders supplies; answers the telephone and provide information on mailing policies and procedures as required.
8. Use common office software applications such as word processing and spreadsheets.

**CITY OF LAS VEGAS**  
**Mail Clerk (Continued)**

**Essential Functions (continued):**

9. Records and signs for certified and business reply mail for delivery to and from the post office. Ensures proper delivery to customers.
10. Records packages for shipment by private carriers such as United Parcel Service and Federal Express. Schedules United Parcel Service pick-ups as needed.
11. Provides appropriate level of customer service, generally internal.
12. Maintains appropriate postage account balances as outlines in procedure, notifies supervisor or designee when balances drop below certain levels.
13. Picks up USPS checks from Finance as requested provides to post office or vendor in a timely manner.
14. Accepts deliveries from loading dock, transports items into the mailroom.
15. Checks email and responds throughout the day.

**Marginal Functions:**

1. Contacts outside agencies and the general public to acquire and provide information.
2. Performs duties of Courier by picking up and delivering graphics to and from vendors.
3. Assists Print Media Operator when needed, including hand bindery.
4. Has a basic familiarity with print media software that relates to job ticket and delivery information.

**QUALIFICATIONS**

**Knowledge of:**

Modern office procedures, methods and computer equipment.  
Basic principles and procedures of record keeping.  
Procedures and methods of photocopying documents.  
Safe work practices.  
Proper telephone procedures.  
Principles of basic report preparation.  
Basic mathematical principles.  
Basics of common office software applications.

**CITY OF LAS VEGAS**  
**Mail Clerk (*Continued*)**

**Skills in:**

Interpreting and applying city policies and procedures.  
Typing and keying data at a speed necessary for successful job performance.  
Operating inserter, postage machine, scales and meters.  
Following established schedules.  
Working independently with minimal supervision.  
Understanding and following oral and written instructions.  
Communicating clearly and concisely, both orally and in writing.  
Establishing and maintaining effective working relationships with those contacted in the course of work.

**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:**

One year of mailroom experience preferred.

**Training:**

Formal or informal education or training which ensures the ability to read, write and perform basic math at a level necessary for successful job performance.

**License or Certificate**

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

CITY OF LAS VEGAS  
Mail Clerk (*Continued*)

**WORKING CONDITIONS**

**Environmental Conditions:**

Printing and office environment; exposure to computer screens; exposure to noise and dust.

**Physical Conditions:**

Essential and marginal functions require:

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

- *Walking, standing, sitting, moderate lifting, bending and stooping 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.*

RW  
REV 4/8/19  
FLSA & City: nonexempt  
CSB 5/8/19

## Megan Kirch

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**From:** Rhonda M. Watson  
**Sent:** Monday, April 22, 2019 3:03 PM  
**To:** Megan Kirch  
**Cc:** Andy Spurlock; Sue Brown  
**Subject:** May 8th CSB - Mail Clerk

Hey Megan,

Please prepare Mail Clerk for the May 8, 2019 CSB meeting. This is for revisions to the class spec. It is in the Test Spec folder.

Please let me know if you need anything else.

Thank you ☺

### Rhonda Watson

Human Resources Analyst  
Human Resources | Classification & Compensation  
(702) 229-5037  
495 S. Main St. | Las Vegas, NV 89101



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[lasvegasnevada.gov](http://lasvegasnevada.gov)



## PARKING SERVICES TECHNICIAN

*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**

Performs a variety of skilled and semi-skilled duties involved in the maintenance and construction of city buildings, grounds, and parking facilities. Performs skilled repairs of parking control equipment and devices. Maintains various types of parking meters, and signs.

### **SUPERVISION RECEIVED**

Receives general supervision from the Parking Technician Supervisor or designee.

### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

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

#### **Essential Functions:**

1. Maintains city-owned buildings, grounds, and parking facilities, including picking up trash, sweeping, scrubbing, pressure washing, cleaning elevators and office areas.
2. Performs preventative and skilled maintenance on parking meters, change machines, Pay on Foot machines, gate arms and other similar equipment including calibrating meters, testing and reprogramming automated equipment, repairing broken or vandalized parts, removing foreign objects and changing batteries.
3. Performs routine maintenance and programming on parking meters, change machines and other similar equipment including cleaning, repairing or replacing parts or electronic components as necessary.
4. Assists with the construction and refurbishing of various structures.
5. Operates a variety of hand and power tools and equipment including motorized vehicles, pressure washers, stripers, scrubbers and street sweepers.
6. Assists with fabrication and installation projects.

