

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

AGENDA

DATE: July 14, 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 June 9, 1999 and Telephone Conference Call June 16, 1999

IV BUSINESS

A CERTIFICATION OF ELIGIBLE LISTS:

- 1 Business Services Supervisor - Promotional
- 2 Business Services Supervisor - Open
3. Civil Engineer - Open
- 4 Deputy City Marshal - Open
5. Engineering Project Manager - Promotional
- 6 Engineering Project Manager - Open
- 7 Microcomputer Specialist I - Promotional
- 8 Microcomputer Specialist I - Open
9. Municipal Court Marshal I - Promotional
- 10 Senior Planner (Comp/Current) - Open

B EXTENSION OF ELIGIBLE LISTS:

1. Building Services Electrician II - Open
- 2 Corrections Sergeant - Promotional
- 3 Fire Equipment Service Technician - Open
4. Fire Investigator I (X) - Promotional
5. Senior Animal Control Officer - Promotional
6. Senior Building Services Electrician - Promotional
7. Traffic Barricade Inspector I - Promotional

C. DISCUSSION AND POSSIBLE ACTION ON CLASSIFICATION SPECIFICATIONS.

1. Assistant City Surveyor - Revised
2. Locksmith - Revised
- 3 Plant Operations Supervisor - Revised
4. Senior Locksmith - Revised
- 5 Survey Crew Leader - Revised
6. Survey Technician - Revised

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Date: July 14, 1999

Page Two

7. Land Surveyor - New
- 8 Maintenance Planner - New
- 9 Purchasing Technician - New
- 10 Survey Associate - New

D DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LISTS

- 1 Inspector (Building, Electrical, & Mechanical/Plumbing) - Open & Promotional

E REQUEST TO BE PLACED ON REHIRE LIST TARI PETERSEN

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
JULY 14, 1999

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

I. CALL TO ORDER: June 9, 1999, at 4:45 p.m., in the Human Resources Department

Due to the absence of Chairman Rev. David Harris, Vice Chairman Mark Larson called the meeting to order.

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

STAFF PRESENT

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

OTHERS PRESENT

Jeff Morgan
Ron Hughes
Lon Grasmick
Theresa Johnson
Sandra Santamaria

II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW

III. APPROVAL OF MINUTES: A motion was made by Theodore Parker and seconded by Lou Johnson that the minutes of the Board meeting on May 12, 1999 be approved. Motion carried.

IV. BUSINESS

A. CERTIFICATION OF ELIGIBLE LISTS:

1. Corrections Officer - Open
2. Fire Prevention Inspection Supervisor - Promotional
3. Municipal Court Marshal I - Open

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
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A motion was made by Lou Johson and seconded by E. Lavonne Lewis that the above certification of eligible lists be approved. Motion carried

B. EXTENSION OF ELIGIBLE LISTS:

1. Engineering Associate I(X) - Promotional
2. Engineering Associate I(X) - Open
3. Engineering Project Manager - Promotional
4. Equipment Operator I - Promotional
5. Firefighter Trainee - Open
6. Heavy Equipment Operator - Promotional
7. Heavy Equipment Operator - Open
8. HVAC Technician I(X) - Open
9. Leisure Activities Assistant - Open
10. NBS Office Assistant - Open
11. Planner II Comprehensive - Open
12. Planner II Current - Open
13. Public Safety Technician - Open
14. Senior Survey Technician (Party Chief) - Open

A motion was made by E. Lavonne Lewis and seconded by Lou Johnson to approve the above eligible lists. Motion carried.

C. DISCUSSION AND POSSIBLE ACTION ON CLASSIFICATION SPECIFICATIONS:

1. Permits Technician - Revised
2. Plant Operations Supervisor - Revised
3. Secretary - Revised
4. Volunteer Program Coordinator - Revised
5. Audio-Visual Technician - New
6. Graphic Services Technician - New
7. Video Programming Technician - New

A motion was made by Lou Johnson and seconded by Theodore Parker to approve the classification specifications.

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D REQUEST TO BE PLACED ON REHIRE LIST: JASON OLSON

Mr. Anderson advised the Board that this item was in order. Mr. Olson left City employment and his department director, according to the Civil Service Rules, has requested that he be placed on the rehire list as a Maintenance Worker II.

A motion was made by Theodore Parker to approve the request for Jason Olson to be placed on the rehire list and seconded by E. Lavonne Lewis. Motion carried.

V. ITEMS FOR DISCUSSION ONLY - NO BOARD ACTION REQUIRED

Mr. Anderson stated that the agenda for the Civil Service Board conference call meeting scheduled for June 16, 1999 at 11 a.m. was prepared and a copy would be distributed to the Board at this time. Further, he explained that the agenda was comprised of 3 brief, eligible list items to be certified, and Mr. Anderson conveyed his appreciation to the Board for its approval to conduct the upcoming conference call meeting.

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', written over a horizontal line.

Rick Anderson
Secretary to the Board

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
JULY 14, 1999

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

- I. CALL TO ORDER: June 16, 1999, at 11:00 a.m., Telephone Conference Call in the Human Resources Department

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

STAFF PRESENT

Rick Anderson
Morgan Davis
Judy Tuttle
Jean Davis
Sandy Gandy

OTHERS PRESENT

Jeff Morgan
Michael Gluskin

- II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW
- III. BUSINESS

A. CERTIFICATION OF ELIGIBLE LISTS:

1. Fire Battalion Chief - Promotional
2. Plans Examiner - Promotional
3. Plans Examiner - Open

Mr. Anderson informed the Board that there were seven (7) individuals listed on the Fire Battalion Chief-Promotional list. In addition to Deputy Fire Chief Morgan's presence at this meeting, Mr. Anderson advised the Board that the list was reviewed by both the Fire Services Department and IAFF President Dean Fletcher. Further, Mr. Anderson conveyed that there were three (3) individuals on the Plans Examiner - Promotional list and six (6) individuals on the Plans Examiner - Open list, and those lists were reviewed with Michael Gluskin, CEA President. (Note that the three eligible lists are attached).

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
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A motion was made by Mark Larson and seconded by E. Lavonne Lewis that the above certification of eligible lists be approved. Motion carried

VI. CITIZEN PARTICIPATION

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:10 a.m.

A handwritten signature in black ink, appearing to read 'Rick Anderson', with a long horizontal line extending to the right.

