

S. ✓

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES
Department of Human Resources
400 Stewart Avenue – 2nd Floor
Training Room #4
Las Vegas, Nevada
CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.ci.las-vegas.nv.us>

AGENDA

DATE: February 12, 2003

TIME: 4:30 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: Regular Meeting of January 8, 2003
- IV. APPROVAL OF MINUTES: Teleconference Meeting of January 22, 2003
- V. BUSINESS
 - A. CERTIFICATION OF ELIGIBLE LISTS:
 - 1. Electronic Records Specialist – Promotional
 - 2. Fire Prevention Inspector II – Promotional
 - 3. Fire Prevention Inspector II – Open
 - 4. Park Maintenance Field Supervisor – Promotional
 - 5. Park Maintenance Field Supervisor – Open
 - 6. Permits Technician – Promotional
 - 7. Permits Technician – Open
 - 8. Planning Technician – Promotional
 - 9. Planning Technician – Open
 - 10. Recreation Activities Specialist – Promotional
 - 11. Urban Design Coordinator – Promotional
 - 12. Urban Design Coordinator – Open
 - B. EXTENSION OF ELIGIBLE LISTS:
 - 1. Communications Specialist – Promotional
 - 2. Communications Specialist – Open
 - 3. Construction Inspector I – Promotional
 - 4. Construction Inspector I – Open
 - 5. Corrections Officer – Open
 - 6. Electrician I – Promotional
 - 7. Electrician I – Open
 - 8. Fire Equipment Mechanic I – Open
 - 9. Judicial Enforcement Officer I – Open
 - 10. Leisure Services Coordinator – Promotional
 - 11. Senior Citizens Center Coordinator – Promotional
 - 12. Senior Recreation Leader – Promotional

12/✓

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

DATE: February 12, 2003

Page Two

C. CLASSIFICATION SPECIFICATIONS:

1. Deputy City Marshal – Revised
2. Fire Prevention Inspector I/II – Revised
3. Inspector/Combination Inspector – Revised
4. Permits Technician – Revised
5. Structural Plans Examiner – Revised
6. Theater Technician I/II – Revised
7. Traffic Barricade Inspector I/II – Revised
8. Fire Health and Safety Training Officer – New

D. REQUEST TO BE PLACED ON RE-HIRE LIST:

1. Mark Escobedo
2. Michael J. Rehan

E. REQUEST DISMISSAL OF APPEAL:

VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED:

VII. 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 DIRECT 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.

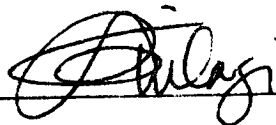
THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

State of Nevada, 555 E. Washington
Senior Citizen Center, 450 East Bonanza Road
Clark County Government Center, 500 South Grand Central Parkway
Court Clerk's Office Bulletin Board, City Hall Plaza
City Hall Plaza, Special Outside Posting Bulletin Board
City Hall 2nd Floor, Human Resources Posting Bulletin Board

ATTENDANCE REPORT
BOARD OF CIVIL SERVICE TRUSTEES
MEETING DATE 2-12-03

	<u>PRESENT</u>	<u>ABSENT</u>
MARK LARSON	<u>X</u>	_____
THEODORE PARKER	<u>X</u>	_____
E. LAVONNE LEWIS	<u>X</u>	_____
TONY DORF	<u>X</u>	_____
JOHAN ALISEO	<u>X</u>	_____

CHARGE TO:05101/510800

APPROVED BY: 

**SIGN-IN SHEET
CIVIL SERVICE BOARD MEETING**

DATE: Feb. 12, 2003

PLEASE PRINT

NAME

ORGANIZATION

Lon Grasmick

LVCEA

RUTH CARROLL

CLV/HR

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION

February 12, 2003

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: January 8, 2003, at 4:30 p.m. in the Human Resources Department.

ROLL CALL: Mark Larson – Present
 E. Lavonne Lewis – Arrived after adjournment of meeting
 Tony Dorf – Present
 Theodore Parker – Present
 Johan Aliseo – Present

STAFF PRESENT

Judy Tuttle
Morgan Davis
Sandy Gandy
Patti Miller
Brent Profaizer
Ruth Carroll
Michele McNulty
Phil Oviatt
Tina Ramsey

OTHERS PRESENT

Elizabeth Snyder
Lon Grasmick

- II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW:
- III. APPROVAL OF MINUTES of Regular Meeting of December 11, 2002: A motion was made by Trustee Parker that the minutes of the Regular Meeting of December 11, 2002 be approved. Trustee Dorf seconded the motion. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
February 12, 2003
PAGE 2**

IV. BUSINESS:

A. CERTIFICATION OF ELIGIBLE LISTS:

1. Agenda Technician I – Promotional
2. Customer Service Representative – Promotional
3. Customer Service Representative – Open
4. Equipment Operator II (Parks) – Promotional
5. Land Surveyor – Promotional
6. Land Surveyor – Open
7. Office Specialist I – Promotional
8. Office Specialist I – Open
9. Pre-Trial Services Officer – Promotional
10. Pre-Trial Services Officer – Open
11. Secretary – Promotional
12. Secretary – Open

A motion was made by Trustee Dorf that items 1 through 12 of the Certification of Eligible Lists be approved. The motion was seconded by Trustee Parker. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

1. Court Clerk I – Open
2. EMS Field Coordinator – Promotional
3. Inventory Control Clerk – Promotional
4. Inventory Control Clerk – Open
5. Leisure Activities Supervisor – Promotional
6. Plumber I – Promotional
7. Plumber I – Open

A motion was made by Trustee Parker that items 1 through 7 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Aliseo. Motion carried.

C. CLASSIFICATION SPECIFICATIONS:

1. Systems Administration Specialist – Revised
2. Senior Technical Systems Analyst – New
3. Technical Systems Analyst – New

A motion was made by Trustee Aliseo that items 1 through 3 of the Classification Specifications List be approved. The motion was seconded by Trustee Parker. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
February 12, 2003
PAGE 3**

D. CONSIDER APPLICATION FOR APPEAL

Legal counsel (Morgan Davis) explained that the only decision to be made by the board is whether or not the appeal that was filed is considered by the board, receivable under the civil service rules. Mr. Davis advised the board that they do have jurisdiction to hear the appeal and should put the item on an agenda for a later date. The hearing must be set within 30 days unless the applicant wants to, on record, stipulate that the 30 days can be extended or the hearing can be heard on a separate date. Chairman Larson stated that unless there was an objection, he would like for the hearing to be set on February 12, 2003. Elizabeth Snyder (attorney for LVCEA and representative for the applicant) stipulated to waive the 30 days and administratively work to set the hearing at the next regularly scheduled meeting that would work with all parties' schedules. Chairman Larson asked if the board would get the information as part of the packet. Mr. Davis stated that more like than not, some back up files will be sent to the board and some preliminaries be sent between the counsels. Traditionally, Mr. Davis represents the board and in some contested case, he would represent the City. However, another attorney from his office would represent the City's position to the board in this matter and Mr. Davis would represent the board instead of advocating the City.

A motion was made by Trustee Aliseo that the board accept the appeal. Trustee Parker seconded the motion. Motion passed.


V. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED:

None.

VI. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:37 p.m.



E. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
February 12, 2003**

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. DUE TO A LACK OF QUORUM, THE JANUARY 22, 2003 TELECONFERENCE MEETING WAS CANCELLED. ALL ITEMS ON THE AGENDA WERE MOVED TO THE NEXT REGULARLY SCHEDULED CIVIL SERVICE BOARD MEETING ON FEBRUARY 12, 2003.

ROLL CALL: Mark Larson - Absent
 E. Lavonne Lewis – Present
 Tony Dorf – Absent
 Theodore Parker – Absent
 Johan Aliseo – Present

Claudette Enus, Secretary – Present

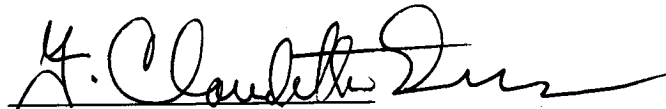
STAFF PRESENT

Judy Tuttle
Ann Rubertino-Beck
Louisa Tuilagi

OTHERS PRESENT

None

ADJOURNMENT: There being no quorum established of the Civil Service Board, the meeting was cancelled at 11:33 a.m.


F. Claudette Enus
Secretary to the Board

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
February 12, 2003
PAGE 2**

V. BUSINESS:

A. CERTIFICATION OF ELIGIBLE LISTS:

1. Electronic Records Specialist – Promotional
2. Fire Prevention Inspector II – Promotional
3. Fire Prevention Inspector II – Open
4. Park Maintenance Field Supervisor – Promotional
5. Park Maintenance Field Supervisor – Open
6. Permits Technician – Promotional
7. Permits Technician – Open
8. Planning Technician – Promotional
9. Planning Technician – Open
10. Recreation Activities Specialist – Promotional
11. Urban Design Coordinator – Promotional
12. Urban Design Coordinator – Open

A motion was made by Trustee Dorf that items 1 through 12 of the Certification of Eligible Lists be approved. The motion was seconded by Trustee Parker. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

1. Communications Specialist – Promotional
2. Communications Specialist – Open
3. Construction Inspector I – Promotional
4. Construction Inspector I – Open
5. Corrections Officer – Open
6. Electrician I – Promotional
7. Electrician I – Open
8. Fire Equipment Mechanic I – Open
9. Judicial Enforcement Officer I – Open
10. Leisure Services Coordinator – Promotional
11. Senior Citizens Center Coordinator – Promotional
12. Senior Recreation Leader – Promotional

A motion was made by Trustee Parker that items 1 through 12 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Dorf. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
February 12, 2003
PAGE 3**

C. CLASSIFICATION SPECIFICATIONS:

1. Deputy City Marshal – Revised
2. Fire Prevention Inspector I/II – Revised
3. Inspector/Combination Inspector – Revised
4. Permits Technician – Revised
5. Structural Plans Examiner – Revised
6. Theater Technician I/II – Revised
7. Traffic Barricade Inspector I/II – Revised
8. Fire Health and Safety Training Officer – New

A motion was made by Trustee Lewis that items 1 through 8 of the Classification Specifications List be approved. The motion was seconded by Trustee Parker. Motion carried.

D. REQUEST TO BE PLACED ON RE-HIRE LIST:

1. Mark Escobedo
2. Michael J. Rehan

A motion was made by Trustee Dorf that items 1 and 2 of the Request to be Placed on Re-Hire List be approved. Trustee Lewis seconded the motion. Motion passed.

E. REQUEST DISMISSAL OF APPEAL: Item was resolved by the parties involved and documentation provided was for informational purposes only to the trustees.


VI. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED:

None.

VII. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:36 p.m.