**CITY OF LAS VEGAS**  
**Parking Services Technician (*continued*)**

**Essential Functions: (continued)**

7. Maintains collection boxes and locks; follows applicable cash handling procedures and collects money from parking meters and transports to the Parking Service Division offices; bags and properly labels money for pickup by armored car.
8. Maintains a variety of automated and manual logs, records, and reports.
9. Performs basic servicing of parking access equipment to allow continued access, such as removing broken gates and clearing ticket jams.
10. Paints over existing parking stall, lane numbers, and curb markings, both on and off street, in the downtown Las Vegas area; may grind out old pavement markings before applying fresh paint.
11. Maintains inventory of equipment, materials and supplies, replenishing as needed.
12. Installs, replaces, repairs, fabricates, and maintains street signs and other public signs; cuts pipe; selects and marks proper locations and bores holes for signs and posts.
13. Paints walls, curbs, bumper blocks, poles, and pillars; performs touchups on doors and trim when needed.
14. Measures and marks off parking lots, garages, parking stalls and lanes for painting.
15. Lays out drop cloths. Prepares surfaces to be painted, including taping, muddling, texturing and applying primer; repairs sheetrock, stucco, plaster, concrete and block walls; sands down walls and trim. Applies paint on a variety of surfaces with paint rollers or brushes.
16. Covers or removes graffiti on city-owned facilities and residential and business walls using a variety of methods, including painting and general cleaning, specialty coatings or chemicals.
17. Cleans equipment and performs basic maintenance after use; loads and unloads material and equipment as needed.

**Marginal Functions:**

1. May participate in providing special event parking assistance, which may include accepting parking fees, operating a handheld computerized unit and directing off-street traffic.
2. Sets up and takes down traffic warning devices and barricades for traffic control as needed; ensures the safety of self, co-workers, and the public by following proper traffic barricading techniques when working on or near traffic.
3. Responds to public inquiries in a courteous manner; provides information within the area of assignment.
4. Identifies major repairs needed and reports to higher level staff.

**CITY OF LAS VEGAS**  
**Parking Services Technician (continued)**

**Marginal Functions: (continued)**

5. Repair, install and maintain the parking facilities irrigation and sprinkler systems.
6. Program clocks for water systems; repair electric clocks and timers that can be repaired in the field; work with low voltage electrical wiring, plumbing, pipefitting, and hydraulics.
7. Installs, removes, and maintains delineators, meter poles, flex poles and raised pavement markings in parking garages and lots.
8. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

The city's parking facilities and their locations.  
Basic maintenance procedures and techniques.  
Equipment and tools used in basic maintenance work.  
Occupational hazards and standard safety practices.  
Methods and techniques for repairing parking meters.  
Electronics trouble shooting and repair.  
City and state ordinances and regulations pertaining to parking on public street and city parking facilities.

**Skills in:**

Working without constant supervision.  
Performing a variety of unskilled and semi-skilled basic maintenance.  
Performing a variety of manual tasks for extended periods of time and in unfavorable weather conditions.  
Reading and writing at a level necessary for successful job performance.  
Learning to operate a walk-behind paint striping machine.  
Safely handling required hazardous materials, chemicals and equipment.  
Understanding and following oral and written instructions.  
Communicating clearly and concisely, both orally and in writing.  
Establishing and maintaining effective working relationships with those contacted in the course of work.  
Learning and applying wireless communication applications.  
Learning and applying multiple meter management programs.  
Operating machinery and tools.  
Using chemical solutions and paints in a safe manner.

**CITY OF LAS VEGAS**  
**Parking Services Technician (*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 increasingly responsible experience in basic field maintenance, parking meter repair, parking meter collection or basic electronic equipment repair. Experience with parking management software is desirable.

OR

Three years of experience as a City of Las Vegas Parking Services Division employee.

**Training:**

Equivalent to graduation from high school.

**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, provide documentation of completion of an OSHA-10 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.

As a condition of continued employment, must possess Work Zone Safety certification from the International Municipal Signal Association within one year of the date of appointment, and maintain it continuously.

**CITY OF LAS VEGAS**  
**Parking Services Technician (*continued*)**

When assigned to special event parking, must possess current Flagman certification from the Nevada Department of Transportation.