Rick Anderson
Secretary to the Board

attachments (3)

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date July 14, 1999

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

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

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

TOTAL ELIGIBLE LISTS PRESENTED: 10

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Business Services Supervisor - Promotional	8	6	6
2. Business Services Supervisor - Open	23	4	4
3. Civil Engineer - Open	6	3	2
4. Deputy City Marshal - Open	210	150	106
5. Engineering Project Manager - Promotional	3	3	2
6. Engineering Project Manager - Open	22	6	5
7. Microcomputer Specialist I - Promotional	9	6	0
8. Microcomputer Specialist I - Open	193	144	42
9. Municipal Court Marshal I - Promotional	6	5	3
10. Senior Planner (Comp/Current) - Open	7	4	4

CITY OF LAS VEGAS

ELIGIBLE LIST

Business Services Supervisor
Examination

June 23, 1999
Date of Test

99794195P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	7	GROUP 1	3
REJECTED	1	GROUP 2	2
<i>TOTAL RECEIVED</i>	8	GROUP 3	1
<i>TOTAL ON LIST</i>			6

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED		6		
FAILED		0		
TOTAL TESTED		6		
DID NOT APPEAR		1		

CITY OF LAS VEGAS

ELIGIBLE LIST

Business Services Supervisor
Examination

June 23, 1999
Date of Test

997941950
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	5	GROUP 1	2
REJECTED	18	GROUP 2	1
TOTAL RECEIVED	23	GROUP 3	1
TOTAL ON LIST			4

<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>
(Weight)		100%	<u>OTHER</u>
PASSED		4	
FAILED		0	
TOTAL TESTED		4	
DID NOT APPEAR		1	

CITY OF LAS VEGAS

ELIGIBLE LIST

Civil Engineer
Examination

June 15, 1999
Date of Test

992260050
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	4	GROUP 1	0
REJECTED	2	GROUP 2	1
<i>TOTAL RECEIVED</i>	6	GROUP 3	1
		<i>TOTAL ON LIST</i>	2

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Deputy City Marshal
Examination

June 21 & June 24, 1999
Date of Test

995252050
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	210	GROUP 1	56
REJECTED	0	GROUP 2	40
<i>TOTAL RECEIVED</i>	210	GROUP 3	10
		<i>TOTAL ON LIST</i>	106

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%		P/F Physical Agility	
PASSED	140		106	
FAILED	10		20	
<i>TOTAL TESTED</i>	150		126	
<i>DID NOT APPEAR</i>	60		14	

CITY OF LAS VEGAS

ELIGIBLE LIST

Engineering Project Manager
Examination

June 28, 1999
Date of Test

99208003P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	3	GROUP 1	0
REJECTED	0	GROUP 2	1
<i>TOTAL RECEIVED</i>	3	GROUP 3	1
<i>TOTAL ON LIST</i>			2

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Engineering Project Manager
Examination

June 28, 1999
Date of Test

99208003O
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	10	GROUP 1	0
REJECTED	12	GROUP 2	3
<i>TOTAL RECEIVED</i>	22	GROUP 3	2
<i>TOTAL ON LIST</i>			5

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED		5		
FAILED		1		
TOTAL TESTED		6		
DID NOT APPEAR		4		

CITY OF LAS VEGAS

ELIGIBLE LIST

Microcomputer Specialist I
Examination

June 4, 1999
Date of Test

99306705P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	8	GROUP 1	0
REJECTED	1	GROUP 2	0
<i>TOTAL RECEIVED</i>	9	GROUP 3	0
		<i>TOTAL ON LIST</i>	0

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	0			
FAILED	6			
<i>TOTAL TESTED</i>	6			
<i>DID NOT APPEAR</i>	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Microcomputer Specialist I
Examination

June 4, 1999
Date of Test

993067050
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	176	GROUP 1	0
REJECTED	17	GROUP 2	17
<i>TOTAL RECEIVED</i>	193	GROUP 3	25
		<i>TOTAL ON LIST</i>	42

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	42			
FAILED	102			
<i>TOTAL TESTED</i>	144			
<i>DID NOT APPEAR</i>	32			

CITY OF LAS VEGAS

ELIGIBLE LIST

Municipal Court Marshal I
Examination

May 20, 1999
Date of Test

99578304P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	5	GROUP 1	1
REJECTED	1	GROUP 2	2
<i>TOTAL RECEIVED</i>	6	GROUP 3	0
		<i>TOTAL ON LIST</i>	3

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%		P/F Physical Agility	
PASSED	4		3	
FAILED	1		0	
<i>TOTAL TESTED</i>	5		3	
<i>DID NOT APPEAR</i>			1	

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Planner (Comp/Current)
Examination

June 28, 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

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	5	GROUP 1	0
REJECTED	2	GROUP 2	3
<i>TOTAL RECEIVED</i>	7	GROUP 3	1
		<i>TOTAL ON LIST</i>	4

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		4		
FAILED		0		
TOTAL TESTED		4		
DID NOT APPEAR		1		

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date July 14, 1999

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

SUBJECT: B. EXTENSION OF ELIGIBLE LISTS

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

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 7

	REMAINING CANDIDATES ON LIST	LIST EXPIRES	EXT. TO	NUMBER OF THIS EXT.
1. Building Services Electrician II - Open	10	07/13/99	01/13/00	1
2. Corrections Sergeant - Promotional	7	07/13/99	01/13/00	1
3. Fire Equipment Service Technician - Open	5	07/14/99	01/14/00	3
4. Fire Investigator I (X) - Promotional	4	07/13/99	01/13/00	1
5. Senior Animal Control Officer - Promotional	4	07/14/99	01/14/00	3
6. Senior Building Services Electrician - Promotional	3	07/13/99	01/13/00	1
7. Traffic Barricade Inspector I - Promotional	8	07/13/99	01/13/00	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date July 14, 1999

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

SUBJECT: C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED:

1. Assistant City Surveyor
2. Locksmith
3. Plant Operations Supervisor
4. Senior Locksmith
5. Survey Crew Leader
6. Survey Technician

Assistant City Surveyor was revised to update the minimum qualifications.

Locksmith and Senior Locksmith were revised to update the essential functions.

Plant Operations Supervisor was revised to change the time period for acquiring one of the certificates, as agreed to with the City Employees' Association.

Survey Crew Leader was revised to update the classification specification.

Survey Technician was revised to reduce the class to a single level due to the small size of the work unit and the need for employees to be more versatile.

