

**CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES**  
**Department of Human Resources**  
**416 N. 7<sup>th</sup> Street**  
**Las Vegas, Nevada**  
**CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.ci.las-vegas.nv.us>**

# **AGENDA**

**DATE: May 12, 1999**

**TIME: 4:45 p.m.**

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR ACTION UNLESS SPECIFICALLY NOTED OTHERWISE. UNLESS OTHERWISE STATED, ITEMS MAY BE TAKEN OUT OF THE ORDER PRESENTED AT THE DISCRETION OF THE CHAIRPERSON.

**I. CALL TO ORDER**

**II. ANNOUNCEMENT RE. COMPLIANCE WITH THE OPEN MEETING LAW**

**III. APPROVAL OF MINUTES. Board meeting of April 14, 1999**

**IV. BUSINESS**

**A. CERTIFICATION OF ELIGIBLE LISTS**

- 1 Inventory Control Clerk - Promotional
- 2 Inventory Control Clerk - Open
- 3 Office Specialist II - Promotional
- 4 Permits Technician - Promotional
- 5 Permits Technician - Open
- 6 Planner I - Open
- 7 Planning Technician - Open
- 8 Senior Planner (Comp/Current) - Open

**B. EXTENSION OF ELIGIBLE LISTS.**

- 1 Industrial Electrician II - Promotional
- 2 Industrial Electrician II - Open
3. Trolley Operator - Open

**C. DISCUSSION AND POSSIBLE ACTION ON CLASSIFICATION SPECIFICATIONS**

- 1 Maintenance Worker I/II

**D. DISCUSSION AND POSSIBLE APPROVAL OF A CHANGE TO THE LANGUAGE REFERRING TO DRIVER'S LICENSE REQUIREMENTS IN ALL APPROPRIATE CLASSIFICATION SPECIFICATIONS**

# **CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES**

**Date: May 12, 1999**

**Page Two**

## **E DISCUSSION AND POSSIBLE ACTION ON ABOLISHING LISTS**

1 Deputy City Marshal - Open

## **V. ITEMS FOR DISCUSSION ONLY - NO BOARD ACTION REQUIRED**

## **VI CITIZEN PARTICIPATION**

ITEMS RAISED UNDER THIS PORTION OF THE AGENDA CANNOT BE DELIBERATED OR ACTED UPON UNTIL THE NOTICE PROVISION OF THE OPEN MEETING LAW HAVE BEEN MET PLEASE LIMIT YOUR REMARKS TO THOSE MATTERS UNDER THE EXPRESS JURISDICTION OF THE CIVIL SERVICE BOARD IN CONSIDERATION OF OTHERS, AVOID REPETITION, AND LIMIT YOUR COMMENTS TO NO MORE THAN THREE (3) MINUTES TO ENSURE ALL PERSONS EQUAL OPPORTUNITY TO SPEAK, EACH SUBJECT MATTER WILL BE LIMITED TO TEN (10) MINUTES

Facilities are provided throughout City Hall for the convenience of disabled persons Special equipment for the hearing impaired is available for use at meetings If you need an accommodation to attend and participate in this meeting, please call the **DEPARTMENT DESIGNEE at 229-6315** and advise of your need at least 48 hours in advance of the meeting. The City's TDD number is 386-9108.

**THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:**

State of Nevada, 555 E Washington  
Senior Citizen Center, 450 East Bonanza Road  
Clark County Government Center, 500 So Grand Central Parkway  
Court Clerk's Office Bulletin Board, City Hall Plaza  
City Hall Plaza, Special Outside Posting Bulletin Board



**ELIGIBILITY  
LISTS FOR THIS  
MEETING ARE  
DEEMED  
CONFIDENTIAL  
PER NRS 603A**

**CITY OF LAS VEGAS**  
**CIVIL SERVICE BOARD**  
**AGENDA DOCUMENTATION**  
**MAY 12, 1999**

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TO: CIVIL SERVICE BOARD OF TRUSTEES      FROM: RICK ANDERSON  
SECRETARY TO THE BOARD

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I. CALL TO ORDER: April 14, 1999, at 4:45 p.m., in the Human Resources Department

ROLL CALL:    Lou Johnson - Present  
                  Mark Larson - Present  
                  Rev. David Harris - Present  
                  E. Lavonne Lewis - Absent  
                  Theodore Parker - Absent