**WORKING CONDITIONS**

**Environmental Conditions:**

*Location:* Work is performed indoors and outdoors in covered areas (i.e. offices & parking garages) but also exposed to typical outdoor weather conditions when performing other tasks such as landscaping, striping, directing traffic, etc.

*Hazards:* Traffic hazards while driving, working in parking garages, setting up barricades, and directing/re-directing traffic; slippery surfaces; cleaning chemicals; heights (ladders).

*Equipment Used:* Ladder, pressure washer, scarifier, striping machine, sweeper/scrubber, leaf blower, hand and power tools such as hammer drills, grinders, saws, etc.

*Safety Equipment:* Eye protection, shields, reflective vest, protective clothing, as needed.

**Physical Conditions:**

Essential and marginal functions require:

Maintain mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others;*
- *Demonstrating intellectual capabilities; and*
- *Demonstrate respect and sensitivity for cultural differences.*

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

- *Standing/walking: Frequently to constantly, up to 8 hours per day mostly on concrete, depending on assignment.*
- *Sitting: Occasionally when driving to various locations within downtown Las Vegas.*
- *Lift/carry: Occasionally, up to 25 lbs (ladder) to shoulder level; trash bins & trash and 55 gallon paint buckets up to 55 lbs to approximately chest level.*
- *Push/pull: Up to frequently when operating striping machine; while loading/unloading equipment onto trailer (pressure washer, scarifier, striping machine).*
- *Climbing: Frequently – stairs and ladders.*
- *Bending: Occasionally to frequently throughout shift depending on assignment.*
- *Kneeling/crouching/crawling: Infrequently to occasionally depending on assignment.*
- *Hands and arms: Frequent use of both hands and arms in reaching, handling, grasping, fingering, and gripping. Overhead reaching infrequently.*

**CITY OF LAS VEGAS**  
**Parking Services Technician (*continued*)**

Maintain effective audio-visual discrimination and perception needed for:

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

AS

REVISED 4/23/19 ~~NEW (Combining Maintenance Technician and Parking Meter Technician)~~

FLSA & City: nonexempt

CSB ~~10/24/18~~ TBD

## PARKING SERVICES TECHNICIAN

*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**

Performs a variety of skilled and semi-skilled duties involved in the maintenance and construction of city buildings, grounds, and parking facilities. Performs skilled repairs of parking control equipment and devices. Maintains various types of parking meters, and signs.

### **SUPERVISION RECEIVED**

Receives general supervision from the Parking Technician Supervisor or designee.

### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

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

#### **Essential Functions:**

1. Maintains city-owned buildings, grounds, and parking facilities, including picking up trash, sweeping, scrubbing, pressure washing, cleaning elevators and office areas.
2. Performs preventative and skilled maintenance on parking meters, change machines, Pay on Foot machines, gate arms and other similar equipment including calibrating meters, testing and reprogramming automated equipment, repairing broken or vandalized parts, removing foreign objects and changing batteries.
3. Performs routine maintenance and programming on parking meters, change machines and other similar equipment including cleaning, repairing or replacing parts or electronic components as necessary.
4. Assists with the construction and refurbishing of various structures.
5. Operates a variety of hand and power tools and equipment including motorized vehicles, pressure washers, stripers, scrubbers and street sweepers.
6. Assists with fabrication and installation projects.

**CITY OF LAS VEGAS**  
**Parking Services Technician** *(continued)*

**Essential Functions: (continued)**

7. Maintains collection boxes and locks; follows applicable cash handling procedures and collects money from parking meters and transports to the Parking Service Division offices; bags and properly labels money for pickup by armored car.
8. Maintains a variety of automated and manual logs, records, and reports.
9. Performs basic servicing of parking access equipment to allow continued access, such as removing broken gates and clearing ticket jams.
10. Paints over existing parking stall, lane numbers, and curb markings, both on and off street, in the downtown Las Vegas area; may grind out old pavement markings before applying fresh paint.
11. Maintains inventory of equipment, materials and supplies, replenishing as needed.
12. Installs, replaces, repairs, fabricates, and maintains street signs and other public signs; cuts pipe; selects and marks proper locations and bores holes for signs and posts.
13. Paints walls, curbs, bumper blocks, poles, and pillars; performs touchups on doors and trim when needed.
14. Measures and marks off parking lots, garages, parking stalls and lanes for painting.
15. Lays out drop cloths. Prepares surfaces to be painted, including taping, muddling, texturing and applying primer; repairs sheetrock, stucco, plaster, concrete and block walls; sands down walls and trim. Applies paint on a variety of surfaces with paint rollers or brushes.
16. Covers or removes graffiti on city-owned facilities and residential and business walls using a variety of methods, including painting and general cleaning, specialty coatings or chemicals.
17. Cleans equipment and performs basic maintenance after use; loads and unloads material and equipment as needed.