NEW:

7. Land Surveyor
8. Maintenance Planner
9. Purchasing Technician
10. Survey Associate

Land Surveyor was created to establish a licensed class specific to surveying functions.

Maintenance Planner was created to provide increased emphasis on predictive and preventive maintenance at the Water Pollution Control Facility.

Purchasing Technician was created to address the duties assigned to a position in the Fire Department, or any other department.

Survey Associate was created to establish a non-licensed class specific to surveying functions.

RECOMMENDATION

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

ASSISTANT CITY SURVEYOR

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

DEFINITION

To supervise, assign and review the work of the field survey staff; to lead, participate in and oversee the work of office staff responsible for professional survey services; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Surveyor.

Exercises direct supervision over technical and clerical staff. Exercises functional and technical supervision over professional staff.

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

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for field survey services; lead, oversee and participate in the work of office survey staff.
2. Apply survey information and reduce field notes to create designs and drawings for various engineering and planning projects; calculate a wide variety of survey data; prepare maps and reports based on survey data.
3. Assist in establishing schedules and methods for providing survey services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
4. Review survey and subdivision maps submitted to the city; ensure the technical correctness of all maps.
5. Undertake detailed preliminary, topographic, construction, property, geodetic and other engineering surveys; coordinate surveys for various city departments; meet with inspectors and contractors to determine survey needs.
6. Supervise, coordinate and participate in the work of field survey crews; operate a full range of survey equipment including theodolite, engineering level, transits, electronic measuring devices, and other equipment to measure distances, horizontal angles and elevations; resolve complex surveying issues and problems.

CITY OF LAS VEGAS
Assistant City Surveyor (*continued*)

Essential Functions:

7. Participate in the selection of staff; provide or coordinate staff training; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
8. Maintain accurate, orderly and legible field notes of survey work performed including lines, angles, distances, benchmarks and mathematical calculations.
9. Establish schedules and methods for improving services; coordinate work with that of other staff, divisions, departments and agencies.
10. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
11. Participate in the development and administration of the section budget; submit budget recommendations; monitor expenses; estimate time, materials and equipment required to accomplish goals and objectives and requisition materials as needed.
12. Prepare analytical and statistical reports on operations and activities.
13. Answer questions and provide information to the public; investigate complaints and recommend corrective actions as necessary to resolve complaints.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of survey.
2. Coordinate and participate in the typing, filing and related documentation of work.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a survey program, including both field and office functions.
Principles of supervision, training and performance evaluation.
Modern and complex principles and practices of surveying.
Techniques and practices of land surveying.
Trigonometry as applied to the computation of angles, areas, distances and traverses.
Principles of mathematics as applied to survey work.
State of the art surveying equipment.
Recent developments, current literature and sources of information regarding surveying.
Terminology, methods, practice, and techniques used in technical survey report preparation.

CITY OF LAS VEGAS

Assistant City Surveyor (*continued*)

Knowledge of:

Engineering maps and records.

Principles and practices of budget preparation and administration.

Complex record keeping procedures and techniques.

Modern office procedures, methods and computer equipment.

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

Ability to:

Supervise, organize, assign and review the work of lower level staff.

Select, supervise, train and evaluate staff.

Develop and coordinate strategies for delivering timely and accurate survey services.

Interpret, explain and enforce city and department policies and procedures.

Prepare clear and concise reports.

Direct the work of field survey crews.

Reduce, interpret and apply field notes in the performance of drafting and survey duties.

Compile rough technical data and prepare statistical and narrative reports from field studies.

Deal firmly and tactfully with contractors, engineers and property owners.

Prepare accurate engineering records.

Maintain accurate records.

Use algebraic formulas, trigonometry tables and statistical mathematics to accomplish the level of work described herein.

Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.

Conduct comprehensive survey studies and develop appropriate recommendations.

Perform technical research and solve difficult survey problems.

Prepare and maintain technical survey records and prepare comprehensive reports.

Compile rough technical data and prepare statistical and narrative reports from field studies.

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

CITY OF LAS VEGAS
Assistant City Surveyor (*continued*)

Experience and Training Requirements

Experience:

Three years of increasingly responsible professional (post-license) land surveying experience including one year of lead or supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in surveying/ geomatics or a related field.

License or Certificate

Possession of an appropriate, valid Professional Land Surveyor license in any state on the date of application, and possession of a Nevada Professional Land Surveyor license within six months of the date of appointment.

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

WORKING CONDITIONS

Environmental Conditions:

Field and office environments; travel from site to site; exposure to computer screens, heavy traffic and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, walking, heavy lifting, climbing, crouching, kneeling, operating hand and power tools and survey equipment for prolonged periods of time.

ARB
REV 6/18/99
FLSA: exempt; City: nonexempt

CSB 7/14/99

LOCKSMITH

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 a variety of technically skilled and difficult locksmith maintenance tasks; and to perform a variety of technical tasks related to area of assignment.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Locksmith series. Employees within this class are distinguished from the Senior Locksmith in that they have no lead supervision responsibility. Employees in this class perform the full range of duties assigned, 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.

SUPERVISION RECEIVED

Receives general supervision from the Detention & Enforcement Administrative Officer.

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

Essential Functions:

1. Install, adjust and repair commercial and residential locksets on doors, safes, furniture and file cabinets.
2. Maintain high security institutional locking devices, including cell block doors, electric locks and strikes.
3. Install, repair and replace automotive locking devices.
4. Pick locks; drill damaged locks open; maintain a master keys lock system.
5. Cut keys by hand and machine; issue keys.
6. Install, adjust and maintain all types of exposed and concealed door closing devices.
7. Fabricate replacements for damaged or broken parts.
8. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.

CITY OF LAS VEGAS
Locksmith (*Continued*)

Essential Functions:

9. Assist with maintaining a sufficient supply of materials so work will not be unreasonably delayed; assist in maintaining the security of high-value tools, materials and equipment.
10. Read and interpret floor plans, sketches, drawings and blueprints.
11. Enter key information into a computer and maintain reports.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Techniques of installation, maintenance and repair of a variety of locking systems.
Wiring schematics and electronic locking devices and systems.
Tools and materials currently used in locksmithing.
General principles and practices of building trades.
Occupational hazards and standard safety practices.