STAFF PRESENT

Rick Anderson  
Judy Tuttle  
Ann Rubertino-Beck  
Carol Simmons  
Jean Davis  
Tina Ramsey  
Morgan Davis  
Sandy Gandy

OTHERS PRESENT

Jeff Morgan  
Michael Gluskin  
Lon Grasmick  
Dan Hyde  
Keith Gronquist  
William Reynolds  
Rex Sell

- II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: A motion was made by Lou Johnson and seconded by Mark Larson that the minutes of the Board meeting on March 10, 1999 be approved. Motion carried.
- IV. BUSINESS

A. CERTIFICATION OF ELIGIBLE LISTS:

1. Court Clerk I - Open
2. Custodial Supervisor - Promotional
3. Custodial Supervisor - Open
4. Inspections Supervisor - Promotional
5. Systems Administration Specialist - Promotional
6. Systems Administration Specialist - Open

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING**  
**ANNOTATED MINUTES**  
**DATE: April 14, 1999**  
**PAGE 2**

A motion was made by Mark Larson and seconded by Lou Johnson that the above certification of eligible lists be approved. Motion carried

**B. EXTENSION OF ELIGIBLE LISTS:**

1. Buyer I (X) - Promotional
2. Buyer I (X) - Open
3. Communications Specialist - Promotional
4. Communications Specialist - Open
5. Electrician I - Open
6. Graphic Operations Supervisor - Open
7. Irrigation Systems Repairer I (X) - Promotional
8. Irrigation Systems Repairer (X) - Open
9. Maintenance Mechanic I (X) - Promotional
10. Maintenance Mechanic I (X) - Open
11. Motor Sweeper Operator - Promotional
12. Senior Plant Operator - Promotional

A motion was made by Lou Johnson and seconded by Mark Larson to approve the above eligible lists. Motion carried.

**C. DISCUSSION AND POSSIBLE ACTION ON CLASSIFICATION SPECIFICATIONS:**

1. Civil Engineer - Revised
2. Fire Battalion Chief - Revised
3. Publicity Specialist I/II - Revised
4. Publicity Supervisor - Revised
5. Senior GIS Analyst - Quality Assurance Coordinator - Revised
6. Senior GIS Analyst - Programming - Revised
7. Senior GIS Analyst - System Administration - Revised
8. Senior Publicity Specialist - Revised
9. Automotive & Emissions Specialist - New
10. Business Services Supervisor - New

A motion was made by Lou Johnson and seconded by Mark Larson to approve the classification specifications.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING**  
**ANNOTATED MINUTES**  
**DATE: April 14, 1999**  
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**D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LISTS**

**1. Municipal Court Marshal I (X) - Open & Promotional**

Mr. Anderson advised the Board that the above list had been utilized, and it was necessary to conduct a recruitment. Mr. Anderson asked Municipal Court Marshal William Reynolds to verify that the department had gone through the list, and Lt. Reynolds confirmed the same. Mark Larson made a motion to approve abolishing the eligible list and it was seconded by Lou Johnson.

**V. ITEMS FOR DISCUSSION ONLY - NO BOARD ACTION REQUIRED**

**VI. CITIZEN PARTICIPATION**

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 5:00 p.m.

A handwritten signature in black ink, appearing to read 'Rick Anderson', with a horizontal line drawn underneath it.

Rick Anderson  
Secretary to the Board

**CITY OF LAS VEGAS**

**AGENDA DOCUMENTATION**

**Date May 12, 1999**

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**TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: RICHARD ANDERSON, SECRETARY**

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**SUBJECT: A. 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: 8**

|                                          | <u>APPLIED</u> | <u>TESTED</u> | <u>PASSED &amp; PLACED<br/>ON ELIGIBLE LISTS</u> |
|------------------------------------------|----------------|---------------|--------------------------------------------------|
| 1. Inventory Control Clerk - Promotional | 14             | 13            | 10                                               |
| 2. Inventory Control Clerk - Open        | 144            | 104           | 78                                               |
| 3. Office Specialist II - Promotional    | 7              | 6             | 6                                                |
| 4. Permits Technician - Promotional      | 15             | 11            | 9                                                |
| 5. Permits Technician - Open             | 42             | 31            | 21                                               |
| 6. Planner I - Open                      | 65             | 32            | 18                                               |
| 7. Planning Technician - Open            | 38             | 17            | 14                                               |
| 8. Senior Planner (Comp/Current) - Open  | 5              | 3             | 2                                                |

