



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 June 10, 2026
5. Discussion for possible action to certify Eligible Lists for Deputy City Marshal (Lateral) (Open); Plant Operator I (X) (Open); Recreation Leader (Open); Streets & Sanitation Crew Leader (Open); Wastewater Utilities Supervisor (Open)
6. Discussion for possible action to certify Classification Specifications for Fire Investigator/Fire Investigations Lieutenant
7. Discussion for possible action to abolish Eligible List for Production 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
IN ACCORDANCE WITH THE NOTICING STANDARDS AS OUTLINED IN NRS 241.020:

The City of Las Vegas website – www.lasvegasnevada.gov
The Nevada Public Notice website – notice.nv.gov
Civic Center Building A, 525 South Main Street, 1st Floor
City Hall, 495 South Main Street, 1st Floor

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: June 24, 2026

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: SUE BROWN, 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: 5

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Deputy City Marshal (Lateral) – Open	12	12	12
2. Plant Operator I (X) – Open	102	12	6
3. Recreation Leader – Open	108	82	69
4. Streets & Sanitation Crew Leader – Open	100	17	13
5. Wastewater Utilities Supervisor – Open	18	7	5

CITY OF LAS VEGAS

ELIGIBLE LIST

INDIVIDUAL EXPIRATION DATES

Deputy City Marshal (Lateral)

6/11/2026

Examination Name

Examination Date

25SEP5252-O

Open

Exam Number

Open/Promotional

DEPUTY CITY MARSHAL (LATERAL)

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>
ACCEPTED	12
REJECTED	
<i>TOTAL RECEIVED</i>	12

ELIGIBLE LIST

TOTAL ON LIST	12
THIS CERTIFICATION ADDS 12 CANDIDATES TO THE LIST	

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SCORED APPLICATION</u>
PASSED				12
FAILED				
<i>TOTAL TESTED</i>				12
<i>DID NOT APPEAR</i>				
<i>WITHDREW</i>				

Deputy City Marshal (Lateral) (Open) 06/24/26

Candidate Name

Adams, Andrew James
Briggs, Steven Anthony
Brown III, George E.
Cottrell, Marcus A
gandeza, nathanael ikaika
Grimmer, Karl Andrew
JOHNSON, DARYL ALAN
martino-Daniels, kristin t
Mendoza, Ali Julian
Murphy, Mark Nicholas
Ramos, Mario Jr
Walters, Danielle

TOTAL RECORD COUNT

12

CITY OF LAS VEGAS

ELIGIBLE LIST

Plant Operator I (X)

Examination Name

26APR3278 - O

Exam Number

6/1/2026

Examination Date

Open

Open/Promotional

PLANT OPERATOR I (X)

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>
ACCEPTED	23
REJECTED	79
<i>TOTAL RECEIVED</i>	102

ELIGIBLE LIST

TOTAL ON LIST	6
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TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL ASSESSMENT</u>
PASSED	6			
FAILED	6			
<i>TOTAL TESTED</i>	12			

<i>DID NOT APPEAR</i>	11			
<i>WITHDREW</i>				

Plant Operator (Open) 06/24/26

Candidate Name

Arostegui, Jennifer

Cocchi, Nikoli

Garcia, Anthony

Jackson, Christopher

Oswalt, Erica

Story, Beau

TOTAL RECORD COUNT

6

CITY OF LAS VEGAS

ELIGIBLE LIST

Recreation Leader

6/11/2026

Examination Name

Examination Date

26MAY80044-O

Open

Exam Number

Open/Promotional

RECREATION LEADER

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>
ACCEPTED	82
REJECTED	26
<i>TOTAL RECEIVED</i>	108

ELIGIBLE LIST

TOTAL ON LIST	69
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TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL ASSESSMENT</u>
PASSED				69
FAILED				13
<i>TOTAL TESTED</i>				82