F. Claudette Enus
Secretary to the Board

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Department of Human Resources
400 Stewart Avenue – 2nd Floor
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 - A. CERTIFICATION OF ELIGIBLE LISTS:
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 11. Urban Design Coordinator – Promotional
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 - B. EXTENSION OF ELIGIBLE LISTS:
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 7. Electrician I – Open
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 9. Judicial Enforcement Officer I – Open
 10. Leisure Services Coordinator – Promotional
 11. Senior Citizens Center Coordinator – Promotional
 12. Senior Recreation Leader – Promotional

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

DATE: February 12, 2003

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CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION**

February 12, 2003

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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ROLL CALL: Mark Larson – Present
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Johan Aliseo – Present

STAFF PRESENT

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Morgan Davis
Sandy Gandy
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**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
February 12, 2003
PAGE 2**

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B. EXTENSION OF ELIGIBLE LISTS:

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**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
February 12, 2003
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D. CONSIDER APPLICATION FOR APPEAL

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V. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED:

None.

VI. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:37 p.m.


E. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
February 12, 2003**

TO: CIVIL SERVICE BOARD OF TRUSTEES
FROM: F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

- I. DUE TO A LACK OF QUORUM, THE JANUARY 22, 2003 TELECONFERENCE MEETING WAS CANCELLED. ALL ITEMS ON THE AGENDA WERE MOVED TO THE NEXT REGULARLY SCHEDULED CIVIL SERVICE BOARD MEETING ON FEBRUARY 12, 2003.

ROLL CALL: Mark Larson - Absent
E. Lavonne Lewis - Present
Tony Dorf - Absent
Theodore Parker - Absent
Johan Aliseo - Present

Claudette Enus, Secretary - Present

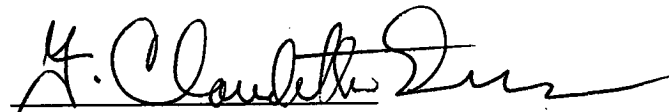
STAFF PRESENT

Judy Tuttle
Ann Rubertino-Beck
Louisa Tuilagi

OTHERS PRESENT

None

ADJOURNMENT: There being no quorum established of the Civil Service Board, the meeting was cancelled at 11:33 a.m.


F. Claudette Enus
Secretary to the Board



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: February 12, 2003

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS, 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: 12

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Electronic Records Specialist - Promotional	1	1	1
2. Fire Prevention Inspector II – Promotional	1	0	0
3. Fire Prevention Inspector II – Open	12	1	1
4. Park Maintenance Field Supervisor – Promotional	13	9	9
5. Park Maintenance Field Supervisor – Open	34	12	9
6. Permits Technician – Promotional	4	2	2
7. Permits Technician – Open	58	30	16
8. Planning Technician – Promotional	0	0	0
9. Planning Technician – Open	36	12	10
10. Recreation Activities Specialist – Promotional	22	19	19
11. Urban Design Coordinator – Promotional	1	1	1
12. Urban Design Coordinator – Open	16	6	6

CITY OF LAS VEGAS

ELIGIBLE LIST

Electronic Records Specialist
Examination

January 24, 2003
Date of Test

037951501P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Prevention Inspector II
Examination

January 27, 2003
Date of Test

02435312P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Prevention Inspector II
Examination

January 27, 2003
Date of Test

024353120
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	1	GROUP 1	1
REJECTED	11	GROUP 2	0
TOTAL RECEIVED	12	GROUP 3	0
		TOTAL ON LIST	1

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Park Maintenance Field Supervisor
Examination

January 21, 22 & 23, 2003
Date of Test

02250611P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	11	GROUP 1	5
REJECTED	2	GROUP 2	4
TOTAL RECEIVED	13	GROUP 3	0
		TOTAL ON LIST	9

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		9		
FAILED		0		
TOTAL TESTED		9		
DID NOT APPEAR		2		

CITY OF LAS VEGAS

ELIGIBLE LIST

Park Maintenance Field Supervisor
Examination

January 21, 22 & 23, 2003
Date of Test

022506110
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	13	GROUP 1	2
REJECTED	21	GROUP 2	1
TOTAL RECEIVED	34	GROUP 3	6
		TOTAL ON LIST	9

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		9		
FAILED		3		
TOTAL TESTED		12		
DID NOT APPEAR		1		

CITY OF LAS VEGAS

ELIGIBLE LIST

Permits Technician
Examination

January 9, 2003
Date of Test

02264811P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Permits Technician
Examination

January 9, 2003
Date of Test

022648110
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	38	GROUP 1	1
REJECTED	20	GROUP 2	7
TOTAL RECEIVED	58	GROUP 3	8
		TOTAL ON LIST	16

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	16			
FAILED	14			
TOTAL TESTED	30			
DID NOT APPEAR	8			

CITY OF LAS VEGAS

ELIGIBLE LIST

Planning Technician
Examination

January 15, 2003
Date of Test

02341511P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Planning Technician
Examination

January 15, 2003
Date of Test

023415110
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	15	GROUP 1	0
REJECTED	21	GROUP 2	4
TOTAL RECEIVED	36	GROUP 3	6
		TOTAL ON LIST	10

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	10			
FAILED	2			
TOTAL TESTED	12			
DID NOT APPEAR	3			

CITY OF LAS VEGAS

ELIGIBLE LIST

Recreation Activities Specialist
Examination

January 7, 2003
Date of Test

02333311P
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	20	GROUP 1	2
REJECTED	2	GROUP 2	4
TOTAL RECEIVED	22	GROUP 3	13
		TOTAL ON LIST	19

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		19		
FAILED		0		
TOTAL TESTED		19		
DID NOT APPEAR		1		

CITY OF LAS VEGAS

ELIGIBLE LIST

Urban Design Coordinator
Examination

January 23, 2003
Date of Test

02221311P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Urban Design Coordinator
Examination

January 23, 2003
Date of Test

022213110
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	7	GROUP 1	2
REJECTED	9	GROUP 2	3
TOTAL RECEIVED	16	GROUP 3	1
		TOTAL ON LIST	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

AGENDA DOCUMENTATION

Date February 12, 2003

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS, 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: 12

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Communications Specialist – Promotional	1	2/14/03	8/14/03	1
2. Communications Specialist – Open	35	2/14/03	8/14/03	1
3. Construction Inspector I – Promotional	6	2/22/03	8/22/03	3
4. Construction Inspector I – Open	28	2/22/03	8/22/03	3
5. Corrections Officer – Open	139	2/28/03	8/28/03	1
6. Electrician I – Promotional	2	2/22/03	8/22/03	3
7. Electrician I – Open	38	2/22/03	8/22/03	3
8. Fire Equipment Mechanic I – Open	14	2/13/03	8/13/03	2
9. Judicial Enforcement Officer I – Open	22	2/13/03	8/13/03	2
10. Leisure Services Coordinator – Promotional	25	2/14/03	8/14/03	1
11. Senior Citizens Center Coordinator – Promotional	10	2/14/03	8/14/03	1
12. Senior Recreation Leader – Promotional	9	2/14/03	8/14/03	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date February 12, 2003

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS, SECRETARY

SUBJECT: C. CLASSIFICATION SPECIFICATION FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED:

1. Deputy City Marshal
2. Fire Prevention Inspector I/II
3. Inspector/Combination Inspector
4. Permits Technician
5. Structural Plans Examiner
6. Theater Technician I/II
7. Traffic Barricade Inspector I/II

Deputy City Marshal was revised to add minimum qualifications for lateral hire.

Fire Prevention Inspector I/II revised the certification requirement for the II level.

Inspector/Combination Inspector was revised to delineate minimum qualifications for each type of inspection, and to reflect the name change of the certifying organization.

Permits Technician and Structural Plans Examiner were revised to reflect the name change of the certifying organization.

Theater Technician I/II was revised to change the minimum qualifications.

Traffic Barricade Inspector I/II was revised to update essential functions and revise minimum qualifications.

NEW:

8. Fire Health and Safety Training Officer

Fire Health and Safety Training Officer was created to more accurately reflect the duties performed by one position.

RECOMMENDATION

The City recommends approval of these revised and newly created classification specifications.

DEPUTY CITY MARSHAL

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 duties in the enforcement of state statutes, city ordinances and other city regulations as defined in state statutes and city ordinance on any real property owned, leased or otherwise under the control of the City of Las Vegas; maintain custody and control of prisoners being transported or detained while in lawful custody.

SUPERVISION RECEIVED

Receives direct supervision from the Deputy City Marshal Sergeant or designee and higher level staff.

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

Essential Functions:

1. Patrol city parks, recreation facilities and other areas of the city to preserve law and order; discover and prevent the commission of crimes and enforce laws and ordinances; check buildings and property for physical security.
2. Respond to calls and complaints occurring at parks, recreation facilities or other assigned city property.
3. Collect, process, photograph and present evidence, including fingerprints, fibers, blood and related physical evidence.
4. Enforce laws and ordinances on city property; issue warnings and citations and make arrests for violations occurring in areas of assignment; carry a firearm while performing work activities.
5. Direct traffic at special events and emergencies or congested situations.
6. Prepare reports on operations and activities.
7. Conduct investigations of injury and accidents occurring at parks, recreation facilities and other assigned areas.
8. Apprehend, arrest and maintain custody of offenders; transport offenders to jail, court, medical facilities and any other designated locations as required by law.

CITY OF LAS VEGAS
Deputy City Marshal (continued)

Essential Functions:

9. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
10. Participate in investigating incidents and coordinating law enforcement efforts with local authorities.
11. Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public; take an active role in areas of public education relative to crime and crime prevention.
12. Investigate crimes; gather and preserve evidence; interview victims, complainants and witnesses; identify and interrogate suspects; testify and present evidence in court.

Marginal Functions:

1. May gather crime-related intelligence information and conduct background investigations; coordinate information and activities with outside agencies and jurisdictions.
2. Participate in public education and school information programs.
3. Participate in crime prevention activities; interact with local citizens and community groups.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic methods and procedures of law enforcement.
General law enforcement procedures and regulations.
Basic first-aid and CPR practices and techniques.
Basic self-defense tactics.
Basic interviewing techniques.
General laws pertaining to use of city parks and recreational facilities, and the enforcement of federal, state and local laws concerning the use of public facilities.
Basic report writing techniques.

Ability to:

Learn law enforcement methods and procedures, including patrol, prevention, traffic control, investigation and identification techniques.
Learn criminal law and criminal procedure with particular reference to the apprehension, arrest and custody of persons committing misdemeanors.
Learn offensive and defensive weapons nomenclature and theory.
Learn interviewing and interrogation techniques.

CITY OF LAS VEGAS
Deputy City Marshal (continued)

Ability to:

Learn to interpret and enforce laws pertaining to use of city parks and public facilities and federal, state and local laws and regulations.

Learn and apply first-aid and CPR techniques.

Learn and apply practices and procedures to be used in emergency situations.

Learn public relations techniques.

Understand and carry out written and oral instructions.

Learn the operation of standard equipment and facilities required in the performance of assigned tasks.

Meet the physical requirements established by the department.

Communicate clearly and concisely, both orally and in writing.