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Inventory Control Clerk**  
**Examination**

**April 15, 1999**  
**Date of Test**

**99346203P**  
**Exam Code**

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

| NAME         |
|--------------|
| GROUP 1      |
| See Attached |
| GROUP 2      |
| See Attached |
| GROUP 3      |
| See Attached |

**REPORT OF EXAMINATION**

| <b><u>APPLICATIONS</u></b>   |    | <b><u>ELIGIBLE LIST</u></b> |    |
|------------------------------|----|-----------------------------|----|
| ACCEPTED                     | 13 | GROUP 1                     | 2  |
| REJECTED                     | 1  | GROUP 2                     | 4  |
| <b><i>TOTAL RECEIVED</i></b> | 14 | GROUP 3                     | 4  |
|                              |    | <b><i>TOTAL ON LIST</i></b> | 10 |

| <b><u>TESTS</u></b>          |                       |                    |                           |                     |
|------------------------------|-----------------------|--------------------|---------------------------|---------------------|
|                              | <b><u>WRITTEN</u></b> | <b><u>ORAL</u></b> | <b><u>PERFORMANCE</u></b> | <b><u>OTHER</u></b> |
| (Weight)                     | 100%                  |                    |                           |                     |
| PASSED                       | 10                    |                    |                           |                     |
| FAILED                       | 3                     |                    |                           |                     |
| <b><i>TOTAL TESTED</i></b>   | 13                    |                    |                           |                     |
| <b><i>DID NOT APPEAR</i></b> |                       |                    |                           |                     |

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Inventory Control Clerk**  
**Examination**

**April 15, 1999**  
**Date of Test**

**993462030**  
**Exam Code**

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

| NAME         |
|--------------|
| GROUP 1      |
| See Attached |
| GROUP 2      |
| See Attached |
| GROUP 3      |
| See Attached |

**REPORT OF EXAMINATION**

| <b><u>APPLICATIONS</u></b> |     | <b><u>ELIGIBLE LIST</u></b> |    |
|----------------------------|-----|-----------------------------|----|
| ACCEPTED                   | 124 | GROUP 1                     | 2  |
| REJECTED                   | 20  | GROUP 2                     | 36 |
| <b>TOTAL RECEIVED</b>      | 144 | GROUP 3                     | 40 |
|                            |     | <b>TOTAL ON LIST</b>        | 78 |

| <b><u>TESTS</u></b>   |                       |                    |                           |                     |
|-----------------------|-----------------------|--------------------|---------------------------|---------------------|
|                       | <b><u>WRITTEN</u></b> | <b><u>ORAL</u></b> | <b><u>PERFORMANCE</u></b> | <b><u>OTHER</u></b> |
| (Weight)              | 100%                  |                    |                           |                     |
| PASSED                | 78                    |                    |                           |                     |
| FAILED                | 26                    |                    |                           |                     |
| <b>TOTAL TESTED</b>   | 104                   |                    |                           |                     |
| <b>DID NOT APPEAR</b> | 20                    |                    |                           |                     |

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Office Specialist II**  
**Examination**

**April 21, 1999**  
**Date of Test**

**99366203P**  
**Exam Code**

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

| NAME         |
|--------------|
| GROUP 1      |
| See Attached |
| GROUP 2      |
| See Attached |
| GROUP 3      |
| See Attached |

**REPORT OF EXAMINATION**

| <b><u>APPLICATIONS</u></b> |   | <b><u>ELIGIBLE LIST</u></b> |   |
|----------------------------|---|-----------------------------|---|
| ACCEPTED                   | 6 | GROUP 1                     | 3 |
| REJECTED                   | 1 | GROUP 2                     | 2 |
| TOTAL RECEIVED             | 7 | GROUP 3                     | 1 |
|                            |   | TOTAL ON LIST               | 6 |

| <b><u>TESTS</u></b> |                       |                    |                           |                     |
|---------------------|-----------------------|--------------------|---------------------------|---------------------|
|                     | <b><u>WRITTEN</u></b> | <b><u>ORAL</u></b> | <b><u>PERFORMANCE</u></b> | <b><u>OTHER</u></b> |
| (Weight)            | 100%                  |                    |                           | P/F Typing          |
| PASSED              | 6                     |                    |                           | 6                   |
| FAILED              | 0                     |                    |                           | 0                   |
| TOTAL TESTED        | 6                     |                    |                           | 6                   |
| DID NOT APPEAR      |                       |                    |                           |                     |