<i>DID NOT APPEAR</i>				
<i>WITHDREW</i>				

Recreation Leader (Open) 06/24/26

Candidate Name

Acosta De Leon, Alexander
Andrade Salcedo, Cristina
Andrews, Adria
Artiga, Evelyn
atrian, edgar
Avina, Guillermo
Barcenes, Irwin
BiggsButler, Margaret
Bonilla, Antoinette
Borroel-Luis, Gabriela
Brooks, Terrence
Cabalfin, Justin
Carroll, Amaurie
Carson, Edward
Christensen, Jacob
Coffee, Jamir
Cole, Nicole
Cook, Justin
Cordoba Castillo, Josimar
Corona Salgado, Chris
Corral, Sebastian
Crame, Alyssa
Cunningham, Gina
Davis, Kendra
Edwards, Kummire
Engelhard, Chelsea
Fillmore, Malik
Franklin, Travis
Green, Jaden
Heenan, Shannon
Henderson, Devin
Henderson, Willie
Hernandez, Yesenia
HUNT, JOHN
Hutchinson JR, Patrick
Jasso, Ezekiel
Jimenez, Albert
Johnson, Saraiyah
Kistner, Sara
Koutsoubos, Kimberly
Lewis, Darlean
Limon, Jose

Lucero, Laryssa
Magallanes, Yesenia
Manzo, Melissa
Mondschein, Marissa
Moore, Deltone
Nedros-Oppenheimer, Shaunie
PITTS, DOUGLAS
Porras, Michelle
Prince, Darlene
Rangel, Carlos
Roberts, Ty
Sanchez, Michelle
Scott, Jason
Serrano Garcia, Andrea
Seyed jafarolia, Azamossaadat
Shouse, Tracy
Smith, Darius
Smith, LaWanda
Snipes, Justin
Steen, Adam
Tomes, Jayda
Turner, Rashawna
Tyler, Alexia
Williams, Anson
Williams, Khyla
Wylie, Chance
Young, Danai

TOTAL RECORD COUNT

69

CITY OF LAS VEGAS

ELIGIBLE LIST

Streets & Sanitation Crew Leader

5/26/2026

Examination Name

Examination Date

26APR2765O

Open

Exam Number

Open/Promotional

STREETS & SANITATION CREW LEADER

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>
ACCEPTED	25
REJECTED	75
<i>TOTAL RECEIVED</i>	100

ELIGIBLE LIST

TOTAL ON LIST	13
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TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL ASSESSMENT</u>
PASSED	13			
FAILED	4			
<i>TOTAL TESTED</i>	17			

<i>DID NOT APPEAR</i>	8			
<i>WITHDREW</i>	X			

Streets & Sanitation Crew Leader (Open) 06/24/26

Candidate Name

Boyd, Steven
Camargo, Monica
Fradiue, Sylvia
Herrmann, Reese
Marin Jr, Hector
Matthews, Ozjuane
Nieves I I, Louis
Randolph, Timmarie
Rodrigues, Samuel
Rosa, Eric
Stenberg, Jacob
Webster, Micheal
Wright, Adam

TOTAL RECORD COUNT

13

CITY OF LAS VEGAS

ELIGIBLE LIST

Wastewater Utilities Supervisor

6/10/2026

Examination Name

Examination Date

26APR79746O

Open

Exam Number

Open/Promotional

WASTEWATER UTILITIES SUPERVISOR

REPORT OF EXAMINATION

	<i>APPLICATIONS</i>
ACCEPTED	7
REJECTED	11
<i>TOTAL RECEIVED</i>	18

ELIGIBLE LIST

TOTAL ON LIST	5
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TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL ASSESSMENT</u>
PASSED				5
FAILED				2
<i>TOTAL TESTED</i>				7

<i>DID NOT APPEAR</i>				
<i>WITHDREW</i>				

Wastewater Utilities Supervisor (Open) 06/24/26

Candidate Name

Kelley, Vince

Morris, Philip

Simpson, Robert

Vandermark, Jason

White, Scott

Total Record Count

5

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: June 24, 2026

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: SUE BROWN, SECRETARY

SUBJECT: 6. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION
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CLASSIFICATION SPECIFICATIONS: 1

REVISED

1. Fire Investigator/Fire Investigations Lieutenant

RECOMMENDATION

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

**FIRE INVESTIGATOR
FIRE INVESTIGATIONS LIEUTENANT**

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 investigate the origin and cause of fires and explosions; to respond to and participate in incidents involving explosive devices; to enforce laws and ordinances pertaining to arson and related offenses; to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

Fire Investigator: This is the entry level classification in the Fire Investigator/Fire Investigations Lieutenant series. This class is distinguished from the Fire Investigations Lieutenant by the performance of the more routine tasks and duties assigned to positions within the series and by the lack of an FBI Bomb Technician certification. This class is used as a training class.