Operate standard equipment and facilities required in the performance of assigned tasks.

Use and properly care for firearms.

Observe accurately and remember names, faces, numbers, incidents and places.

Prepare clear, accurate and grammatically correct written reports.

Learn to analyze situations quickly and objectively to determine and take emergency action.

Learn to identify potential crime situations or traffic hazards and take preventive action.

Learn to cope with adverse situations.

Maintain and promote positive public relations with citizens using city facilities.

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

Maintain physical condition to perform essential duties as specified by P.O.S.T. certification.

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

- *Effecting arrests;*
- *Subduing resisting individuals;*
- *Chasing fleeing subjects;*
- *Running, walking, crouching or crawling during emergency operations;*
- *Moving equipment and injured and deceased persons;*
- *Climbing stairs and ladders;*
- *Performing life-saving and rescue procedures;*
- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned police equipment and vehicles.*

Effectively deal with personal danger, which may include exposure to:

- *Armed or dangerous persons;*
- *Communicable diseases;*
- *Hazards of emergency driving;*
- *Hazards associated with traffic control and working in and near traffic; and*
- *Natural and man-made disasters.*

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances;*
- *Evaluate various options and alternatives and choose an appropriate and reasonable course of action; and*
- *Demonstrate intellectual capabilities during training and testing processes.*

CITY OF LAS VEGAS
Deputy City Marshal (continued)

Experience and Training Requirements

Experience:

One year of public contact experience, preferably in the area of law enforcement.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Must be 21 years of age and a citizen of the United States on the date of application.

Possession of P.O.S.T. category I basic certification within one year of the date of hire, and maintenance thereafter. (Please note: P.O.S.T. certification requires qualifying with a firearm at least twice each year.)

Special Qualifications for Lateral Recruitments

Experience:

Three years of continuous service with a law enforcement agency in the performance of duties directly related to Category I Peace Officer standards immediately preceding application with the City of Las Vegas.

Training:

Equivalent to graduation from high school. Successful completion of a Category I Peace Officer or equivalent academy at the applicant's expense or sponsored by an organization tasked with the training of new police officers; such academy must be certified by the Police Officer Standards and Training board in the state where the academy was held.

License or Certificate

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

Must be 21 years of age and a citizen of the United States on the date of application.

Possession of Nevada P.O.S.T. category I (Police Officer) certification on the date of application;

OR

Possession of a valid equivalent certification from another state on the date of application. Within 60 days of the date of appointment, must attend P.O.S.T.-required 80-hour academy, sit for the Nevada P.O.S.T. category I (Police Officer) equivalency exam and obtain a passing score.

CITY OF LAS VEGAS
Deputy City Marshal (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Work in an emergency peace control environment; work in potentially life-threatening conditions; exposure to dangerous persons, firearms, bodily fluids, noise and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, sitting, running, crawling, climbing, stooping, lifting and standing for prolonged periods of time.

ARB
REV 2/3/03
FLSA & City: nonexempt

CSB 2/12/03

DEPUTY CITY MARSHAL

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 duties in the enforcement of state statutes, city ordinances and other city regulations as defined in state statutes and city ordinance on any real property owned, leased or otherwise under the control of the City of Las Vegas; maintain custody and control of prisoners being transported or detained while in lawful custody.

SUPERVISION RECEIVED

Receives direct supervision from the Deputy City Marshal Sergeant or designee and higher level staff.

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

Essential Functions:

1. Patrol city parks, recreation facilities and other areas of the city to preserve law and order; discover and prevent the commission of crimes and enforce laws and ordinances; check buildings and property for physical security.
2. Respond to calls and complaints occurring at parks, recreation facilities or other assigned city property.
3. Collect, process, photograph and present evidence, including fingerprints, fibers, blood and related physical evidence.
4. Enforce laws and ordinances on city property; issue warnings and citations and make arrests for violations occurring in areas of assignment; carry a firearm while performing work activities.
5. Direct traffic at special events and emergencies or congested situations.
6. Prepare reports on operations and activities.
7. Conduct investigations of injury and accidents occurring at parks, recreation facilities and other assigned areas.
8. Apprehend, arrest and maintain custody of offenders; transport offenders to jail, court, medical facilities and any other designated locations as required by law.

CITY OF LAS VEGAS
Deputy City Marshal (continued)

Essential Functions:

9. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
10. Participate in investigating incidents and coordinating law enforcement efforts with local authorities.
11. Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public; take an active role in areas of public education relative to crime and crime prevention.
12. Investigate crimes; gather and preserve evidence; interview victims, complainants and witnesses; identify and interrogate suspects; testify and present evidence in court.

Marginal Functions:

1. May gather crime-related intelligence information and conduct background investigations; coordinate information and activities with outside agencies and jurisdictions.
2. Participate in public education and school information programs.
3. Participate in crime prevention activities; interact with local citizens and community groups.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic methods and procedures of law enforcement.
General law enforcement procedures and regulations.
Basic first-aid and CPR practices and techniques.
Basic self-defense tactics.
Basic interviewing techniques.
General laws pertaining to use of city parks and recreational facilities, and the enforcement of federal, state and local laws concerning the use of public facilities.
Basic report writing techniques.

Ability to:

Learn law enforcement methods and procedures, including patrol, prevention, traffic control, investigation and identification techniques.
Learn criminal law and criminal procedure with particular reference to the apprehension, arrest and custody of persons committing misdemeanors.
Learn offensive and defensive weapons nomenclature and theory.
Learn interviewing and interrogation techniques.

CITY OF LAS VEGAS
Deputy City Marshal (continued)

Learn to interpret and enforce laws pertaining to use of city parks and public facilities and federal, state and local laws and regulations.

Ability to:

Learn and apply first-aid and CPR techniques.

Learn and apply practices and procedures to be used in emergency situations.

Learn public relations techniques.

Understand and carry out written and oral instructions.

Learn the operation of standard equipment and facilities required in the performance of assigned tasks.

Meet the physical requirements established by the department.

Communicate clearly and concisely, both orally and in writing.

Operate standard equipment and facilities required in the performance of assigned tasks.

Use and properly care for firearms.

Observe accurately and remember names, faces, numbers, incidents and places.

Prepare clear, accurate and grammatically correct written reports.

Learn to analyze situations quickly and objectively to determine and take emergency action.

Learn to identify potential crime situations or traffic hazards and take preventive action.

Learn to cope with adverse situations.

Maintain and promote positive public relations with citizens using city facilities.

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

Maintain physical condition to perform essential duties as specified by P.O.S.T. certification.

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

- *Effecting arrests;*
- *Subduing resisting individuals;*
- *Chasing fleeing subjects;*
- *Running, walking, crouching or crawling during emergency operations;*
- *Moving equipment and injured and deceased persons;*
- *Climbing stairs and ladders;*
- *Performing life-saving and rescue procedures;*
- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned police equipment and vehicles.*

Effectively deal with personal danger, which may include exposure to:

- *Armed or dangerous persons;*
- *Communicable diseases;*
- *Hazards of emergency driving;*
- *Hazards associated with traffic control and working in and near traffic; and*
- *Natural and man-made disasters.*

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances;*
- *Evaluate various options and alternatives and choose an appropriate and reasonable course of action; and*
- *Demonstrate intellectual capabilities during training and testing processes.*

CITY OF LAS VEGAS
Deputy City Marshal (continued)

Experience and Training Requirements

Experience:

One year of public contact experience, preferably in the area of law enforcement.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Must be 21 years of age and a citizen of the United States on the date of application.

Possession of P.O.S.T. category I basic certification within one year of the date of hire, and maintenance thereafter. (Please note: P.O.S.T. certification requires qualifying with a firearm at least twice each year.)

Special Qualifications for Lateral Recruitments

Experience:

Three years of continuous service with a law enforcement agency in the performance of duties directly related to Category I Peace Officer standards immediately preceding application with the City of Las Vegas.

Training:

Equivalent to graduation from high school. Successful completion of a Category I Peace Officer or equivalent academy at the applicant's expense or sponsored by an organization tasked with the training of new police officers; such academy must be certified by the Police Officer Standards and Training board in the state where the academy was held.

License or Certificate

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

Must be 21 years of age and a citizen of the United States on the date of application.

Possession of Nevada P.O.S.T. category I (Police Officer) certification on the date of application;

OR

Possession of a valid equivalent certification from another state on the date of application. Within 60 days of the date of appointment, must attend P.O.S.T.-required 80-hour academy, sit for the Nevada P.O.S.T. category I (Police Officer) equivalency exam and obtain a passing score.

CITY OF LAS VEGAS
Deputy City Marshal (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Work in an emergency peace control environment; work in potentially life-threatening conditions; exposure to dangerous persons, firearms, bodily fluids, noise and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, sitting, running, crawling, climbing, stooping, lifting and standing for prolonged periods of time.

ARB
REV 1/18/012/3/03
FLSA & City: nonexempt

CSB 2/14/012/12/03

**FIRE PREVENTION INSPECTOR I
FIRE PREVENTION INSPECTOR II**

DEFINITION

Inspect buildings and property to enforce local fire prevention codes and related ordinances; advise and instruct the general public in proper fire safety methods and practices; assist with the investigation of fires to determine cause and origin.

DISTINGUISHING CHARACTERISTICS

Fire Prevention Inspector I: This is the entry level class in the Fire Prevention Inspector series. This class is distinguished from the Fire Prevention Inspector II by serving in a training capacity and learning to perform the tasks and duties assigned to positions within the series. This class is used as a training class, wherein employees may need only limited or no directly related work experience. It is expected that employees will promote to the journey level within eighteen months of appointment as a Fire Prevention Inspector I, upon completion of all training requirements and meeting the minimum qualifications of the Inspector II level.

Fire Prevention Inspector II: This is the full journey level class within the Fire Prevention Inspector series. This class is distinguished from the Fire Prevention Inspector I by the performance of the full range of duties as assigned. 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 entry level; when filled from the outside, selected candidates have prior fire prevention experience.

SUPERVISION RECEIVED AND EXERCISED

Fire Prevention Inspector I

Receives immediate supervision from Fire Prevention Inspection Supervisors or other management staff. May receive technical oversight from Fire Prevention Inspector II staff.

Fire Prevention Inspector II

Receives general supervision from Fire Prevention Inspection Supervisors or other management staff.

May exercise technical oversight over Fire Prevention Inspector I staff by providing instruction in fire prevention inspection methods, techniques and procedures.