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Permits Technician**  
**Examination**

**April 9, 1999**  
**Date of Test**

**99264803P**  
**Exam Code**

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

| NAME         |
|--------------|
| GROUP 1      |
| See Attached |
| GROUP 2      |
| See Attached |
| GROUP 3      |
| See Attached |

**REPORT OF EXAMINATION**

| <b><u>APPLICATIONS</u></b>   |    | <b><u>ELIGIBLE LIST</u></b> |   |
|------------------------------|----|-----------------------------|---|
| ACCEPTED                     | 12 | GROUP 1                     | 2 |
| REJECTED                     | 3  | GROUP 2                     | 6 |
| <b><i>TOTAL RECEIVED</i></b> | 15 | GROUP 3                     | 1 |
|                              |    | <b><i>TOTAL ON LIST</i></b> | 9 |

| <b><u>TESTS</u></b>          |                       |                    |                           |                     |
|------------------------------|-----------------------|--------------------|---------------------------|---------------------|
|                              | <b><u>WRITTEN</u></b> | <b><u>ORAL</u></b> | <b><u>PERFORMANCE</u></b> | <b><u>OTHER</u></b> |
| (Weight)                     | 100%                  |                    |                           |                     |
| PASSED                       | 9                     |                    |                           |                     |
| FAILED                       | 2                     |                    |                           |                     |
| <b><i>TOTAL TESTED</i></b>   | 11                    |                    |                           |                     |
| <b><i>DID NOT APPEAR</i></b> | 1                     |                    |                           |                     |

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Permits Technician**  
**Examination**

**April 9, 1999**  
**Date of Test**

**99264803O**  
**Exam Code**

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

| NAME         |
|--------------|
| GROUP 1      |
| See Attached |
| GROUP 2      |
| See Attached |
| GROUP 3      |
| See Attached |

**REPORT OF EXAMINATION**

| <b><u>APPLICATIONS</u></b> |    | <b><u>ELIGIBLE LIST</u></b> |    |
|----------------------------|----|-----------------------------|----|
| ACCEPTED                   | 37 | GROUP 1                     | 4  |
| REJECTED                   | 5  | GROUP 2                     | 8  |
| TOTAL RECEIVED             | 42 | GROUP 3                     | 9  |
|                            |    | TOTAL ON LIST               | 21 |

| <b><u>TESTS</u></b> |                       |                    |                           |                     |
|---------------------|-----------------------|--------------------|---------------------------|---------------------|
|                     | <b><u>WRITTEN</u></b> | <b><u>ORAL</u></b> | <b><u>PERFORMANCE</u></b> | <b><u>OTHER</u></b> |
| (Weight)            | 100%                  |                    |                           |                     |
| PASSED              | 21                    |                    |                           |                     |
| FAILED              | 10                    |                    |                           |                     |
| TOTAL TESTED        | 31                    |                    |                           |                     |
| DID NOT APPEAR      | 6                     |                    |                           |                     |

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Planner I**  
**Examination**

**April 21, 1999**  
**Date of Test**

**993069030**  
**Exam Code**

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

| NAME         |
|--------------|
| GROUP 1      |
| See Attached |
| GROUP 2      |
| See Attached |
| GROUP 3      |
| See Attached |

**REPORT OF EXAMINATION**

| <b><u>APPLICATIONS</u></b>   |    | <b><u>ELIGIBLE LIST</u></b> |    |
|------------------------------|----|-----------------------------|----|
| ACCEPTED                     | 50 | GROUP 1                     | 3  |
| REJECTED                     | 15 | GROUP 2                     | 8  |
| <b><i>TOTAL RECEIVED</i></b> | 65 | GROUP 3                     | 14 |
|                              |    | <b><i>TOTAL ON LIST</i></b> | 25 |