Fire Investigations Lieutenant: This is the full journey level classification within the Fire Investigator/Fire Investigations Lieutenant series. This class is distinguished from the Fire Investigator by the performance of the full range of duties as assigned, by the level of independence with which employees accomplish their responsibilities, by the possession of an FBI Bomb Technician certification, by the level of experience attained, and by the occasional oversight provided to Fire Investigators. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are filled by advancement from the Fire Investigator level.

SUPERVISION RECEIVED AND EXERCISED

Fire Investigator

Receives general supervision from higher level and supervisory and management staff.

Receives functional and technical supervision from the assigned Fire Investigations Lieutenant.

Fire Investigations Lieutenant

Receives general supervision from supervisory and management staff.

Receives direct supervision from the assigned Fire Investigations Captain.

Exercises functional and technical supervision over Fire Investigators.

CITY OF LAS VEGAS

Fire Investigator/Fire Investigations Lieutenant (*continued*)

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

Essential Functions:

1. Investigate the origin, cause and circumstances of fires and explosions occurring within the city of Las Vegas, determining whether fires or explosions were the result of carelessness or criminal intent; investigate for mechanical and incendiary devices.
2. Coordinate fire investigation activities with other city, county, state and federal departments and agencies.
3. Conduct the investigation of adults and juveniles suspected of involvement with arsons or attempts thereof; enforce state arson statutes by preparing affidavits to the District Attorney's Office or Juvenile Court Services; make felony arrests when and where deemed necessary.
4. Gather evidence at the fire scene for presentation in courts of law; interview firefighters, victims, witnesses and suspects as to the origin and cause of a fire or explosion; measure, sketch diagrams and take photographs at fire scenes; testify as an expert witness in court on the origin and cause of fires and explosions.
5. Throughout Southern Nevada, respond to and participate in resolving incidents involving explosive devices; participate in the disposal of explosives; maintain and update training in handling explosive devices.
6. Consult with and report to the assigned Fire Investigations Captain; write extensive reports and documentation.
7. Retrieve information from and input information into the National Crime Information Center (NCIC) and the Nevada Criminal Justice Information Systems (NCJIS).
8. As a Fire Investigations Lieutenant, provide technical and functional supervision to Fire Investigators by providing mentoring, guidance, and oversight in both training and live incident environments.

Marginal Functions:

1. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS

Fire Investigator/Fire Investigations Lieutenant (*continued*)

QUALIFICATIONS

Fire Investigator

Knowledge of:

Rules, regulations, and operational procedures of Las Vegas Fire & Rescue.
Principles, practices, and procedures of National Incident Management System Incident Command System (NIMS-ICS).
Fire and explosion investigation guidelines to include basic methodology.
Basic fire science principles.
Fire patterns.
Principles of fire and explosion injuries and death.
Building systems.
Properties of electricity and fire.
Applicable safety precautions and practices.
Modern office practices, procedures, and methods.

Ability to:

Learn departmental policy, procedures, rules and regulations and the limitations of departmental authority.
Learn the principles, practices and methods employed in arson detection, fire investigations and bomb investigations.
Learn court procedures in trials dealing with arson cases.
Learn pertinent state and local laws regarding the apprehension, arrest and prosecution of arsonists and those pertaining to admissible evidence.
Obtain information through interviews, interrogations and observations.
Analyze situations quickly and objectively and determine the proper course of action.
Cope with situations firmly, courteously and objectively with respect for the rights of others.
Qualify with a department duty weapon as required.
Understand and carry out oral and written instructions.
Enforce laws in a professional manner.
Learn explosive device disposal skills.
Use and care for cameras and other investigative equipment.
Use and care for firearms.
Meet the selection criteria of the FBI Hazardous Device School for training and certification as a Bomb Technician.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Operate office and computer equipment.