CITY OF LAS VEGAS
Fire Prevention Inspector 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. Conduct fire and life safety inspections of commercial, industrial, multi-family residential and public assembly buildings and new construction; inspect businesses prior to issuance of a business license; inspect and witness the testing of new fire and life safety systems; identify unsafe fire practices or conditions and develop corrective recommendations.
2. Inspect various properties for compliance with hazardous materials codes and regulations.
3. Enforce laws, ordinances and regulations pertaining to the servicing of, removal of or tampering with fire protection equipment, the accumulation of combustibles, and other local and state fire laws.
4. Instruct property owners and occupants regarding the removal of fire hazards; instruct the general public regarding fire safety and prevention methods; prepare and deliver public informational and educational presentations to various organizations, schools and the general public on a variety of fire safety and prevention topics.
5. Issue notices of violation and citations; assist in the prosecution of violators.
6. Assist in instructing Fire Prevention Inspector I staff in fire prevention inspection methods, techniques and procedures.
7. Assist Fire Investigators to determine the cause, origin and spread of fires.
8. Prepare periodic and special reports on all inspections and other activities; prepare reports and maintain records using an electronic database and other common office software.
9. Respond to citizen complaints regarding local and state fire codes.
10. Attend in-service training classes as required.
11. Stay abreast of changes in local and state fire and related codes.

Marginal Functions:

1. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Fire Prevention Inspector I/II (continued)

QUALIFICATIONS

Fire Prevention Inspector I

Knowledge of:

Principles and procedures of record keeping.
Common office software programs.
Techniques for communicating effectively with the public.
English usage, grammar, punctuation, spelling and sentence structure.
Basic mathematical calculations.

Ability to:

Learn Uniform Fire Code, Uniform Building Code and National Fire Protection Association (NFPA) standards.

Learn pertinent city and state fire and life safety codes and ordinances.

Learn principles and practices of fire and life safety code enforcement.

Deal effectively with property owners, business managers, co-workers, supervisors and the general public.

Learn fire prevention methods and practices.

Learn department and division organization and operations.

Learn to read and interpret blueprints.

Meet Fire Prevention Inspector I qualifications within the required period of time.

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; and*
- *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:

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

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

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

CITY OF LAS VEGAS
Fire Prevention Inspector I/II (continued)

Experience and Training Requirements

Experience:

One year of work experience in one or more of the following fields:

- Plans checking;
- Structural inspection;
- Life safety systems design, installation or inspection;
- Architecture;
- Engineering;

OR

One year work experience which required the frequent interpretation, explanation or enforcement of codes, regulations or formal written standard operating procedures, to include frequent heavy public contact in an enforcement capacity;

OR

Successful completion of 21 semester credit hours of fire science core courses;

OR

Two years as a full-time uniformed employee of a public or private fire department;

OR

Five years as a part-time or volunteer uniformed member of a fire department.

Training:

Equivalent to graduation from high school. Course work in fire science, such as Fire Prevention I or Fire Protection Equipment and Systems, is beneficial.

License, Certificate, Special Requirements:

The following requirements are designed to prepare the employee for promotion to the Fire Prevention Inspector II classification. It is the intention of the Las Vegas Fire and Rescue Department that all Fire Prevention Inspector I employees be promoted within eighteen months of their date of hire into the Inspector II class. Employees who are unable to obtain the required training and certifications within the time specified will be terminated from the program.

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

Possession of Uniform Fire Code Certification within 18 months of the date of hire.

Must successfully complete the National Fire Protection Association (NFPA) 1031 Fire Inspector I certification training program and obtain Fire Inspector I certification within 18 months of the date of hire.

**CITY OF LAS VEGAS
Fire Prevention Inspector I/II (continued)**

Fire Prevention Inspector II

In addition to the qualifications for Fire Prevention Inspector I:

Knowledge of:

Modern fire prevention methods and practices.
Behavior of fire.
Common causes of fire and fire spread.
Uniform Fire Code, Uniform Building Code and National Fire Protection Association (NFPA) standards.
Methods of testing fire protection equipment and systems.
Pertinent city and state fire and life safety codes and ordinances.
Principles and practices of fire and life safety code enforcement.

Ability to:

Read and interpret blueprints.
Work without direct supervision.
Use initiative and independent judgment within established guidelines.
Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.

Experience and Training Requirements

Experience:

One year of experience in fire prevention inspection.

Training:

Equivalent to graduation from high school.

License, Certificate, Special Requirements:

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

Possession of Uniform Fire Code Certification or equivalent by the date of application or flex promotion, and maintenance thereafter.

Must have National Fire Protection Association (NFPA) 1031 Fire Inspector I certification or recognized equivalent by the date of application or flex promotion. Certificate must be maintained thereafter.

Possession of Nevada certification as a Fire Prevention Officer I within one year of the date of appointment, and maintenance thereafter.

CITY OF LAS VEGAS
Fire Prevention Inspector I/II (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; work in field, construction site and office environments; exposure to noise, dust, grease, smoke, fumes, gases, potentially hazardous chemicals; inspect in restricted spaces.

Physical Conditions:

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

ARB
REV 1/3/03 (formerly Assistant Fire Prevention Inspector, Fire Prevention Inspector)
FLSA and City: nonexempt

CSB 2/12/03

**FIRE PREVENTION INSPECTOR I
FIRE PREVENTION INSPECTOR II**

DEFINITION

Inspect buildings and property to enforce local fire prevention codes and related ordinances; advise and instruct the general public in proper fire safety methods and practices; assist with the investigation of fires to determine cause and origin.

DISTINGUISHING CHARACTERISTICS

Fire Prevention Inspector I: This is the entry level class in the Fire Prevention Inspector series. This class is distinguished from the Fire Prevention Inspector II by serving in a training capacity and learning to perform the tasks and duties assigned to positions within the series. This class is used as a training class, wherein employees may need only limited or no directly related work experience. It is expected that employees will promote to the journey level within eighteen months of appointment as a Fire Prevention Inspector I, upon completion of all training requirements and meeting the minimum qualifications of the Inspector II level.

Fire Prevention Inspector II: This is the full journey level class within the Fire Prevention Inspector series. This class is distinguished from the Fire Prevention Inspector I by the performance of the full range of duties as assigned. 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 entry level; when filled from the outside, selected candidates have prior fire prevention experience.

SUPERVISION RECEIVED AND EXERCISED

Fire Prevention Inspector I

Receives immediate supervision from Fire Prevention Inspection Supervisors or other management staff. May receive technical oversight from Fire Prevention Inspector II staff.

Fire Prevention Inspector II

Receives general supervision from Fire Prevention Inspection Supervisors or other management staff.

May exercise technical oversight over Fire Prevention Inspector I staff by providing instruction in fire prevention inspection methods, techniques and procedures.

CITY OF LAS VEGAS
Fire Prevention Inspector 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. Conduct fire and life safety inspections of commercial, industrial, multi-family residential and public assembly buildings and new construction; inspect businesses prior to issuance of a business license; inspect and witness the testing of new fire and life safety systems; identify unsafe fire practices or conditions and develop corrective recommendations.
2. Inspect various properties for compliance with hazardous materials codes and regulations.
3. Enforce laws, ordinances and regulations pertaining to the servicing of, removal of or tampering with fire protection equipment, the accumulation of combustibles, and other local and state fire laws.
4. Instruct property owners and occupants regarding the removal of fire hazards; instruct the general public regarding fire safety and prevention methods; prepare and deliver public informational and educational presentations to various organizations, schools and the general public on a variety of fire safety and prevention topics.
5. Issue notices of violation and citations; assist in the prosecution of violators.
6. Assist in instructing Fire Prevention Inspector I staff in fire prevention inspection methods, techniques and procedures.
7. Assist Fire Investigators to determine the cause, origin and spread of fires.
8. Prepare periodic and special reports on all inspections and other activities; prepare reports and maintain records using an electronic database and other common office software.
9. Respond to citizen complaints regarding local and state fire codes.
10. Attend in-service training classes as required.
11. Stay abreast of changes in local and state fire and related codes.

Marginal Functions:

1. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Fire Prevention Inspector I/II (continued)

QUALIFICATIONS

Fire Prevention Inspector I

Knowledge of:

Principles and procedures of record keeping.
Common office software programs.
Techniques for communicating effectively with the public.
English usage, grammar, punctuation, spelling and sentence structure.
Basic mathematical calculations.

Ability to:

Learn Uniform Fire Code, Uniform Building Code and National Fire Protection Association (NFPA) standards.
Learn pertinent city and state fire and life safety codes and ordinances.
Learn principles and practices of fire and life safety code enforcement.
Deal effectively with property owners, business managers, co-workers, supervisors and the general public.
Learn fire prevention methods and practices.
Learn department and division organization and operations.
Learn to read and interpret blueprints.
Meet Fire Prevention Inspector I qualifications within the required period of time.
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; and*
- *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:

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

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

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

CITY OF LAS VEGAS
Fire Prevention Inspector I/II (continued)

Experience and Training Requirements

Experience:

One year of work experience in one or more of the following fields:

- Plans checking;
- Structural inspection;
- Life safety systems design, installation or inspection;
- Architecture;
- Engineering;

OR

One year work experience which required the frequent interpretation, explanation or enforcement of codes, regulations or formal written standard operating procedures, to include frequent heavy public contact in an enforcement capacity;

OR

Successful completion of 21 semester credit hours of fire science core courses;

OR

Two years as a full-time uniformed employee of a public or private fire department;

OR

Five years as a part-time or volunteer uniformed member of a fire department.

Training:

Equivalent to graduation from high school. Course work in fire science, such as Fire Prevention I or Fire Protection Equipment and Systems, is beneficial.

License, Certificate, Special Requirements:

The following requirements are designed to prepare the employee for promotion to the Fire Prevention Inspector II classification. It is the intention of the Las Vegas Fire and Rescue Department that all Fire Prevention Inspector I employees be promoted within eighteen months of their date of hire into the Inspector II class. Employees who are unable to obtain the required training and certifications within the time specified will be terminated from the program.

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

Possession of Uniform Fire Code Certification within 18 months of the date of hire.

Must successfully complete the National Fire Protection Association (NFPA) 1031 Fire Inspector I certification training program and obtain Fire Inspector I certification within 18 months of the date of hire.

CITY OF LAS VEGAS
Fire Prevention Inspector I/II (continued)

Fire Prevention Inspector II

In addition to the qualifications for Fire Prevention Inspector I:

Knowledge of:

Modern fire prevention methods and practices.
Behavior of fire.
Common causes of fire and fire spread.
Uniform Fire Code, Uniform Building Code and National Fire Protection Association (NFPA) standards.
Methods of testing fire protection equipment and systems.
Pertinent city and state fire and life safety codes and ordinances.
Principles and practices of fire and life safety code enforcement.

Ability to:

Read and interpret blueprints.
Work without direct supervision.
Use initiative and independent judgment within established guidelines.
Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.

Experience and Training Requirements

Experience:

One year of experience in fire prevention inspection.

Training:

Equivalent to graduation from high school.

License, Certificate, Special Requirements:

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

Possession of Uniform Fire Code Certification or equivalent by the date of application or flex promotion, and maintenance thereafter.

Must have ~~successfully completed the~~ National Fire Protection Association (NFPA) 1031 Fire Inspector I certification ~~training program and obtained Fire Inspector I certification or recognized equivalent~~ by the date of application or flex promotion. Certificate must be maintained thereafter.