**TESTS**

|                              | <b><u>WRITTEN</u></b> | <b><u>ORAL</u></b> | <b><u>PERFORMANCE</u></b> | <b><u>OTHER</u></b> |
|------------------------------|-----------------------|--------------------|---------------------------|---------------------|
| (Weight)                     | 100%                  |                    |                           |                     |
| PASSED                       | 25                    |                    |                           |                     |
| FAILED                       | 7                     |                    |                           |                     |
| <b><i>TOTAL TESTED</i></b>   | 32                    |                    |                           |                     |
| <b><i>DID NOT APPEAR</i></b> | 18                    |                    |                           |                     |

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Planning Technician**  
**Examination**

**April 21, 1999**  
**Date of Test**

**993415030**  
**Exam Code**

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

| NAME         |
|--------------|
| GROUP 1      |
| See Attached |
| GROUP 2      |
| See Attached |
| GROUP 3      |
| See Attached |

**REPORT OF EXAMINATION**

| <b><u>APPLICATIONS</u></b> |    | <b><u>ELIGIBLE LIST</u></b> |    |
|----------------------------|----|-----------------------------|----|
| ACCEPTED                   | 28 | GROUP 1                     | 1  |
| REJECTED                   | 10 | GROUP 2                     | 7  |
| <b>TOTAL RECEIVED</b>      | 38 | GROUP 3                     | 6  |
|                            |    | <b>TOTAL ON LIST</b>        | 14 |

**TESTS**

|                       | <b><u>WRITTEN</u></b> | <b><u>ORAL</u></b> | <b><u>PERFORMANCE</u></b> | <b><u>OTHER</u></b> |
|-----------------------|-----------------------|--------------------|---------------------------|---------------------|
| (Weight)              | 100%                  |                    |                           |                     |
| PASSED                | 14                    |                    |                           |                     |
| FAILED                | 3                     |                    |                           |                     |
| <b>TOTAL TESTED</b>   | 17                    |                    |                           |                     |
| <b>DID NOT APPEAR</b> | 11                    |                    |                           |                     |

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Planner (Comp/Current)**  
**Examination**

**April 21, 1999**  
**Date of Test**

**992499110**  
**Exam Code**

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

| NAME         |
|--------------|
| GROUP 1      |
| See Attached |
| GROUP 2      |
| See Attached |
| GROUP 3      |
| See Attached |

**REPORT OF EXAMINATION**

| <b><u>APPLICATIONS</u></b>   |   | <b><u>ELIGIBLE LIST</u></b> |   |
|------------------------------|---|-----------------------------|---|
| ACCEPTED                     | 4 | GROUP 1                     | 0 |
| REJECTED                     | 1 | GROUP 2                     | 2 |
| <b><i>TOTAL RECEIVED</i></b> | 5 | GROUP 3                     | 0 |
|                              |   | <b><i>TOTAL ON LIST</i></b> | 2 |

| <b><u>TESTS</u></b>          |                       |                    |                           |                     |
|------------------------------|-----------------------|--------------------|---------------------------|---------------------|
|                              | <b><u>WRITTEN</u></b> | <b><u>ORAL</u></b> | <b><u>PERFORMANCE</u></b> | <b><u>OTHER</u></b> |
| (Weight)                     |                       | 100%               |                           |                     |
| PASSED                       |                       | 2                  |                           | 0                   |
| FAILED                       |                       | 1                  |                           | 0                   |
| <b><i>TOTAL TESTED</i></b>   |                       | 3                  |                           | 0                   |
| <b><i>DID NOT APPEAR</i></b> |                       | 1                  |                           |                     |

**CITY OF LAS VEGAS**

**AGENDA DOCUMENTATION**

Date May 12, 1999

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**TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: RICHARD ANDERSON, SECRETARY**

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**SUBJECT: B. 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: 3**

|                                            | <b>REMAINING<br/>CANDIDATES<br/>ON LIST</b> | <b>LIST<br/>EXPIRES</b> | <b>EXT. TO</b> | <b>NUMBER OF<br/>THIS EXT.</b> |
|--------------------------------------------|---------------------------------------------|-------------------------|----------------|--------------------------------|
| 1. Industrial Electrician II - Promotional | 2                                           | 05/12/99                | 11/12/99       | 1                              |
| 2. Industrial Electrician II - Open        | 8                                           | 05/12/99                | 11/12/99       | 1                              |
| 3. Trolley Operator - Open                 | 8                                           | 05/12/99                | 11/12/99       | 1                              |