CITY OF LAS VEGAS

Fire Investigator/Fire Investigations Lieutenant (*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:

Five (5) years of experience with the City of Las Vegas Fire & Rescue Department to include a minimum of one of the following:

Three (3) years assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations;

OR

Five (5) years of experience in any, or a combination, of the following classifications with the City of Las Vegas Fire & Rescue Department:

Fire Prevention Inspector II;

Assistant Fire Protection Engineer

Fire Prevention Inspection Supervisor; or

Deputy Fire Marshal.

Training:

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

CITY OF LAS VEGAS

Fire Investigator/Fire Investigations Lieutenant (*continued*)

License or Certificate

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

Possession of Firefighter II certification or three years of active combat experience or IFC Fire Inspector II Certification, or equivalent certification on the date of application.

Possession of Federal Emergency Management Agency (FEMA) Certifications in compliance with the National Incident Management System (NIMS) and the NIMS Training Program as defined in the LVFR Standard Operating Procedures (SOP) 810.00 within six months of the date of appointment, and maintenance thereafter.

Possession of Nevada P.O.S.T. Category I certification within one year of the date of appointment, and maintenance thereafter.

Must attend training and pass background investigation and test required by the FBI National Crime Information Center within one year of the date of appointment, and proficiency must be affirmed every two years thereafter by the designated Terminal Agency Coordinator.

Must qualify, attend and successfully complete the FBI Hazardous Device School Basic Course for training and certification as a Bomb Technician as soon as school scheduling permits.

Special Requirements:

Must be a citizen of the United States on the date of application.

Fire Investigations Lieutenant

In addition to the qualifications for Fire Investigator:

Knowledge of:

Departmental policy, procedures, rules and regulations and the limitations of departmental authority.

Principles, practices and methods employed in arson detection, fire investigations and bomb investigations.

Characteristics of hazardous and explosive materials.

Techniques and methods for resolving incidents involving explosive devices.

Court procedures in trials dealing with arson cases.

Pertinent state and local laws regarding the apprehension, arrest and prosecution of arsonists and those pertaining to admissible evidence.

NCIC and NCJIS systems.

Operation and care of cameras and other investigation equipment.

The science of explosions.

The science of incendiary fires.

Sources of information for investigating fires and explosions.

CITY OF LAS VEGAS

Fire Investigator/Fire Investigations Lieutenant (*continued*)

Knowledge of (continued):

Techniques and legal considerations of recording the details and gathering evidence of a fire or explosion scene.

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

Legal ramifications of fire investigation.

Principles and techniques of planning an investigation.

Techniques and methods of determining the cause of a fire or explosion.

Techniques and methods of determining the origin of a fire or explosion.

Bureau of Fire Investigation Bomb Squad standard operating procedures.

Ability to:

Mentor, train, guide, and supervise Fire Investigators and other staff as needed.

Maintain explosive device disposal skills.

Maintain composure in highly stressful situations.

Communicate clearly and effectively, with both coworkers and citizens, in various environments and often in stressful situations.

Experience and Training Requirements

Experience:

Five (5) years of experience with the City of Las Vegas Fire & Rescue Department to include a minimum of :

Three (3) years assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations;

OR

Five (5) years of experience in any, or a combination, of the following classifications with the City of Las Vegas Fire & Rescue Department:

Fire Prevention Inspector II;

Assistant Fire Protection Engineer

Fire Prevention Inspection Supervisor; or

Deputy Fire Marshal.

As part of, or in addition to, the above five (5) years of City of Las Vegas Fire & Rescue Department experience requirement, one (1) year of experience as a City of Las Vegas Fire Investigator is required.

Training:

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

CITY OF LAS VEGAS

Fire Investigator/Fire Investigations Lieutenant (*continued*)

License or Certificate

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

Possession of P.O.S.T. Category I certification on the date of application, and maintenance thereafter.

Possession of FBI Bomb Technician certification on the date of application, and maintenance thereafter.