Ability to:

Operate a variety of locksmith tools and equipment in a safe and effective manner.
Install, repair and maintain locks and locking devices and systems.
Pick and drill damaged locks open.
Cut and make keys by hand and machine.
Read blueprints and plans.
Analyze and correct mechanical and electrical malfunctions in sophisticated access alarm and security systems.
Operate computerized equipment.
Work independently in the absence of supervision.
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 mental capacity which allows for effective interaction and communication with others.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

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

Maintain effective audio-visual discrimination and perception needed for:

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

CITY OF LAS VEGAS
Locksmith (*Continued*)

Experience and Training Requirements

Experience:

Two years of increasingly responsible locksmith experience.

Training:

Equivalent to graduation from high school supplemented by additional specialized training in locksmithing.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Shop and field environments; exposure to noise, dust, high voltage, computer screens; work in restricted spaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate lifting, bending, stooping, kneeling, crawling, standing or sitting for prolonged periods of time.

ARB
REV 6/23/99
FLSA & City: nonexempt

CSB 7/14/99

PLANT OPERATIONS SUPERVISOR

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

DEFINITION

To supervise, assign and review the work of staff responsible for the wastewater treatment operations of the Environmental Division within the Public Works Department; to examine and analyze laboratory test results; and to perform a variety of technical tasks designed to ensure that all state and federal regulations are met or exceeded.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Plant Operations and Maintenance Superintendent.

Exercises direct supervision over supervisory and technical staff.

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

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for wastewater treatment operations at all facilities of the Environmental Division, a 66 million gallons per day, single facility operation; planned expansions will increase capacity to 102 million gallons per day at three facilities by 2002.
2. Develop goals and objectives; implement approved policies and procedures; provide direction to subordinate shift supervisors.
3. Inspect and evaluate the processing of wastewater and the equipment used; monitor chemical dosages; obtain and interpret laboratory and process data and direct or make the adjustment of plant processes accordingly; test and maintain proper chlorine residual.
4. Assist in planning and implementing comprehensive wastewater treatment training programs; establish schedules, procedures and methods for providing wastewater treatment operations; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
5. Assess technical requirements needed to maintain treatment standards and equipment to ensure all state, Environmental Protection Agency and other federal standards are met; make inspections of facilities as required; make recommendations for implementation to the Plant Operations & Maintenance Superintendent.

CITY OF LAS VEGAS
Plant Operations Supervisor (*continued*)

Essential Functions:

6. Resolve employee complaints, problems and questions; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development; supervise the maintenance of time, material and equipment use records.
7. Participate in the interviewing and selection of operations staff; provide or coordinate staff training, including the safe handling of hazardous chemicals.
8. Assist Buyers in preparing cost estimates for equipment and supplies; approve the acquisition of materials and supplies.
9. Assist Superintendent to coordinate work and activities of contractors and other sections within the division and the department.
10. Direct the maintenance of skill and data logs; prepare reports on operations, training and activities.
11. Ensure employees adhere to safe work practices.

Marginal Functions:

1. Stay abreast of new trends and innovations in the field of wastewater treatment plant operations and process control.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of the processes, machinery, equipment and materials used in a wastewater treatment operations program.
Modern and complex wastewater treatment principles and techniques, especially activated sludge.
Advanced Supervisory Control and Data Acquisition (SCADA) system operation and automated control of equipment and processes.
Principles of supervision, training and performance evaluation.
Chemical processes involved in wastewater treatment.
Pertinent federal, state and local laws, codes and regulations.
Advanced mathematical principles.
Occupational hazards and standard safety practices.
Modern office procedures, methods and computer equipment.
Principles and procedures of record keeping.
Methods and techniques of construction, operations and repair related to the area of work assigned.
Emergency first responder procedures.

CITY OF LAS VEGAS
Plant Operations Supervisor (*continued*)

Ability to:

- Supervise, direct, plan, organize, coordinate and evaluate the work of assigned staff.
- Monitor and control wastewater treatment plant functions through the use of the SCADA and other complex computer control systems to achieve compliance with federal and state regulations and standards for the discharge permit.
- Interpret, apply and enforce applicable regulations and standards.
- Train staff in wastewater treatment plant operations processes.
- Interpret, explain and enforce city policies and procedures.
- Read and interpret basic maps and blueprints.
- Work in confined spaces wearing a breathing apparatus.
- Prepare clear and concise reports.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work including city officials and the general public.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - *Walking, standing or sitting for extended periods of time*
 - *Operating assigned equipment and vehicles.*
- Maintain effective audio-visual discrimination and perception needed for:
 - *Making observations*
 - *Communicating with others*
 - *Reading and writing*
 - *Operating assigned equipment and vehicles.*
- Maintain mental capacity which allows the capability of:
 - *Making sound decisions*
 - *Effective interaction and communication with others*
 - *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Six years of increasingly responsible experience in wastewater treatment plant operations, including two years of supervisory experience.

Training:

Equivalent to graduation from high school. Additional specialized training in wastewater treatment plant operations or a related field is desirable.

CITY OF LAS VEGAS
Plant Operations Supervisor (*continued*)

License or Certificate

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

Possession of a Nevada Grade IV Wastewater Treatment Plant Operator certificate (Assistant Supervisor level) or equivalent on the date of application.

Possession of a Nevada Grade V Wastewater Treatment Plant Operator certificate within six months of the date of appointment.

Special Requirements

Will be required to be on-call, and respond if necessary, during assigned swing, graveyard and weekend shifts (facilities are 24 hour, 7 day per week operations).

WORKING CONDITIONS

Environmental Conditions:

Wastewater treatment plant environment and, at times, construction site environment; exposure to waste, hazardous and infectious materials, loud machine noise, electrical hazards, inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, kneeling, crawling, moderate lifting for prolonged periods of time.

ARB

REV 6/14/99 (formerly Assistant Plant Operations Supervisor)

FLSA: exempt; City: nonexempt

CSB 7/14/99

SENIOR LOCKSMITH

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 lead, oversee and participate in the most complex and difficult work of staff responsible for skilled locksmith tasks; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Locksmith series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Detention & Enforcement Administrative Officer.

Exercises functional and technical supervision over lower level technical staff.

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

Essential Functions:

1. Lead, plan and review the work of staff responsible for performing technically skilled locksmith tasks.
2. Plan, direct and participate in the installation, repair and maintenance of a variety of locking systems including commercial and residential locksets on doors, safes, furniture and file cabinets; high security institutional locking devices, including cell block doors, electric locks and strikes; all types of exposed and concealed door-closing devices.
3. Supervise the use of and operate a variety of hand and power tools used in locksmithing.
4. Train assigned employees in locksmithing and security methods and techniques and in the set up and use of equipment.
5. Verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specifications.