Possession of Nevada certification as a Fire Prevention Officer I within one year of the date of appointment, and maintenance thereafter.

CITY OF LAS VEGAS
Fire Prevention Inspector I/II (continued)

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; work in field, construction site and office environments; exposure to noise, dust, grease, smoke, fumes, gases, potentially hazardous chemicals; inspect in restricted spaces.

Physical Conditions:

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

ARB

REV ~~12/12/00~~ 1/3/03 (formerly Assistant Fire Prevention Inspector, Fire Prevention Inspector) |
FLSA and City: nonexempt

CSB 3/28/01 |

INSPECTOR
COMBINATION INSPECTOR

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 technical building inspection work in enforcing compliance with building codes, regulations and ordinances; to work with developers, superintendents and contractors to maintain code requirements and resolve problems relating to code compliance.

DISTINGUISHING CHARACTERISTICS

Inspector: This is the full journey level class within the Inspector series. Employees within this class are distinguished from the Combination Inspector by the performance of the full range of duties assigned to positions within the series including performing inspections in one of the areas of construction: building structures, electrical, plumbing or mechanical. 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. This class is distinguished from the Combination Inspector in that the latter is required to have more certifications than the Inspectors. Employees in this class may remain at this level on a permanent basis.

Combination Inspector: This is the advanced journey level class in the Inspector 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 which may include inspections of commercial buildings in all four areas of the construction: structure, electrical, plumbing and mechanical. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED

Inspector

Receives direct supervision from the Inspections Supervisor.

Combination Inspector

Receives general supervision from the Inspections Supervisor.

CITY OF LAS VEGAS
Inspector/Combination Inspector (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. Inspect industrial, commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances and regulations.
2. Conduct examination of plans and specifications of new construction, additions and alterations to residential, commercial and industrial buildings to determine compliance with the provisions of applicable construction codes, ordinances and regulations.
3. Inspect existing buildings and premises for change of use, occupancy or compliance with applicable codes and ordinances.
4. Issue notices to comply on violations; maintain records of history of facts for possible legal actions.
5. Investigate complaints forwarded from the Code Compliance section.
6. Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
7. Maintain files and reports regarding inspection and plan check activities and findings.

When performing building inspections:

1. Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering and a large variety of other complex and routine building system elements.
2. Inspect footings and grout for block walls and retaining walls.
3. Inspect fire damaged property for safety.
4. Inspect mobile home set-up for code compliance.

When performing electrical inspections:

1. Inspect electrical installations for residential housing and commercial buildings.
2. Inspect sign foundations and electrical wiring.
3. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
4. Perform electrical wiring inspections in hospitals, gas stations and garages.

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

Essential Functions:

When performing electrical inspections:

5. Inspect and witness load bank testing of emergency generators.
6. Inspect electrical connections at carnivals or fairs.
7. Inspect fire damaged buildings for electrical safety.

When performing plumbing/mechanical inspections:

1. Conduct hydrostatic tests on fire and water systems.
2. Conduct and witness smoke detector tests.
3. Perform plumbing/mechanical inspections on commercial buildings and custom homes.
4. Inspect fire hydrant water systems.
5. Inspect ground plumbing for sizing and proper slope.
6. Inspect on-site sewer lines, storm drains and manholes.
7. Inspect plumbing fixtures for proper sizing and radius fittings and to verify that approved materials were used.
8. Inspect air conditioning and heating installations for code compliance.

When serving as a Combination Inspector:

In addition to the functions outlined above, the following functions are performed:

1. Inspect buildings as assigned for code compliance with all phases of construction, building, electrical and plumbing/mechanical.
2. Enforce planning and zoning regulations.
3. Inspect single family dwellings in all phases of work for compliance with uniform building, electrical and plumbing/mechanical codes.

Marginal Functions:

1. Attend and participate in meetings; stay abreast of new trends and innovations in the field of building inspections.
2. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Inspector/Combination Inspector (*Continued*)

QUALIFICATIONS

Knowledge of:

Building related codes and ordinances enforced by the city, including the uniform building, electrical, plumbing and mechanical codes and zoning codes.
Complex principles and techniques of building inspection and plans examining work.
Principles of structural design and engineering mathematics.
Pertinent federal, state and local laws, codes and regulations.
Major types of building construction, materials and methods.
Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.

Ability to:

Interpret and apply pertinent federal, state and local laws, codes and regulations.
Read and interpret complex building plans, specifications and building codes.
Determine if construction systems conform to city code requirements.
Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
Make mathematical computations rapidly and accurately.
Enforce necessary regulations with firmness and tact.
Understand and follow oral and written instruction.
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; and*
- *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:

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

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

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

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

Experience and Training Requirements

Inspector

Experience:

Electrical:

Four years of verifiable journey level experience as an electrician or two years of increasingly responsible electrical inspection experience with a regulatory agency.

Mechanical/Plumbing:

Four years of verifiable journey level experience as a plumber or sheet metal worker or two years of increasingly responsible mechanical/plumbing inspection experience with a regulatory agency.

Building:

Four years of verifiable journey level experience in carpentry, masonry or concrete or two years of increasingly responsible building inspection experience with a regulatory agency.

Training:

Equivalent to graduation from high school, supplemented by specialized training in the building trades or code enforcement.

License or Certificate

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

Possession of International Code Council (formerly International Conference of Building Officials) certification in inspection area of assignment (building, electrical, plumbing and mechanical) within six months of the date of appointment. Certifications from the International Association of Plumbing and Mechanical Officials (IAPMO) and International Association of Electrical Inspectors (IAEI) are acceptable substitutes. Other nationally recognized certifications will be reviewed for acceptance on a case-by-case basis by the Building Official.

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

Combination Inspector

Experience:

Five years of journey level experience within the building construction trades or three years of increasingly responsible building inspection experience.

Training:

Equivalent to graduation from high school, supplemented by specialized training in the building trades or code enforcement.

License or Certificate

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

Possession of International Code Council (formerly International Conference of Building Officials ICBO) certification in all four inspection areas (building, electrical, plumbing and mechanical) on the date of application. Certifications from the International Association of Plumbing and Mechanical Officials (IAPMO) and International Association of Electrical Inspectors (IAEI) are acceptable substitutes. Other nationally recognized certifications will be reviewed for acceptance on a case-by-case basis by the Building Official.

WORKING CONDITIONS

Constantly = more than 2/3 of the time; Frequently = 1/3 to 2/3 of the time; Occasionally = less than 1/3 of the time; Infrequently = less than 5% of the time.

Environmental Conditions:

Location: Work is performed outdoors up to 80% of the time with exposure to all types of weather conditions.

Hazards: Working in construction zones, uneven terrain, exposure to moving objects and vehicles, sharp objects, pinch points, dust, noise, vibration, extreme heat and cold, slippery surfaces, toxic and caustic chemicals.

Equipment Used: City vehicle, radio, measuring equipment, radio, telephone and computer.

Safety Equipment: Safety shoes, safety glasses, hard hat, gloves, safety vest.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Constantly-frequently, in combination with walking on all types of terrain, up to 3-5 miles per shift. Can include walking throughout hazardous construction site.

Sitting: Occasionally, while riding in vehicle between inspection sites.

Lift/carry: Frequently, 1-10 lbs., paperwork, clipboards, plans, drawings.

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

Physical Conditions:

Push/pull: Occasionally, exerting a force up to 10-25 lbs. while inspecting, moving equipment.

Climbing: Occasionally, up and down ladders, walking trusses, in and out of bucket lift. Requires sense of balance.

Bending/twisting: Frequently, at waist, knees and neck while performing inspection functions and driving vehicle.

Kneeling/crouching/crawling: Infrequent kneeling or crouching, with crawling in attics and crawl spaces.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering, gripping while taking measurements, recording data, keyboarding, reviewing plans.

Sight: Constantly, taking accurate measurements, inspecting constructions sites. Requires color vision, visual acuity in near-, mid- and far-ranges.

Speech/hearing: Constantly, in communicating with public and contractors, maintaining safe work environment.

KAG
REV 01/23/03
FLSA and City: nonexempt

CSB 2/12/03

**INSPECTOR
COMBINATION INSPECTOR**

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 technical building inspection work in enforcing compliance with building codes, regulations and ordinances; to work with developers, superintendents and contractors to maintain code requirements and resolve problems relating to code compliance.

DISTINGUISHING CHARACTERISTICS

Inspector: This is the full journey level class within the Inspector series. Employees within this class are distinguished from the Combination Inspector by the performance of the full range of duties assigned to positions within the series including performing inspections in one of the areas of construction: building structures, electrical, plumbing or mechanical. 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. This class is distinguished from the Combination Inspector in that the latter is required to have more certifications than the Inspectors. Employees in this class may remain at this level on a permanent basis.

Combination Inspector: This is the advanced journey level class in the Inspector 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 which may include inspections of commercial buildings in all four areas of the construction: structure, electrical, plumbing and mechanical. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED

Inspector

Receives direct supervision from the Inspections Supervisor.

Combination Inspector

Receives general supervision from the Inspections Supervisor.

CITY OF LAS VEGAS
Inspector/Combination Inspector (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. Inspect industrial, commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances and regulations.
2. Conduct examination of plans and specifications of new construction, additions and alterations to residential, commercial and industrial buildings to determine compliance with the provisions of applicable construction codes, ordinances and regulations.
3. Inspect existing buildings and premises for change of use, occupancy or compliance with applicable codes and ordinances.
4. Issue notices to comply on violations; maintain records of history of facts for possible legal actions.
5. Investigate complaints forwarded from the Code Compliance section.
6. Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
7. Maintain files and reports regarding inspection and plan check activities and findings.

When performing building inspections:

1. Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering and a large variety of other complex and routine building system elements.
2. Inspect footings and grout for block walls and retaining walls.
3. Inspect fire damaged property for safety.
4. Inspect mobile home set-up for code compliance.

When performing electrical inspections:

1. Inspect electrical installations for residential housing and commercial buildings.
2. Inspect sign foundations and electrical wiring.
3. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
4. Perform electrical wiring inspections in hospitals, gas stations and garages.

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

Essential Functions:

When performing electrical inspections:

5. Inspect and witness load bank testing of emergency generators.
6. Inspect electrical connections at carnivals or fairs.
7. Inspect fire damaged buildings for electrical safety.

When performing plumbing/mechanical inspections:

1. Conduct hydrostatic tests on fire and water systems.
2. Conduct and witness smoke detector tests.
3. Perform plumbing/mechanical inspections on commercial buildings and custom homes.
4. Inspect fire hydrant water systems.
5. Inspect ground plumbing for sizing and proper slope.
6. Inspect on-site sewer lines, storm drains and manholes.
7. Inspect plumbing fixtures for proper sizing and radius fittings and to verify that approved materials were used.
8. Inspect air conditioning and heating installations for code compliance.