Possession, and maintenance, of Certified Fire Investigator designation from the International Association of Arson Investigators within one year of meeting the eligibility requirements.

Employees assigned to become a Tactical Bomb Technician must become SWAT certified and successfully complete the Tactical Bomb Technician training as set forth by the FBI, NBSCAB (National Bomb Squad Commanders Advisory Board) and NTOA (National Tactical Officers Association) within the National Guidelines for Bomb Technicians.

Possession of Federal Emergency Management Agency (FEMA) Certifications in compliance with the National Incident Management System (NIMS) and the NIMS Training Program as defined in the LVFR Standard Operating Procedures (SOP) 810.00 within six (6) months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Work is performed indoors in climate-controlled office setting and outdoors in field environments, including structurally unstable buildings.

Exposure to computer screens; dust, noise, smoke, fumes, water, chemicals, hazardous materials, explosive devices; may inspect in restricted spaces.

Use of safety equipment, as needed.

CITY OF LAS VEGAS

Fire Investigator/Fire Investigations Lieutenant (*continued*)

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, crawling, climbing, stooping, lifting, reaching or sitting for prolonged periods of time while wearing a protective bomb suit weighing approximately 80 pounds.

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain cognitive capacity which allows the capability of:

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

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

- *Sitting, standing and walking for extended periods of time; and*
- *Operating assigned equipment.*

AS

REV 6/3/26

FLSA & City: nonexempt

CSB

**FIRE INVESTIGATOR
FIRE INVESTIGATIONS LIEUTENANT**

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 investigate the origin and cause of fires and explosions; to respond to and participate in incidents involving explosive devices; to enforce laws and ordinances pertaining to arson and related offenses; to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

Fire Investigator: This is the entry level classification in the Fire Investigator/Fire Investigations Lieutenant series. This class is distinguished from the Fire Investigations Lieutenant by the performance of the more routine tasks and duties assigned to positions within the series and by the lack of an FBI Bomb Technician certification. This class is used as a training class.

Fire Investigations Lieutenant: This is the full journey level classification within the Fire Investigator/Fire Investigations Lieutenant series. This class is distinguished from the Fire Investigator by the performance of the full range of duties as assigned, by the level of independence with which employees accomplish their responsibilities, by the possession of an FBI Bomb Technician certification, by the level of experience attained, and by the occasional oversight provided to Fire Investigators. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are filled by advancement from the Fire Investigator level.

SUPERVISION RECEIVED AND EXERCISED

Fire Investigator

Receives general supervision from higher level and supervisory and management staff.

Receives functional and technical supervision from the assigned Fire Investigations Lieutenant.

Fire Investigations Lieutenant

Receives general supervision from supervisory and management staff.

Receives direct supervision from the assigned Fire Investigations Captain.

Exercises functional and technical supervision over Fire Investigators.

CITY OF LAS VEGAS

Fire Investigator/Fire Investigations Lieutenant (*continued*)

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

Essential Functions:

1. Investigate the origin, cause and circumstances of fires and explosions occurring within the city of Las Vegas, determining whether fires or explosions were the result of carelessness or criminal intent; investigate for mechanical and incendiary devices.
2. Coordinate fire investigation activities with other city, county, state and federal departments and agencies.
3. Conduct the investigation of adults and juveniles suspected of involvement with arsons or attempts thereof; enforce state arson statutes by preparing affidavits to the District Attorney's Office or Juvenile Court Services; make felony arrests when and where deemed necessary.
4. Gather evidence at the fire scene for presentation in courts of law; interview firefighters, victims, witnesses and suspects as to the origin and cause of a fire or explosion; measure, sketch diagrams and take photographs at fire scenes; testify as an expert witness in court on the origin and cause of fires and explosions.
5. Throughout Southern Nevada, respond to and participate in resolving incidents involving explosive devices; participate in the disposal of explosives; maintain and update training in handling explosive devices.
6. Consult with and report to the assigned Fire Investigations Captain; write extensive reports and documentation.
7. Retrieve information from and input information into the National Crime Information Center (NCIC) and the Nevada Criminal Justice Information Systems (NCJIS).
8. As a Fire Investigations Lieutenant, provide technical and functional supervision to Fire Investigators by providing mentoring, guidance, and oversight in both training and live incident environments.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Fire Investigator

Knowledge of:

Rules, regulations, and operational procedures of Las Vegas Fire & Rescue.
Principles, practices, and procedures of National Incident Management System Incident Command System (NIMS-ICS).
Fire and explosion investigation guidelines to include basic methodology.
Basic fire science principles.
Fire patterns.
Principles of fire and explosion injuries and death.
Building systems.
Properties of electricity and fire.
Applicable safety precautions and practices.
Modern office practices, procedures, and methods.