CITY OF LAS VEGAS
Senior Locksmith (*Continued*)

Essential Functions:

6. Ensure assigned employees adhere to safe work practices and procedures.
7. Maintain a sufficient supply of materials to ensure that work will not be unreasonably delayed; ensure the security of high-value tools, materials and equipment.
8. Install, adjust, repair and replace automotive locking devices.
9. Pick locks; drill damaged locks open; maintain a master key lock system.
10. Read and interpret floor plans, sketches, drawings and blueprints.
11. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.

Marginal Functions:

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a security maintenance program.
Principles of lead supervision and training.
Methods and techniques of installation, maintenance and repair of a variety of locking systems.
Operational characteristics of locksmith equipment and tools.
Wiring schematics and electronic locking devices and systems.
General principles and practices of building trades.
Applicable building codes and laws.
Occupational hazards and standard safety practices.

Ability to:

Lead, organize and review the work of assigned staff.
Train assigned staff.
Interpret, explain and enforce city and department policies and procedures.
Operate a variety of locksmith tools and equipment in a safe and effective manner.
Pick and drill locked doors.
Install, repair and maintain locks, locking devices and systems.
Cut and make keys by hand and machine.
Read blueprints and plans.
Analyze and correct mechanical and electrical malfunctions in sophisticated access alarm and security systems.
Perform the most complex and difficult locksmith tasks.
Work independently in the absence of supervision.

CITY OF LAS VEGAS
Senior Locksmith (*Continued*)

Ability to:

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 mental capacity which allows for effective interaction and communication with others.

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

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

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible locksmith experience.

Training:

Equivalent to graduation from high school, including additional specialized training in locksmithing or a related field.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Shop and field environments; exposure to noise, dust, high voltage, computer screens; work or inspect in restricted spaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate lifting, bending, stooping, kneeling, crawling, standing or sitting for prolonged periods of time.

ARB
REV 6/23/99
FLSA & City: nonexempt

CSB 7/14/99

SURVEY CREW LEADER

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 lead, oversee and participate in the most complex technical field survey work in support of city activities; to serve as a member of a survey crew; to provide assistance to professional and technical level survey and engineering staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Survey Technician series. Employees within this class are distinguished from other classes within this series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including training, leading, planning and reviewing the work of staff responsible for conducting surveying work. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level survey staff.

Exercises functional and technical supervision over lower level technical staff.

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

Essential Functions:

1. Plan, lead, assign, oversee and participate in a variety of complex technical surveying work including calculations, setting grade stakes, monuments and other markers, locating benchmarks and taking measurements; review the work of assigned staff.
2. Train assigned staff in the set-up and use of equipment, including state of the art automated equipment.
3. Determine the most appropriate method to conduct specific surveys, such as land, property acquisition, topographic and construction surveys; ensure that surveys are in compliance with applicable laws, codes and regulations.

CITY OF LAS VEGAS
Survey Crew Leader (*continued*)

4. Maintain accurate, orderly and legible field notes of survey work performed including lines, angles, distances, benchmarks and mathematical calculations.
5. Enter data into a data collection system.
6. Research Records of Survey, parcel maps, plats, assessor's maps, deeds, governmental records, title company reports and archival records regarding lands to be surveyed.
7. Review engineering and land surveying maps and plans for the development of roadways, flood channels and underground utilities and perform calculations necessary for laying out such improvements for construction.
8. Provide information to survey management staff, project engineers, inspectors and others on survey aspects during the course of construction projects.
9. Set up, adjust and operate survey instruments to make preliminary, control, monument, construction, topographic and related surveys.
10. Read and interpret topographic and other land surveying maps to locate survey points; investigate, locate, identify and advise or recommend the acceptability of found survey monumentation.
11. Perform necessary calculations to facilitate construction surveys of approved engineering drawings.

Marginal Functions:

1. Perform related duties and responsibilities as required.
2. Ensure safe traffic control around activities.

QUALIFICATIONS

Knowledge of:

Algebra, geometry, trigonometry and statistical analysis as applied to the computation of angles, areas, distances and traverses.

Advanced principles and practices of field surveying.

Principles of lead supervision and training.

Design and construction theory and engineering design standards.

Engineering surveying maps and records.

Construction plans and specifications.

Safety principles, practices and equipment related to field surveying.

Applicable laws, regulations, codes, department policies and standard construction details governing assigned surveying duties.

Location of records, deeds and various recorded and unrecorded documents.

Filing systems used to store documents and records.

CITY OF LAS VEGAS
Survey Crew Leader (*continued*)

Ability to:

- Lead, organize, direct and review the work of assigned staff.
- Perform the most complex and difficult field survey work without direct supervision.
- Interpret, apply and enforce state and local policies, procedures, laws, codes and regulations.
- Make accurate engineering and land surveying calculations.
- Read and interpret maps and plans.
- Operate various types of office equipment necessary for acceptable performance of job duties.
- Retrieve various documents and records from files.
- Research records, deeds and various recorded and unrecorded documents.
- Communicate firmly and tactfully with contractors, engineers and property owners.
- Use initiative and independent judgment within established procedural guidelines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain effective audio-visual discrimination and perception needed for:
 - *Making observations*
 - *Communicating with others*
 - *Reading and writing*
 - *Operating assigned equipment.*
- Maintain mental capacity which allows the capability of:
 - *Making sound decisions*
 - *Effective interaction and communication with others*
 - *Demonstrating intellectual capabilities.*
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - *sitting, walking and standing for extended periods of time*
 - *operating assigned equipment.*

Experience and Training Requirements

Experience:

Three years of increasingly responsible technical surveying experience. Lead experience is desirable.

Training:

Equivalent to an Associate degree from an accredited college with major course work in surveying or a related field.

CITY OF LAS VEGAS
Survey Crew Leader (*continued*)

License or Certificate

Possession of Survey Technician Certificate, Level III (field track), from the National Society of Professional Surveyors, is desirable.

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

WORKING CONDITIONS

Environmental Conditions:

Field environment; travel from site to site; exposure to heavy traffic and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, walking, crouching, kneeling, climbing and operating hand and power tools and survey equipment for prolonged periods of time; operating motorized vehicles; heavy lifting.