When serving as a Combination Inspector:

In addition to the functions outlined above, the following functions are performed:

1. Inspect buildings as assigned for code compliance with all phases of construction, building, electrical and plumbing/mechanical.
2. Enforce planning and zoning regulations.
3. Inspect single family dwellings in all phases of work for compliance with uniform building, electrical and plumbing/mechanical codes.

Marginal Functions:

1. Attend and participate in meetings; stay abreast of new trends and innovations in the field of building inspections.
2. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Inspector/Combination Inspector (*Continued*)

QUALIFICATIONS

Knowledge of:

Building related codes and ordinances enforced by the city, including the uniform building, electrical, plumbing and mechanical codes and zoning codes.
Complex principles and techniques of building inspection and plans examining work.
Principles of structural design and engineering mathematics.
Pertinent federal, state and local laws, codes and regulations.
Major types of building construction, materials and methods.
Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.

Ability to:

Interpret and apply pertinent federal, state and local laws, codes and regulations.
Read and interpret complex building plans, specifications and building codes.
Determine if construction systems conform to city code requirements.
Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
Make mathematical computations rapidly and accurately.
Enforce necessary regulations with firmness and tact.
Understand and follow oral and written instruction.
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; and*
- *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:

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

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

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

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

Experience and Training Requirements

Inspector

Experience:

Electrical:

Four years of verifiable journey level experience as an electrician or two years of increasingly responsible electrical inspection experience with a regulatory agency.

Mechanical/Plumbing:

Four years of verifiable journey level experience as a plumber or sheet metal worker or two years of increasingly responsible mechanical/plumbing inspection experience with a regulatory agency.

Building:

Four years of verifiable journey level experience in carpentry, masonry or concrete or two years of increasingly responsible building inspection experience with a regulatory agency.

~~Four years of journey level experience within the building construction trades or two years of increasingly responsible building inspection experience.~~

Training:

Equivalent to graduation from high school, supplemented by specialized training in the building trades or code enforcement.

License or Certificate

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

Possession of International Code Council (formerly International Conference of Building Officials) (ICBO) certification in at least one inspection area of assignment (building, electrical, plumbing and mechanical) within six months of the date of appointment. Certifications from the International Association of Plumbing and Mechanical Officials (IAPMO) and International Association of Electrical Inspectors (IAEI) are acceptable substitutes. Other nationally recognized certifications will be reviewed for acceptance on a case-by-case basis by the Building Official.

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

Combination Inspector

Experience:

Five years of journey level experience within the building construction trades or three years of increasingly responsible building inspection experience.

Training:

Equivalent to graduation from high school, supplemented by specialized training in the building trades or code enforcement.

License or Certificate

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

Possession of International Code Council (formerly International Conference of Building Officials (ICBO)) certification in all four inspection areas (building, electrical, plumbing and mechanical) on the date of application. Certifications from the International Association of Plumbing and Mechanical Officials (IAPMO) and International Association of Electrical Inspectors (IAEI) are acceptable substitutes. Other nationally recognized certifications will be reviewed for acceptance on a case-by-case basis by the Building Official.

WORKING CONDITIONS

Constantly = more than 2/3 of the time; Frequently = 1/3 to 2/3 of the time; Occasionally = less than 1/3 of the time; Infrequently = less than 5% of the time.

Environmental Conditions:

Location: Work is performed outdoors up to 80% of the time with exposure to all types of weather conditions.

Hazards: Working in construction zones, uneven terrain, exposure to moving objects and vehicles, sharp objects, pinch points, dust, noise, vibration, extreme heat and cold, slippery surfaces, toxic and caustic chemicals.

Equipment Used: City vehicle, radio, measuring equipment, radio, telephone and computer.

Safety Equipment: Safety shoes, safety glasses, hard hat, gloves, safety vest.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Constantly-frequently, in combination with walking on all types of terrain, up to 3-5 miles per shift. Can include walking throughout hazardous construction site.

Sitting: Occasionally, while riding in vehicle between inspection sites.

Lift/carry: Frequently, 1-10 lbs., paperwork, clipboards, plans, drawings.

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

Push/pull: Occasionally, exerting a force up to 10-25 lbs. while inspecting, moving equipment.

Climbing: Occasionally, up and down ladders, walking trusses, in and out of bucket lift. Requires sense of balance.

Bending/twisting: Frequently, at waist, knees and neck while performing inspection functions and driving vehicle.

Kneeling/crouching/crawling: Infrequent kneeling or crouching, with crawling in attics and crawl spaces.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering, gripping while taking measurements, recording data, keyboarding, reviewing plans.

Sight: Constantly, taking accurate measurements, inspecting constructions sites. Requires color vision, visual acuity in near-, mid- and far-ranges.

Speech/hearing: Constantly, in communicating with public and contractors, maintaining safe work environment.

KAGARB

REV 01/23/03 8/7/01

FLSA and City: nonexempt

CSB 9/12/01 2/12/03

PERMITS 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 provide building code information to the public; to encourage and enforce compliance with regulations applicable to the construction and maintenance of buildings and related structures; and to determine that plans submitted are complete and in compliance with code.

SUPERVISION RECEIVED

Receives supervision from the Permits Supervisor.

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

Essential Functions:

1. Inspect both commercial and residential plans for completeness and code compliance; provide contractors, architects, engineers, builders and the general public with specific information to comply with the building, plumbing, electrical and mechanical codes and related city regulations.
2. Review the processing of building permits and plans; answer questions regarding residential building permits and related processing information.
3. Compile price totals on completed plans with the department; extract key paperwork pertinent to vital building operation from other information necessary for fluid field operation; inform contractor of plan ready status.
4. Plans check multiple house (tract) permit applications for correct square footage and dollar amount.
5. Review minor plans for building, structural, electrical, mechanical, plumbing and simple fire codes.
6. Administer and regulate the Desert Tortoise Program in conjunction with related governmental agencies; administer the Water Distribution Authorization Program.

CITY OF LAS VEGAS
Permits Technician (Continued)

Marginal Functions:

1. Build computer screen information for new plan submission and repetitive permits; assist the public in coordinating plans within the department and other departments.
2. Update plan location and other key department computer screens.
3. Collate revisions and additions to plans, both new and old; organize repository to eliminate stagnation or missing plans.
4. Update plans and permit "ready" list; call delinquent builders and inform of such by telephone.
5. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and practices of all phases of commercial and residential construction.

Principles and practices of building technology, code regulations and other related studies.

Basic mathematical principles, including electrical load, plumbing pipe sizing and various architectural calculations.

Modern office procedures, methods and computer equipment.

Principles and procedures of record keeping.

English usage, spelling, grammar and punctuation.

Ability to:

Read and interpret building plans and specifications.

Learn and interpret all building codes and regulations.

Explain building codes to public, both verbally and in writing.

Compile statistics and prepare reports.

Review budgets and codes and make recommendations based on analysis.

Inspect buildings and enforce applicable codes in a firm, fair and tactful manner.

Respond to requests and inquiries from the general public.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

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

Communicate clearly and concisely, both orally and in writing.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

CITY OF LAS VEGAS
Permits Technician (Continued)

Experience and Training Requirements

Experience:

Three years of journey level experience within the building construction trades. One year of increasingly responsible experience in building inspection or plan checking to ensure conformance with standard building codes may be substituted for one and one-half (1 1/2) years of required experience.

Training:

Equivalent to graduation from high school. Additional specialized training in the building trades or a related field is desirable.

License or Certificate

Possession of a Building Inspector certification from the International Code Council (formerly International Conference of Building Officials) within six months of date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Office environment; work at a centralized public counter; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for prolonged periods of time, and lifting and carrying up to 40 pounds.

KAG
REV 01/23/03
FLSA & City: nonexempt

CSB 2/12/03

PERMITS 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 provide building code information to the public; to encourage and enforce compliance with regulations applicable to the construction and maintenance of buildings and related structures; and to determine that plans submitted are complete and in compliance with code.

SUPERVISION RECEIVED

Receives supervision from the Permits Supervisor.

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

Essential Functions:

1. Inspect both commercial and residential plans for completeness and code compliance; provide contractors, architects, engineers, builders and the general public with specific information to comply with the building, plumbing, electrical and mechanical codes and related city regulations.
2. Review the processing of building permits and plans; answer questions regarding residential building permits and related processing information.
3. Compile price totals on completed plans with the department; extract key paperwork pertinent to vital building operation from other information necessary for fluid field operation; inform contractor of plan ready status.
4. Plans check multiple house (tract) permit applications for correct square footage and dollar amount.
5. Review minor plans for building, structural, electrical, mechanical, plumbing and simple fire codes.
6. Administer and regulate the Desert Tortoise Program in conjunction with related governmental agencies; administer the Water Distribution Authorization Program.

CITY OF LAS VEGAS
Permits Technician (Continued)

Marginal Functions:

1. Build computer screen information for new plan submission and repetitive permits; assist the public in coordinating plans within the department and other departments.
2. Update plan location and other key department computer screens.
3. Collate revisions and additions to plans, both new and old; organize repository to eliminate stagnation or missing plans.
4. Update plans and permit "ready" list; call delinquent builders and inform of such by telephone.
5. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and practices of all phases of commercial and residential construction.

Principles and practices of building technology, code regulations and other related studies.

Basic mathematical principles, including electrical load, plumbing pipe sizing and various architectural calculations.

Modern office procedures, methods and computer equipment.

Principles and procedures of record keeping.

English usage, spelling, grammar and punctuation.

Ability to:

Read and interpret building plans and specifications.

Learn and interpret all building codes and regulations.

Explain building codes to public, both verbally and in writing.

Compile statistics and prepare reports.

Review budgets and codes and make recommendations based on analysis.

Inspect buildings and enforce applicable codes in a firm, fair and tactful manner.

Respond to requests and inquiries from the general public.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

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

Communicate clearly and concisely, both orally and in writing.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

CITY OF LAS VEGAS
Permits Technician (Continued)

Experience and Training Requirements

Experience:

Three years of journey level experience within the building construction trades. One year of increasingly responsible experience in building inspection or plan checking to ensure conformance with standard building codes may be substituted for one and one-half (1 1/2) years of required experience.

Training:

Equivalent to graduation from high school. Additional specialized training in the building trades or a related field is desirable.

License or Certificate

Possession of a Building Inspector certification from the International Code Council (formerly International Conference of Building Officials)—within six months of date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Office environment; work at a centralized public counter; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for prolonged periods of time, and lifting and carrying up to 40 pounds.

KAGARB

REV 01/23/03 10/23/02

FLSA & City: nonexempt

CSB 11/13/02

STRUCTURAL PLANS EXAMINER

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 review building and structural plans, specifications, and calculations submitted by private builders, engineers and architects for conformance to building codes and laws; to assure that permit applications contain explicit plans, details and material specifications, and are clear and ready for inspection; and to perform special investigations involving unusual application of the building laws and codes.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Plans Examination Supervisor.