Ability to:

Learn departmental policy, procedures, rules and regulations and the limitations of departmental authority.
Learn the principles, practices and methods employed in arson detection, fire investigations and bomb investigations.
Learn court procedures in trials dealing with arson cases.
Learn pertinent state and local laws regarding the apprehension, arrest and prosecution of arsonists and those pertaining to admissible evidence.
Obtain information through interviews, interrogations and observations.
Analyze situations quickly and objectively and determine the proper course of action.
Cope with situations firmly, courteously and objectively with respect for the rights of others.
Qualify with a department duty weapon as required.
Understand and carry out oral and written instructions.
Enforce laws in a professional manner.
Learn explosive device disposal skills.
Use and care for cameras and other investigative equipment.
Use and care for firearms.
Meet the selection criteria of the FBI Hazardous Device School for training and certification as a Bomb Technician.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Operate office and computer equipment.

CITY OF LAS VEGAS

Fire Investigator/Fire Investigations Lieutenant (*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:

Five (5) years of experience with the City of Las Vegas Fire & Rescue Department to include a minimum of one of the following:

Three (3) years assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations;

OR

Five (5) years of experience in any, or a combination, of the following classifications with the City of Las Vegas Fire & Rescue Department:

Fire Prevention Inspector II;

Assistant Fire Protection Engineer

Fire Prevention Inspection Supervisor; or

Deputy Fire Marshal.

Training:

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

CITY OF LAS VEGAS

Fire Investigator/Fire Investigations Lieutenant (*continued*)

License or Certificate

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

Possession of Firefighter II certification or three years of active combat experience ~~or Uniform Fire Code~~ or IFC Fire Inspector II Certification, or equivalent certification on the date of application.

Possession of Federal Emergency Management Agency (FEMA) Certifications in compliance with the National Incident Management System (NIMS) and the NIMS Training Program as defined in the LVFR Standard Operating Procedures (SOP) 810.00 within six months of the date of appointment, and maintenance thereafter.

Possession of Nevada P.O.S.T. Category I certification within one year of the date of appointment, and maintenance thereafter.

Must attend training and pass background investigation and test required by the FBI National Crime Information Center within one year of the date of appointment, and proficiency must be affirmed every two years thereafter by the designated Terminal Agency Coordinator.

Must qualify, attend and successfully complete the FBI Hazardous Device School Basic Course for training and certification as a Bomb Technician as soon as school scheduling permits.

Special Requirements:

Must be a citizen of the United States on the date of application.

Fire Investigations Lieutenant

In addition to the qualifications for Fire Investigator:

Knowledge of:

Departmental policy, procedures, rules and regulations and the limitations of departmental authority.

Principles, practices and methods employed in arson detection, fire investigations and bomb investigations.

Characteristics of hazardous and explosive materials.

Techniques and methods for resolving incidents involving explosive devices.

Court procedures in trials dealing with arson cases.

Pertinent state and local laws regarding the apprehension, arrest and prosecution of arsonists and those pertaining to admissible evidence.

NCIC and NCJIS systems.

Operation and care of cameras and other investigation equipment.

The science of explosions.

The science of incendiary fires.

Sources of information for investigating fires and explosions.

CITY OF LAS VEGAS
Fire Investigator/Fire Investigations Lieutenant (*continued*)

Knowledge of (continued):

Techniques and legal considerations of recording the details and gathering evidence of a fire or explosion scene.
Pertinent federal, state and local laws, codes and regulations.
Legal ramifications of fire investigation.
Principles and techniques of planning an investigation.
Techniques and methods of determining the cause of a fire or explosion.
Techniques and methods of determining the origin of a fire or explosion.
Bureau of Fire Investigation Bomb Squad standard operating procedures.