**Marginal Functions:**

1. May participate in providing special event parking assistance, which may include accepting parking fees, operating a handheld computerized unit and directing off-street traffic.
2. Sets up and takes down traffic warning devices and barricades for traffic control as needed; ensures the safety of self, co-workers, and the public by following proper traffic barricading techniques when working on or near traffic.
3. Responds to public inquiries in a courteous manner; provides information within the area of assignment.
4. Identifies major repairs needed and reports to higher level staff.

**CITY OF LAS VEGAS**  
**Parking Services Technician (*continued*)**

**Marginal Functions: (continued)**

5. Repair, install and maintain the parking facilities irrigation and sprinkler systems.
6. Program clocks for water systems; repair electric clocks and timers that can be repaired in the field; work with low voltage electrical wiring, plumbing, pipefitting, and hydraulics.
7. Installs, removes, and maintains delineators, meter poles, flex poles and raised pavement markings in parking garages and lots.
8. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

The city's parking facilities and their locations.  
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**Skills in:**

Working without constant supervision.  
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Reading and writing at a level necessary for successful job performance.  
Learning to operate a walk-behind paint striping machine.  
Safely handling required hazardous materials, chemicals and equipment.  
Understanding and following oral and written instructions.  
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**CITY OF LAS VEGAS**  
**Parking Services Technician (continued)**

**Competencies:**

Core Workforce Competencies

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

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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:**

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OR

Three years of experience as a City of Las Vegas Parking Services Division employee.

**Training:**

Equivalent to graduation from high school.

**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, provide documentation of completion of an OSHA-10 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.

As a condition of continued employment, must possess Work Zone Safety certification from the International Municipal Signal Association within one year of the date of appointment, and maintain it continuously.

**CITY OF LAS VEGAS**  
**Parking Services Technician (continued)**

**License or Certificate (continued):**

When assigned to special event parking, must possess current Flagman certification from the Nevada Department of Transportation.

**WORKING CONDITIONS**

**Environmental Conditions:**

*Location:* Work is performed indoors and outdoors in covered areas (i.e. offices & parking garages) but also exposed to typical outdoor weather conditions when performing other tasks such as landscaping, striping, directing traffic, etc.

*Hazards:* Traffic hazards while driving, working in parking garages, setting up barricades, and directing/re-directing traffic; slippery surfaces; cleaning chemicals; heights (ladders).

*Equipment Used:* Ladder, pressure washer, scarifier, striping machine, sweeper/scrubber, leaf blower, hand and power tools such as hammer drills, grinders, saws, etc.

*Safety Equipment:* Eye protection, shields, reflective vest, protective clothing, as needed.

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- *Hands and arms: Frequent use of both hands and arms in reaching, handling, grasping, fingering, and gripping. Overhead reaching infrequently.*

**CITY OF LAS VEGAS**  
**Parking Services Technician (*continued*)**

**Physical Conditions(continued):**

Maintain effective audio-visual discrimination and perception needed for:

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

AS

REVISED 4/23/19

FLSA & City: nonexempt

CSB 5/8/19

## Megan Kirch

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**From:** Andy Spurlock  
**Sent:** Tuesday, April 23, 2019 1:08 PM  
**To:** Megan Kirch  
**Subject:** Parking Services Technician - REVISIONS

Hi Megan,

Please prepare the classification of "Parking Services Technician" for the May 8, 2019 Civil Service Board. It is a REVISION, and is a CEA Classification. It is located in our Test Specs subdirectory as "Parking Services Technician 2<sup>nd</sup> 2019 Ver".

Please let me know if you have any questions. Thank you.

### Andreas (Andy) Spurlock

Senior HR Analyst

Human Resources | Classification & Compensation

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HR 2<sup>nd</sup> Fl., 495 S. Main St., Las Vegas, NV 89101



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