Provides technical supervision to 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 all building permit application plans for structural requirements and code compliance; consult with structural engineers, architects, contractors and designers regarding structural code requirements.
2. Assure that all permit application plans contain clear, explicit definitions of structural aspects.
3. Consult with Permit Technicians on interpretation and acceptability of application plans.
4. Assist applicants (owner-builders) in the modification of plans to upgrade them to acceptable standards.
5. Consult with other departments and review structural aspects of civil works hydraulic structures.
6. Perform structural calculations for special projects; check engineering computations for errors in calculations or the methods employed; check preliminary layout and design work.
7. Serve as expert resource to supervisory and management staff on structural problems.

CITY OF LAS VEGAS
Structural Plans Examiner (Continued)

Marginal Functions:

1. Prepare reports and maintain records as needed.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Construction materials and accepted safety standards and modern methods of building construction.

Methods of structural analysis and design and resultant working drawings and specifications.

Proper inspection methods.

Principles of business letter writing and basic report preparation.

Principles and procedures of record keeping.

English usage, spelling, grammar and punctuation.

Pertinent federal, state and local laws, codes and regulations related to the construction of buildings in all phases.

Ability to:

Interpret building plans, specifications and structural analyses.

Perform structural calculations.

Verify structural plans and specifications for code compliance.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Respond to requests and inquiries from the general public.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

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

Communicate clearly and concisely, both orally and in writing.

Experience and Training Requirements

Experience:

Three years of increasingly responsible structural engineering experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering provided it includes emphasis in structural engineering, or in structural engineering, or a closely related field.

CITY OF LAS VEGAS
Structural Plans Examiner (Continued)

License or Certificate

Possession of a professional civil or structural engineer license on the date of application, and possession of a professional civil or structural engineer license in the state of Nevada within 6 months of the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; and lifting and carrying up to 40 lbs.

ARB
REV 01/23/03
Nonexempt
CSB 2/12/03

STRUCTURAL PLANS EXAMINER

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 review building and structural plans, specifications, and calculations submitted by private builders, engineers and architects for conformance to building codes and laws; to assure that permit applications contain explicit plans, details and material specifications, and are clear and ready for inspection; and to perform special investigations involving unusual application of the building laws and codes.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Plans Examination Supervisor.

Provides technical supervision to 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 all building permit application plans for structural requirements and code compliance; consult with structural engineers, architects, contractors and designers regarding structural code requirements.
2. Assure that all permit application plans contain clear, explicit definitions of structural aspects.
3. Consult with Permit Technicians on interpretation and acceptability of application plans.
4. Assist applicants (owner-builders) in the modification of plans to upgrade them to acceptable standards.
5. Consult with other departments and review structural aspects of civil works hydraulic structures.
6. Perform structural calculations for special projects; check engineering computations for errors in calculations or the methods employed; check preliminary layout and design work.
7. Serve as expert resource to supervisory and management staff on structural problems.

CITY OF LAS VEGAS
Structural Plans Examiner (Continued)

Marginal Functions:

1. Prepare reports and maintain records as needed.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Construction materials and accepted safety standards and modern methods of building construction.

Methods of structural analysis and design and resultant working drawings and specifications.

Proper inspection methods.

Principles of business letter writing and basic report preparation.

Principles and procedures of record keeping.

English usage, spelling, grammar and punctuation.

Pertinent federal, state and local laws, codes and regulations related to the construction of buildings in all phases.

Ability to:

Interpret building plans, specifications and structural analyses.

Perform structural calculations.

Verify structural plans and specifications for code compliance.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Respond to requests and inquiries from the general public.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

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

Communicate clearly and concisely, both orally and in writing.

Experience and Training Requirements

Experience:

Three years of increasingly responsible structural engineering experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering provided it includes emphasis in structural engineering, or in structural engineering, or a closely related field.

CITY OF LAS VEGAS
Structural Plans Examiner (Continued)

License or Certificate

Possession of a professional civil or structural engineer license on the date of application, and possession of a professional civil or structural engineer license in the state of Nevada within 6 months of the date of appointment.

~~Possession of an appropriate, valid certificate of registration as a professional civil or structural engineer in the state of Nevada within six months of the date of appointment.~~

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; exposure to computer screens. :

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; and lifting and carrying up to 40 lbs.

ARB
REV 01/23/03 ~~11/20/97~~
Nonexempt
CSB 12/10/97

**THEATER TECHNICIAN I
THEATER TECHNICIAN 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 a variety of technical tasks in support of theatrical and performing programs; and to promote community involvement in such programs.

DISTINGUISHING CHARACTERISTICS

Theater Technician I—This is the entry level class in the Theater Technician series. This class is distinguished from the Theater Technician II by the performance of the more routine tasks and duties assigned to positions within the series. 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.

Theater Technician II—This is the full journey level class within the Theater Technician series. Employees within this class are distinguished from the Theater Technician I by the performance of the full range of duties assigned and by the level of experience attained. 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 AND EXERCISED

Theater Technician I

Receives immediate supervision from higher level supervisory or management staff.

May exercise functional or technical supervision over volunteers.

Theater Technician II

Receives general supervision from higher level supervisory or management staff.

May exercise functional or technical supervision over hourly staff or volunteers.

**CITY OF LAS VEGAS
Theater Technician I/II (Continued)**

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

1. Assist in organizing and coordinating the technical aspects of theatrical and performing arts productions and activities.
2. Read lighting plans; hang, focus, operate and strike stage lighting; set up and operate sound equipment as directed.
3. Read scenery plans; construct, transport, set up and strike scenery and props; may serve as running crew or stage manager on productions as assigned.
4. Assist in purchasing or renting and transporting materials and supplies; perform routine and emergency maintenance of facilities and equipment; maintain records of equipment maintenance and purchase requests.
5. Assist in conducting technical classes in performing arts.
6. Assist in maintaining and enforcing rules governing facilities and equipment.
7. Set up, operate and maintain the Showmobile/Mobile Stage Express, a mobile stage.
8. Set up, operate and strike the stage canopy at Hills Park.
9. During events, listen for comments expressing community needs and communicate to supervisor.

Marginal Functions:

1. Perform a variety of clerical functions including answering phones, filing and copying.
2. Perform safety and health related cleaning and maintenance services as needed in facilities.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Theater Technician I

Knowledge of:

Various aspects of technical productions in dance, drama and musical performance.
Applied electricity and carpentry.
Principles and practices of lighting and sound design.
Modern office procedures, methods and computer equipment.
Basic mathematical principles.
English usage, spelling, grammar and punctuation.

CITY OF LAS VEGAS
Theater Technician I/II (Continued)

Ability to:

Maintain flexible work schedule as needed.

Assist in a variety of performing arts activities.

Set-up, operate and strike a production.

Perform maintenance on technical equipment.

Read scenery and lighting plans.

Respond to requests and inquiries from the general public.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

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

Communicate clearly and concisely, both orally and in writing.

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

Experience and Training Requirements

Experience:

Two years of technical experience working with performing arts programs.

Training:

Equivalent to graduation from high school.

License or Certificate

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

CITY OF LAS VEGAS
Theater Technician I/II (Continued)

Theater Technician II

In addition to the qualifications for Theater Technician I:

Knowledge of:

Techniques of various performing arts.
Principles and procedures of record keeping.

Ability to:

Plan, organize and monitor the technical aspects of performing arts programs.
Supervise and evaluate programs and staff.
Maintain accurate records.
Identify needs of the community.

Experience and Training Requirements

Experience:

Three years of technical experience working with performing arts programs.

Training:

Equivalent to graduation from high school.

WORKING CONDITIONS:

Constantly = more than 2/3 of the time; Frequently = 1/3 to 2/3 of the time; Occasionally = less than 1/3 of the time; Infrequently = less than 5% of the time.

Environmental Conditions:

Location: 60% inside, 40% outside work in every changing work environment and in all types of weather conditions.

Hazards: Exposure to working at heights, noise, inclement weather conditions, moving objects and vehicles, burns, toxic and caustic chemicals, odors, fumes, awkward positions, cramped quarters, slippery surfaces, and pinch points.

Equipment Used: Hand and power tools, pneumatic tools, medium and light trucks, forklifts, hoists, computerized lighting systems, audio equipment, amplifiers, mixing consoles, ladders, winches, and high voltage motors and generators.

Safety Equipment: Hard hat, gloves, aprons, safety glasses, safety harness or lanyard, steel-toed safety shoes, and other equipment as needed.

CITY OF LAS VEGAS
Theater Technician I/II (Continued)

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequent-constant standing, in combination with walking up to 4-6 miles per shift, on all types of surfaces outdoors and indoors.

Sitting: Occasionally, while operating equipment and vehicles, or administrative duties at desk.

Lift/carry: Frequently, up to 1-75 lbs., props, tools, and equipment. Carrying distances of up to 50 ft. Occasionally-infrequently, 76-150 lbs., with assistance for heavier equipment.

Push/pull: Frequently, exerting up to 5-50 lbs. force using both hands and arms while moving equipment, setting up stages, operating fly systems pulling ropes and cables. Infrequently, exerting force exceeding 75 lbs. while moving large equipment.

Climbing: Frequently, climbing or balancing on ladders, platforms, scaffolding while performing job duties; may carry 20-30 lbs. while climbing.

Bending/twisting: Constantly, at waist, knees and neck, often in awkward positions while performing set up and strike activities.

Kneeling/crouching/crawling: Frequently, while performing transport, set up and strike activities. May crawl in attics and crawl spaces under stages.

Hands/arms: Constant use of hands and arms reaching, grasping, fingering, gripping, handling while installing and repairing equipment, at times working with arms extended and overhead. Heavy gripping using hand and power tools can be extended at times.

Sight: Constant use of sight abilities while inspecting or repairing equipment. Visual requirements include hand, eye and foot coordination, and visual acuity in near-, mid- and far-range.

Speech/hearing: Constantly, in communicating with co-workers and supervisors.

Other physical demands: Ability to work in confined spaces, in all types of environments, and work at heights up to 100 ft. Must be able to respond quickly to emergencies.

ARB
REV 1/22/03
FLSA & City: nonexempt

CSB 2/12/03

**THEATER TECHNICIAN I
THEATER TECHNICIAN 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 a variety of technical tasks in support of theatrical and performing programs; and to promote community involvement in such programs.

DISTINGUISHING CHARACTERISTICS

Theater Technician I—This is the entry level class in the Theater Technician series. This class is distinguished from the Theater Technician II by the performance of the more routine tasks and duties assigned to positions within the series. 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.

Theater Technician II—This is the full journey level class within the Theater Technician series. Employees within this class are distinguished from the Theater Technician I by the performance of the full range of duties assigned and by the level of experience attained. 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 AND EXERCISED

Theater Technician I

Receives immediate supervision from higher level supervisory or management staff.

May exercise functional or technical supervision over volunteers.

Theater Technician II

Receives general supervision from higher level supervisory or management staff.

May exercise functional or technical supervision over hourly staff or volunteers.