Ability to:

Mentor, train, guide, and supervise Fire Investigators and other staff as needed.
Maintain explosive device disposal skills.
Maintain composure in highly stressful situations.
Communicate clearly and effectively, with both coworkers and citizens, in various environments and often in stressful situations.

Experience and Training Requirements

Experience:

Five (5) years of experience with the City of Las Vegas Fire & Rescue Department to include a minimum of :

Three (3) years assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations;

OR

Five (5) years of experience in any, or a combination, of the following classifications with the City of Las Vegas Fire & Rescue Department:

Fire Prevention Inspector II;

[Assistant Fire Protection Engineer](#)

Fire Prevention Inspection Supervisor; or

Deputy Fire Marshal.

As part of, or in addition to, the above five (5) years of City of Las Vegas Fire & Rescue Department experience requirement, one (1) year of experience as a City of Las Vegas Fire Investigator is required.

Training:

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

CITY OF LAS VEGAS

Fire Investigator/Fire Investigations Lieutenant (*continued*)

License or Certificate

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

Possession of P.O.S.T. Category I certification on the date of application, and maintenance thereafter.

Possession of FBI Bomb Technician certification on the date of application, and maintenance thereafter.

Possession, and maintenance, of Certified Fire Investigator designation from the International Association of Arson Investigators within one year of meeting the eligibility requirements.

Employees assigned to become a Tactical Bomb Technician must become SWAT certified and successfully complete the Tactical Bomb Technician training as set forth by the FBI, NBSCAB (National Bomb Squad Commanders Advisory Board) and NTOA (National Tactical Officers Association) within the National Guidelines for Bomb Technicians.

Possession of Federal Emergency Management Agency (FEMA) Certifications in compliance with the National Incident Management System (NIMS) and the NIMS Training Program as defined in the LVFR Standard Operating Procedures (SOP) 810.00 within six (6) months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Work is performed indoors in climate-controlled office setting and outdoors in field environments, including structurally unstable buildings.

Exposure to computer screens; dust, noise, smoke, fumes, water, chemicals, hazardous materials, explosive devices; may inspect in restricted spaces.

Use of safety equipment, as needed.

CITY OF LAS VEGAS

Fire Investigator/Fire Investigations Lieutenant (*continued*)

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, crawling, climbing, stooping, lifting, reaching or sitting for prolonged periods of time while wearing a protective bomb suit weighing approximately 80 pounds.

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain cognitively capacity which allows the capability of:

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

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

- *Sitting, standing and walking for extended periods of time; and*
- *Operating assigned equipment.*

AS

REV 6/3/26 NEW 7/15/20 (formerly Fire Investigator I/II (X))

FLSA & City: nonexempt

CSB 7/15/2020

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: June24, 2026

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: SUE BROWN, SECRETARY

SUBJECT: 7. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LISTS

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

The City is requesting that the following eligible lists be abolished in accordance with Civil Service Rules, Chapter IV, Section 9, c. (1):

1. Production Technician

The reasoning is as follows:

The current eligible lists no longer suits the needs of the department.

RECOMMENDATION

The City recommends approval of the abolishment of this list.

Susie Badger

ABOLISH
Production Technician

From: Suzana Kotur
Sent: Thursday, June 4, 2026 12:38 PM
To: Susie Badger
Cc: Gidgette Abellera; Jacob Tilford
Subject: Production Technician list

Hi Susie,

It appears an abolishment was missed for the Production Technician list expiring July 28th. We already have a new list that is certified and this should have been abolished at the same time.

Please add this to the agenda for abolishment.

Thanks!

Additionally, visit the links below for information on our career opportunities.

[City of Las Vegas Career Page](#)

Connect with me on [LinkedIn](#)

Suzana Kotur

Deputy Human Resources Director
Human Resources | Employment Services

702-229-4227

525 S. Main St | Las Vegas, NV 89101



lasvegasnevada.gov