**CITY OF LAS VEGAS**

**AGENDA DOCUMENTATION**

Date May 12, 1999

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**TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: RICHARD ANDERSON, SECRETARY**

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

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**BOARD ACTION: DISCUSSION AND POSSIBLE ACTION**

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**CLASSIFICATION SPECIFICATIONS:**

**REVISED:**

1. Maintenance Worker I/II

Maintenance Worker I/II has been revised to include the duties in the classification specification that are specific to the Rapid Response Team

**RECOMMENDATION**

The City recommends approval of this revised classification.

**MAINTENANCE WORKER I  
MAINTENANCE WORKER II**

*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 perform semi-skilled and skilled work in the construction, maintenance and related service activities related to street, sanitary sewer, wastewater treatment, parks and cemetery maintenance.

**DISTINGUISHING CHARACTERISTICS**

**Maintenance Worker I**—This is the entry level class in the Maintenance Worker series. This class is distinguished from the Maintenance Worker II by the performance of the more routine tasks and duties assigned to positions within the series including maintaining parks and open spaces, city streets, the cemetery, wastewater treatment facility and sanitary sewers, and performing more of the semi-skilled tasks involved with these operations. This class may be used as a training class, wherein employees need only limited or no directly related work experience, or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

**Maintenance Worker II**—This is the full journey level class within the Maintenance Worker series. Employees within this class are distinguished from the Maintenance Worker I by the performance of the full range of duties as assigned including the more complex and skilled duties of the classification. 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 normally filled by advancement from the I level, or when filled from the outside, selected candidates have prior experience.

**SUPERVISION RECEIVED**

**Maintenance Worker I**

Receives immediate supervision from higher level staff.

**Maintenance Worker II**

Receives general supervision from higher level staff.

**CITY OF LAS VEGAS**  
**Maintenance Worker I/II (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. Clean and maintain roads, alleyways, streets, sanitary sewers, parks, open spaces, cemetery, and playground equipment; remove graffiti; assist with flood control efforts and cleanup; clean up oil spills; haul debris and trash, install ramps and curb cuts.
2. Construct forms, lay cement and finish cement on curb, gutter, sidewalk, street, alley and other related areas; dig ditches, backfill trenches and holes; install storm drain pipes.
3. Build and repair concrete bridges throughout the city; perform cement repairs as needed.
4. Break and repair concrete and asphalt surfaces; excavate and replace concrete, asphalt and blacktop surfaces; repair and install fences and gates; lay brick.
5. Operate pneumatic and hand tools; may operate light equipment; clean and maintain equipment; provide assistance to equipment operators.
6. Set up and take down traffic warning devices and barricades for traffic control.
7. Mow, plant, cultivate, weed and trim turf edges, trees, shrubs and flowers; cut grass; lay sod and plant grass seed; prepare planters for planting; load and unload landscape materials; aerate turf.
8. Spray herbicides, pesticides and fertilizers.
9. Assist in the construction of new parks and outdoor recreational facilities; maintain existing facilities; lay out game fields; rake and level ball diamonds to prepare for use.
10. Mix materials to be used on job assigned.
11. Clean public rest rooms, pavilions, picnic areas, parking lots, gutters and curbs; clean turf and hardscape areas.
12. Maintain and repair sewer lines and clean drainage ditches; relocate man holes and sewer lines on over-laid streets; investigate and respond to odor complaints; deodorize lines.
13. Assist in the installation and repair of pumps, valves and other plant equipment; clean and paint wastewater treatment plant equipment as needed.
14. Maintain pool facilities, including picking up litter, cleaning rest rooms, showers, locker rooms, pool decks, windows, staff areas; brush and backwash pools; check water quality and chemical balance; perform minor repairs such as tightening nuts, bolts and screws on lifeguard stands, diving boards, bleachers and pool ladders; empty pool filter baskets; identify major repairs and report to Pool Technician; paint staff areas as needed; maintain inventory of equipment and supplies.