ARB
REV 6/21/99 (formerly Sr. Survey Technician)
FLSA and City: nonexempt

CSB 7/14/99

SURVEY 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

To perform a variety of responsible and technical field survey work in support of city activities; to serve as a member of a survey crew; to provide assistance to professional and technical level survey staff.

DISTINGUISHING CHARACTERISTICS

Survey Technician: This is the full journey level class in the Survey Technician series. This class is distinguished from the Survey Crew Leader by the performance of the less complex tasks and duties and not being expected to perform with the same independence of direction and judgment. 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.

SUPERVISION RECEIVED

Receives general supervision from higher level survey staff.

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

Essential Functions:

1. Serve as a member of a field survey crew, perform as a rod/chain person or an instrument person, and operate a variety of survey equipment.
2. Inventory and restock the survey vehicle with materials daily; load and unload the vehicle with survey equipment each day.
3. Set up traffic safety and control devices at the work site to ensure the safety of the crew; may act as a flagger to ensure traffic control and crew safety.
4. Set grade stakes, monuments and other markers, using hand and power tools.

CITY OF LAS VEGAS
Survey Technician (*continued*)

Essential Functions:

5. Assist in making field drawings, measurements and calculations by setting up, adjusting and operating a variety of survey instruments to perform preliminary, control, monument, construction, topographic and related surveys.
6. Maintain detailed, accurate, orderly and legible field notes and records of survey work performed including lines, angles, distances, benchmarks and mathematical calculations. May enter field data into a data collection system.
7. Perform necessary calculations to facilitate construction surveys of approved engineering drawings.

Marginal Functions:

1. Perform related duties and responsibilities as required.

Ability to:

Knowledge of:

Algebra, geometry and trigonometry as applied to the computation of angles, areas, distances and traverses.

Principles and practices of surveying.

Applicable laws, regulations, codes, department policies and standard construction details governing assigned surveying duties.

Location of records, deeds and various recorded and unrecorded documents.

Engineering maps and records.

Construction plans and specifications.

Safety principles, practices and equipment related to survey work.

Filing systems used to store documents and records.

Interpret and apply state and local policies, procedures, laws, codes and regulations.

Make accurate engineering and land surveying calculations.

Operate survey tools and instruments.

Read maps and plans.

Operate various types of office equipment necessary for acceptable performance of job duties.

Retrieve various documents and records from files.

Compile, summarize and file field notes and data.

Use initiative and independent judgment within established procedural guidelines.

Communicate clearly and concisely, both orally and in writing.

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

Maintain effective audio-visual discrimination and perception needed for:

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

CITY OF LAS VEGAS
Survey Technician (*continued*)

Ability to:

Maintain mental capacity which allows the capability of:

- *Making sound decisions*
- *Effective interaction and communication with others*
- *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*
- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

Two years of increasingly responsible technical surveying experience.

Training:

Equivalent to an Associate degree from an accredited college with major course work in surveying or related field.

License or Certificate

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

Possession of Survey Technician Certification, Level II (field track), from the National Society of Professional Surveyors, is desirable.

WORKING CONDITIONS

Environmental Conditions:

Field environment; travel from site to site; exposure to heavy traffic and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, walking, crouching, kneeling, climbing and operating hand and power tools and survey equipment for prolonged periods of time; operating motorized vehicles; heavy lifting.

ARB

REV 6/18/99 (formerly Survey Technician I/II)

FLSA and City: nonexempt

CSB 7/14/99

LAND SURVEYOR

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 lead, oversee and participate in the more complex and difficult work of staff responsible for the planning, design and implementation of surveys of city property and control networks, and in support of engineering for Public Works projects; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff.

Exercises functional and technical supervision over professional, technical and clerical staff.

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

Essential Functions:

1. Lead, plan, assign and review the work of staff responsible for performing professional surveying calculations for various projects.
2. Plan, direct and participate in surveys to establish or reestablish property lines, boundaries, rights-of-way, easements, geodetic control networks, vertical control networks and topographic surveys.
3. Prepare plats, maps, reports and land descriptions; review the adequacy and accuracy of computations, preliminary layout and design work from field and survey data.
4. Review subdivision maps, parcel maps and boundary line adjustments submitted by consultants for technical correctness and conformance to state statutes and local ordinances.
5. Exercise professional surveying judgment in accordance with current accepted practices of land surveying and applicable laws and codes.
6. Supervise data gathering using Global Positioning System survey instruments, process data and convert to the proper form for use by Geographic Information Systems.

CITY OF LAS VEGAS
Land Surveyor (*Continued*)

Essential Functions:

6. Provide information and support to developers, builders, consultants and the general public pertaining to city surveying policies and procedures.
7. Oversee, direct and review the work of lower level surveying staff; establish survey criteria to be used by project staff and outside consultants.
8. Supervise the use of and operate various surveying equipment including computer design and drafting systems and field survey instruments.
9. Train assigned employees in surveying methods and techniques and in the set up and use of equipment.
10. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specification.

Marginal Functions:

1. Prepare requests for proposals and bids; review contract bids and proposals; assist in the coordination and review of consultants' design work.
2. Participate in the selection of staff, consultants and contractors; participate in contract negotiation, preparation and administration.
3. Attend planning commission meetings and other sessions of various committees as directed by management staff.
4. Assist in the preparation of the budget; monitor expenditures.
5. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of surveying/geomatics.

Terminology, methods, practices and techniques used in technical land surveying report preparation.

Principles of mathematics as applied to surveying work.

Recent developments, current literature and sources of information regarding surveying/geomatics.

Pertinent federal, state and local laws, codes and regulations including surveying/geomatics laws and regulations.

Modern office procedures, methods and computer equipment.

CITY OF LAS VEGAS
Land Surveyor (*Continued*)

Ability to:

- Develop, review and modify complex surveying maps and plats.
- Resolve regulatory, public relations and land system questions.
- Manage surveying projects.
- Ensure project compliance with appropriate federal, state and local laws, codes and regulations.
- Perform technical research.
- Operate complex surveying instruments, including global satellite surveying systems, electronic total stations, and precise theodolites and levels.
- Develop, review and modify surveying plans, designs and specifications.
- Exercise professional surveying judgment to achieve results consistent with objectives.
- Prepare and maintain technical surveying records.
- Prepare complex comprehensive reports.
- Operate computer surveying systems.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain mental capacity which allows for effective interaction and communication with others.
- Maintain effective audio-visual discrimination and perception needed for:
 - *Making observations*
 - *Communicating with others, either verbally or in the field with hand signals*
 - *Reading and writing*
 - *Operating assigned equipment.*
- Maintain mental capacity which allows the capability of:
 - *Making sound decisions*
 - *Demonstrating intellectual capabilities.*
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - *sitting, standing, walking and climbing for extended periods of time*
 - *operating assigned equipment.*

Experience and Training Requirements

Experience:

Two years of increasingly responsible professional (post-license) surveying experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in surveying/geomatics or a related field.