**CITY OF LAS VEGAS**  
**Maintenance Worker I/II (Continued)**

**Essential Functions:**

15. Maintain records and logs of all work performed.

**When Assigned to Rapid Response Team in Neighborhood Services Department**

1. Removal of illegal signs, graffiti, trash, debris, vegetation, vagrant camps, dilapidated fences, shopping carts, basketball hoops, junk vehicles and abandoned appliances from medians, public rights-of-way and city property.
2. Drain stagnant swimming pools.

**Marginal Functions:**

1. Respond to public inquiries in a courteous manner.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Maintenance Worker I**

**Knowledge of:**

Basic methods and techniques of general construction, maintenance and repair related to the area of work assigned.

Equipment and tools used in the area of work assigned.

Occupational hazards and standard safety practices.

**Ability to:**

Learn to perform a variety of skilled maintenance, construction and repair work in the area of work assigned.

Learn to operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.

Learn to perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.

Perform heavy manual labor.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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

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

- *Walking or standing for extended periods of time*
- *Operating assigned equipment and vehicles.*

**CITY OF LAS VEGAS**  
**Maintenance Worker I/II (*Continued*)**

**Ability to:**

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Operating assigned equipment and vehicles.*

**Experience and Training Requirements**

**Experience:**

One year of experience performing field maintenance work within the assigned area of work is desirable.

**Training:**

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

**License or Certificate**

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

**Maintenance Worker II**

In addition to the qualifications for Maintenance Worker I:

**Ability to:**

Perform a variety of skilled maintenance, construction and repair work in the area of work assigned.

Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.

Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.

**Experience and Training Requirements**

**Experience:**

Two years of increasingly responsible field maintenance experience.

**Training:**

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

**CITY OF LAS VEGAS**  
**Maintenance Worker I/II (*Continued*)**

**WORKING CONDITIONS**

**Environmental Conditions:**

Travel from site to site; field environment; exposure to noise, chemicals, dust, grease, smoke, fumes, gases, and inclement weather conditions; work around heavy construction equipment.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for standing, sitting and walking for prolonged periods of time; operating motorized equipment and vehicles; light to heavy lifting.

CW REV 4/27/99  
FLSA and City: nonexempt

CSB 5/12/99

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date May 12, 1999

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TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: RICHARD ANDERSON, SECRETARY

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SUBJECT: D. DISCUSSION AND POSSIBLE APPROVAL OF A CHANGE TO THE LANGUAGE REFERRING TO DRIVER'S LICENSE REQUIREMENTS IN ALL APPROPRIATE CLASSIFICATION SPECIFICATIONS.

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

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A number of classification specifications contain language dating back to the Ralph Andersen classification/compensation study that states, "Possession of, *or ability to obtain*, an appropriate, valid driver's license." Emphasized is the phrase that requires revision.

By including the emphasized phrase, the statement does not ever require the employee to possess a driver's license; it only requires that an employee always be able to obtain a license. In practice, we have been requiring that applicants possess a license on the date of application, but we are leaving ourselves open to challenge on this interpretation.

As we make other revisions to classification specifications and bring them before the Board for approval, we have included the revision of this statement. However, we often are requested to advertise for a recruitment when the only revision needed is the driver's license requirement, and it is not practical for the department with the vacancy to wait until the next Civil Service Board meeting to obtain approval for this single item. We wish to expedite the revision of this requirement to clarify its meaning and remove the possibility for challenge.

The City is requesting approval to change the driver's license language in all appropriate classification specifications in lieu of bringing each individual specification before the Board. The requirement will be revised to read, "Possession of an appropriate, valid driver's license on the date of application."

**RECOMMENDATION**

The City recommends approval of this change to all appropriate classification specifications.

**CITY OF LAS VEGAS**

**AGENDA DOCUMENTATION**

Date May 12, 1999

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**TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: RICHARD ANDERSON, SECRETARY**

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**SUBJECT: E. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LISTS**

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

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The City is requesting that the following eligible list be abolished in accordance with Civil Service Rules, Chapter IV, Section 9, c. (4):

1. Deputy City Marshal - Open

The reasoning is as follows:

The remaining pool of candidates are not considered to be suitable for law enforcement duties.

**RECOMMENDATION**

The City recommends approval of the abolishment of this list.