License or Certificate

Possession of an appropriate valid Professional Land Surveyor license in any state on the date of application, and possession of a Nevada Professional Land Surveyor license within six months of the date of appointment.

CITY OF LAS VEGAS
Land Surveyor (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

Office environment and some field work; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

ARB
NEW 6/21/99
FLSA: exempt; City: nonexempt

CSB 7/14/99

MAINTENANCE PLANNER

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 plan, schedule and coordinate preventive and predictive maintenance requirements with wastewater treatment operations and maintenance staff and outside contractors; and to perform a variety of tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from higher level staff.

May exercise functional supervision over lower level staff.

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

Essential Functions:

1. Plan, schedule and coordinate preventive and predictive maintenance requirements with Public Works Environmental Division operations and maintenance (O&M) staff and outside contractors, while minimizing impact on corrective maintenance and operations.
2. Prepare, issue and track work orders for planned and predictive maintenance work; review work orders prepared by staff, clarify intent as necessary with originator, and determine scope of work; compile information on completed work orders to create a historical database.
3. Monitor the progress of maintenance activities for effective compliance with maintenance plan.
4. Assist with preparing requests for proposal (RFP) for maintenance service contracts; attend pre-bid conferences; process contract maintenance requests; ensure that contractor meets requirements and specifications; serve as liaison between division staff and contractors to coordinate work and ensure safety of all staff.
5. Plan and coordinate availability and pre-positioning of parts for maintenance work; make recommendations regarding consolidation and reduction of inventory and use of just-in-time inventory.

CITY OF LAS VEGAS
Maintenance Planner (Continued)

Essential Functions:

6. Estimate labor and other costs required to complete work orders and communicate this information to O & M supervisors in a timely manner.
7. Provide input for the annual budget for planned maintenance activities.
8. Administer the Maintenance Management System to ensure that all relevant equipment maintenance data are keyed into the system in a timely manner; maintain detailed archive files on plant equipment.
9. Assist in the coordination and development of programs, activities and special events in the O&M section.
10. Prepare status reports as required.
11. Maintain effective lines of communication with all division personnel; communicate information gathered during maintenance activities to division engineering team so plant drawings can be kept current.
12. Research, compile, develop and maintain a technical library of standard maintenance procedures; design, lay out, prepare and interpret drawings and sketches for equipment installation, maintenance and repair.
13. Participate in process safety meetings.
14. Serve as staff on a variety of boards and committees; prepare and present reports and other necessary correspondence.
15. Maintain and update the programmable logic controller (PLC) and process and instrumentation diagrams and drawings.

Marginal Functions:

1. Respond to inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of the processes, machinery, equipment and materials used in a wastewater treatment operations program and control systems.
Principles, techniques, methods and materials used in the installation, repair and maintenance of a variety of wastewater treatment processing equipment and control systems.
Electrical and electronic principles and practices.
Maintenance management systems and project management techniques and related software.
Planning and scheduling tools.
Procedures and schedules for preventive and predictive maintenance on wastewater treatment plant equipment.
Principles and techniques of job cost estimation.
Current engineering and equipment maintenance terminology.
Safety procedures and practices associated with equipment and electrical maintenance.
Computerized Maintenance Management System (CMMS) software.
Methods and practices of inventory control for equipment and facilities.
Operating principles of personal computer and network systems.
Automated data entry systems and keyboard systems.
Federal, state and local laws, codes and regulations.
Occupational hazards and standard safety practices.
Common office software, including word processing, spreadsheet, e-mail and related software.
Principles of business letter writing and basic report preparation.
English usage, spelling, grammar and punctuation.
Basic mathematical principles.

Ability to:

Plan, schedule and coordinate maintenance activities.
Read and interpret technical manuals, drawings, blueprints, technical documents and specifications.
Design and lay out drawings and sketches for equipment installation and repair.
Estimate costs of maintenance activities.
Make mathematical computations.
Prepare clear and concise reports.
Work independently without direct supervision.
Use initiative and independent judgment within established guidelines.
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.
Use a personal computer with working knowledge of maintenance management software, word processing, spreadsheet and e-mail.
Maintain mental capacity which allows for effective interaction and communications with others.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
– *Walking, standing or sitting for extended periods of time*
– *Operating assigned equipment and vehicles.*

CITY OF LAS VEGAS
Maintenance Planner (Continued)

Ability to:

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

Four years of experience, including two years at lead (senior) level, maintaining one of the following wastewater treatment systems: collections system, mechanical equipment, pipes and plant facilities, electrical distribution or instrumentation system; OR three years experience working in a wastewater or water plant using planning and scheduling tools to manage equipment repairs and replacements.

Training:

Equivalent to the graduation from high school plus additional specialized training in planning and scheduling tools, maintenance planning, project management or CMMS.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Wastewater treatment plant environment and, at times, construction site environment, exposure to waste, hazardous and infectious materials, loud machine noise, electrical hazards, inclement weather conditions.

Physical Conditions:

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

ARB
NEW 5/21/99
FLSA & City: nonexempt

CSB 7/14/99

PURCHASING 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

To process purchasing invoices for a large department; to maintain detailed records of expenditures and budget accounts; to provide customized information to department management; and to perform a variety of tasks related to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This class is intended to function as a liaison between departments and the Purchasing & Contracts and Accounts Payable Divisions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory or management staff.

Receives technical supervision from Purchasing & Contracts staff.

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

Essential Functions:

1. Centrally process a high volume of purchase invoices for a large department; verify accuracy, interpret, compile, track, code and key data into the Oracle purchasing module to authorize payment; research coding problems; verify vendor payment.
2. Prepare and process department purchase requests; contact the vendor to verify product cost and availability.
3. Monitor, verify and balance all expense accounts; maintain detailed spreadsheets to supplement records received from the Oracle system.
4. Review expenses for patterns and trends, bring to the attention of management and recommend possible alternatives; for example, note repeated repairs of the same equipment and recommend replacement of the item rather than continued repair.
5. Serve as the department's contact with Purchasing for day-to-day activities and to assist with the preparation of annual blanket purchase orders; request new blanket purchase orders as needed.
6. Contact vendors to research and correct errors in billing.

CITY OF LAS VEGAS
Purchasing Technician (*continued*)

Essential Functions:

7. Provide customized reports and information to department management as requested and to assist with the preparation of annual budget requests.
8. Maintain complete and accurate records of all purchasing transactions.
9. Take minutes at meetings held to develop specifications for large capital expenditures.

Marginal Functions:

1. Provide technical assistance to other department staff in the use of the Oracle purchasing system.
2. May assist with coverage of department reception desk or switchboard.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Purchasing principles, practices and terminology.
Accounts payable principles, practices and terminology.
Basic financial record keeping and reporting.
Modern office procedures and methods.
Spreadsheet software sufficient to maintain detailed records of transactions and produce customized reports.
Basic principles of mathematics.
City purchasing and accounts payable policies and practices.
A method of taking notes at meetings that produces acceptable minutes, such as speedwriting or shorthand.

Ability to:

Process a high volume of purchase invoices and purchase requests.
Spot errors, patterns and trends in purchase invoices and purchasing records.
Learn municipal purchasing and accounts payable principles and practices.
Use the Oracle purchasing module effectively.
Effectively serve as the department liaison with city purchasing and accounts payable staff and vendor staff.
Prepare a variety of customized reports using spreadsheet software.
Maintain detailed and accurate records of all purchases.
Take accurate and timely notes at meetings using any method.
Perform routine mathematical calculations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
Purchasing Technician (*continued*)

Ability to:

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

- *sitting for extended periods of time*
- *operating assigned equipment.*

Experience and Training Requirements

Experience:

Three years of increasingly responsible clerical experience, including one year of general bookkeeping, accounting or purchasing experience.

Training:

Equivalent to graduation from high school. Additional specialized training in bookkeeping, accounting or purchasing is desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting and typing for prolonged periods of time.

ARB
NEW 5/26/99
FLSA and City: nonexempt

CSB 7/14/99

SURVEY ASSOCIATE

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

DEFINITION

To perform surveying work including complex survey calculations, design of surveys and preparation of maps and plat; and to perform a variety of technical tasks relative to the assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level survey staff.

May exercise functional and technical supervision over technical and clerical staff.

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

Essential Functions:

1. Review and calculate earthwork quantities and estimate costs; ensure the accuracy of computations, analyze and prepare topographic, boundary and control surveys and land descriptions from field survey and record data; recommend changes as appropriate.
2. Review consultant maps, plats and other applications for technical correctness and conformance with state and local ordinances.
3. Research and provide information to the public pertaining to city surveying policies, procedures and control networks.
4. Exercise sound judgment in accordance with the current accepted practices of surveying and appropriate laws and codes.
5. Prepare data for use by field survey crews in performing their assigned tasks.
6. Operate survey equipment and computer aided drafting tools (CAD).
7. Oversee, direct and review the work of lower level technical surveying staff.
8. Maintain constant awareness of progress on assigned projects to assure compliance with designated time and cost schedules for project completion.

CITY OF LAS VEGAS
Survey Associate (*Continued*)

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of surveying.

Principles of mathematics as applied to surveying work.

Construction practices and terminology.

Drafting principles.

Recent developments, current literature and sources of information regarding surveying/geomatics.

Survey requirements within the Public Land Survey System.

Modern office procedures, methods, and computer equipment.

Pertinent federal, state and local laws, codes and regulations including surveying and subdivision laws and regulations.

Ability to:

Perform technical research on surveying problems.

Review and evaluate engineering and surveying plans, designs and specifications.

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

Develop, review and modify survey drawings, plats, descriptions and reports.

Perform complex survey calculations, such as for geodetic control networks.

Ensure project compliance with appropriate federal, state and local laws, codes and regulations.

Operate surveying and engineering computer systems.

Communicate clearly and concisely, both orally and in writing.

Maintain mental capacity which allows for effective interaction and communication with others.

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

Two years of surveying experience.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in surveying/geomatics or a related field.

CITY OF LAS VEGAS
Survey Associate (*Continued*)

License or Certificate:

Possession of a Surveying Intern certificate on the date of application.

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; occasional field work; exposure to inclement weather, traffic, dust, noise and construction equipment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time.

ARB
NEW 6/21/99
FLSA & City: nonexempt

CSB 7/14/99

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date July 14, 1999

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

SUBJECT: D. 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 list be abolished in accordance with Civil Service Rules, Chapter IV, Section 9, c (4):

1. Inspector (Building, Electrical, & Mechanical/Plumbing) - Open & Promotional

The reasoning is as follows.

The remaining pool of candidates on this eligible list do not meet the current needs of the department.

RECOMMENDATION

The City recommends approval of the abolishment of this list.

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date July 14, 1999

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

SUBJECT: E. REQUEST TO BE PLACED ON REHIRE LIST: TARI PETERSEN

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

Ms Tari Petersen, a City Employee from 4/16/98 to 4/02/99, has requested to be placed on the Rehire List for Court Clerk I. A copy of her Department Director's approval letter is attached for the Board's information and review.

Civil Service Rules {Chapter IV, Section 7a(3), Page 11} state that to be eligible for placement on a Rehire List, the former employee must: (a) have had regular status in the classification; (b) have left the City's employment in good standing within the past twenty-four months; (c) have the written permission of his/her former department director to have his/her name placed on the list; and (d) receive the Civil Service Board's approval of said request.

Ms Petersen meets the criteria for placement on the Rehire List, and it is recommended that the Board approve this request.

Memorandum

City of Las Vegas
MUNICIPAL COURT

To: Rick Anderson
From: Michael R. Havemann
CC: Tari Peterson
Date: June 30, 1999
Re: Court Clerk Re-hire list



Teri Peterson has asked to be placed on the City of Las Vegas Court Clerk re-hire list. Ms. Peterson was employed with the City from 4-14-98 to 4-01-99. During her employment, she demonstrated proficiency at case auditing, case management and excellent customer service. She became part of a team and enjoyed an exemplary relationship with co-workers. I recommend she be placed on the re-hire list.