CITY OF LAS VEGAS
Theater Technician I/II (Continued)

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

1. Assist in organizing and coordinating the technical aspects of theatrical and performing arts productions and activities.
2. Read lighting plans; hang, focus, operate and strike stage lighting; set up and operate sound equipment as directed.
3. Read scenery plans; construct, transport, set up and strike scenery and props; may serve as running crew or stage manager on productions as assigned.
4. Assist in purchasing or renting and transporting materials and supplies; perform routine and emergency maintenance of facilities and equipment; maintain records of equipment maintenance and purchase requests.
5. Assist in conducting technical classes in performing arts.
6. Assist in maintaining and enforcing rules governing facilities and equipment.
7. Set up, operate and maintain the Showmobile/Mobile Stage Express, a ~~portable~~-mobile stage.
8. Set up, operate and strike the stage canopy at Hills Park.
9. During events, listen for comments expressing community needs and communicate to supervisor.

Marginal Functions:

1. Perform a variety of clerical functions including answering phones, filing and copying.
2. Perform safety and health related cleaning and maintenance services as needed in facilities.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Theater Technician I

Knowledge of:

Various aspects of technical productions in dance, drama and musical performance.
Applied electricity and carpentry.
Principles and practices of lighting and sound design.
Modern office procedures, methods and computer equipment.
Basic mathematical principles.
English usage, spelling, grammar and punctuation.

CITY OF LAS VEGAS
Theater Technician I/II (Continued)

Ability to:

Maintain flexible work schedule as needed.

Assist in a variety of performing arts activities.

Set-up, operate and strike a production.

Perform maintenance on technical equipment.

Read scenery and lighting plans.

Respond to requests and inquiries from the general public.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

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

Communicate clearly and concisely, both orally and in writing.

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

Experience and Training Requirements

Experience:

One Two years of technical experience working with performing arts programs. |

Training:

Equivalent to graduation from high school, ~~supplemented by college level course work in performing arts production or a related field.~~ |

License or Certificate

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

CITY OF LAS VEGAS
Theater Technician I/II (Continued)

Theater Technician II

In addition to the qualifications for Theater Technician I:

Knowledge of:

Techniques of various performing arts.
Principles and procedures of record keeping.

Ability to:

Plan, organize and monitor the technical aspects of performing arts programs.
Supervise and evaluate programs and staff.
Maintain accurate records.
Identify needs of the community.

Experience and Training Requirements

Experience:

~~Two-Three~~ years of technical experience working with performing arts programs.

Training:

Equivalent to graduation from high school, ~~supplemented by college level course work in performing arts production or a related field.~~

WORKING CONDITIONS:

Constantly = more than 2/3 of the time; Frequently = 1/3 to 2/3 of the time; Occasionally = less than 1/3 of the time; Infrequently = less than 5% of the time.

Environmental Conditions:

Location: 60% inside, 40% outside work in every changing work environment and in all types of weather conditions.

Hazards: Exposure to working at heights, noise, inclement weather conditions, moving objects and vehicles, burns, toxic and caustic chemicals, odors, fumes, awkward positions, cramped quarters, slippery surfaces, and pinch points.

Equipment Used: Hand and power tools, pneumatic tools, medium and light trucks, forklifts, hoists, computerized lighting systems, audio equipment, amplifiers, mixing consoles, ladders, winches, and high voltage motors and generators.

Safety Equipment: Hard hat, gloves, aprons, safety glasses, safety harness or lanyard, steel-toed safety shoes, and other equipment as needed.

CITY OF LAS VEGAS
Theater Technician I/II (Continued)

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequent-constant standing, in combination with walking up to 4-6 miles per shift, on all types of surfaces outdoors and indoors.

Sitting: Occasionally, while operating equipment and vehicles, or administrative duties at desk.

Lift/carry: Frequently, up to 1-75 lbs., props, tools, and equipment. Carrying distances of up to 50 ft. Occasionally-infrequently, 76-150 lbs., with assistance for heavier equipment.

Push/pull: Frequently, exerting up to 5-50 lbs. force using both hands and arms while moving equipment, setting up stages, operating fly systems pulling ropes and cables. Infrequently, exerting force exceeding 75 lbs. while moving large equipment.

Climbing: Frequently, climbing or balancing on ladders, platforms, scaffolding while performing job duties; may carry 20-30 lbs. while climbing.

Bending/twisting: Constantly, at waist, knees and neck, often in awkward positions while performing set up and strike activities.

Kneeling/crouching/crawling: Frequently, while performing transport, set up and strike activities. May crawl in attics and crawl spaces under stages.

Hands/arms: Constant use of hands and arms reaching, grasping, fingering, gripping, handling while installing and repairing equipment, at times working with arms extended and overhead. Heavy gripping using hand and power tools can be extended at times.

Sight: Constant use of sight abilities while inspecting or repairing equipment. Visual requirements include hand, eye and foot coordination, and visual acuity in near-, mid- and far-range.

Speech/hearing: Constantly, in communicating with co-workers and supervisors.

Other physical demands: Ability to work in confined spaces, in all types of environments, and work at heights up to 100 ft. Must be able to respond quickly to emergencies.

GMWARB

REV 08/30/001/22/03

FLSA & City: nonexempt

CSB 7/11/012/12/03

**TRAFFIC BARRICADE INSPECTOR I
TRAFFIC BARRICADE INSPECTOR 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 inspect all work zones within the city right-of-way to protect the public from unnecessary hazards due to road construction; to instruct city work crews in proper work zone safety; and to enforce and investigate all matters involving construction to protect the City from unnecessary liability.

DISTINGUISHING CHARACTERISTICS

Traffic Barricade Inspector I This is the entry level class in the Traffic Barricade Inspector series. This class is distinguished from the Traffic Barricade Inspector II by the level of experience required for the performance of the tasks and duties assigned. 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.

Traffic Barricade Inspector II This is the full journey level class within the Traffic Barricade Series. Employees within this class are distinguished from the Traffic Barricade Inspector I by the level of experience required to perform the full range of duties assigned. 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

Traffic Barricade Inspector I

Receives direct supervision from higher level division staff.

Traffic Barricade Inspector II

Receives general supervision from higher level division staff.

CITY OF LAS VEGAS
Traffic Barricade Inspector 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. Inspect work zones in city right-of-way to ensure compliance with standard traffic control principles and practices; document all activities in automated log.
2. Inspect construction project flaggers for proper credentials and monitor their activities.
3. Review all traffic control plans and specifications for proposed construction projects; approve or recommend revisions to comply with traffic control standards; assist traffic barricading companies to comply with legal requirements and prepare proper traffic control plans.
4. Maintain files of all Traffic Control Plans and record any deficiencies; maintain records of daily inspections.
5. Assist Construction Inspectors with barricade problems.
6. Represent City Traffic Engineer at applicable pre-construction and pre-bid meetings to address barricading concerns; review bid documents.
7. Provide instruction on work zone safety for City staff and other agencies.
8. Review and update information to be provided to the news media each week regarding traffic disruptions.
9. Report school zone roadway construction to Clark County School District officials; monitor construction zone for trouble spots; make recommendations as required.
10. Interpret, explain and enforce laws regarding traffic control for contractors and City staff; advise appropriate City departments of road deficiencies, damaged or missing signs, and malfunctioning traffic signals.
11. Respond to or resolve citizen questions and complaints concerning traffic work zones.
12. Prepare reports of activities as requested by management.

Marginal Functions:

1. Attend staff meetings and update staff on project issues and progress.
2. Represent the City as a witness in legal proceedings.
3. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Traffic Barricade Inspector I/II (continued)

QUALIFICATIONS

Traffic Barricade Inspector I

Knowledge of:

Basic laws and legal requirements of traffic control at work sites.

Basic principles and practices of traffic control as described in the Manual of Uniform Traffic Control Devices.

Basic methods and practices of construction.

Legal street signs and street markings.

Principles and procedures of recordkeeping.

English usage, spelling, grammar and punctuation.

Construction contract plans and specifications.

Pertinent federal, state and local laws, codes and regulations including parking laws and restrictions.

Ability to:

Read a map book.

Recognize potential hazards and make proper field changes to keep work zones safe.

Respond to requests and inquiries from the general public.

Work independently without direct supervision.

Understand and follow oral and written instructions.

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

Communicate clearly and concisely, both orally and in writing.

Maintain mental capacity which allows the capability of:

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

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

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

Maintain effective audio-visual discrimination and perception needed for:

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

CITY OF LAS VEGAS
Traffic Barricade Inspector I/II (continued)

Experience and Training Requirements

Experience:

One year of experience with primary responsibility for traffic barricading, traffic movement or traffic control;

OR

Two years of experience enforcing municipal codes;

OR

Three years experience in a field occupation that included traffic barricading.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Possession of a Level I Signs and Marking Specialist certificate from the International Municipal Signal Association within six months of the date of appointment.

Possession of a Work Zone Safety certification from the International Municipal Signal Association within six months of the date of appointment.

Possession of a Flagger registration from the American Traffic Safety Services Association within six months of the date of appointment.

Traffic Barricade Inspector II

In addition to the qualifications for the Traffic Barricade Inspector I:

Knowledge of:

Principles set forth in Clark County Uniform Standard Specifications Book and Clark County Uniform Standard Drawings Book. OSHA standards for construction industry.
Construction contract plans and specifications.

Experience and Training Requirements

Experience:

Two years of traffic barricading experience.

Training:

Equivalent to graduation from high school.

CITY OF LAS VEGAS
Traffic Barricade Inspector I/II (continued)

License or Certificate

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

Possession of a Level II Signs and Marking Specialist certificate from the International Municipal Signal Association within six months of the date of appointment.

Physical Conditions:

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

ARB
REV 1/30/03
FLSA & City: nonexempt

CSB: 2/12/03

**TRAFFIC BARRICADE INSPECTOR I
TRAFFIC BARRICADE INSPECTOR 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 inspect all work zones within the city right-of-way to protect the public from unnecessary hazards due to road construction; to instruct city work crews in proper work zone safety; and to enforce and investigate all matters involving construction to protect the City from unnecessary liability.

DISTINGUISHING CHARACTERISTICS

Traffic Barricade Inspector I This is the entry level class in the Traffic Barricade Inspector series. This class is distinguished from the Traffic Barricade Inspector II by the level of experience required for the performance of the tasks and duties assigned. 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.

Traffic Barricade Inspector II This is the full journey level class within the Traffic Barricade Series. Employees within this class are distinguished from the Traffic Barricade Inspector I by the level of experience required to perform the full range of duties assigned. 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

Traffic Barricade Inspector I

Receives direct supervision from higher level division staff.

Traffic Barricade Inspector II

Receives general supervision from higher level division staff.

CITY OF LAS VEGAS
Traffic Barricade Inspector 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. Inspect work zones in city right-of-way to ensure compliance and proper maintenance of the zones to adjust to traffic and pedestrian needs with standard traffic control principles and practices; document all activities in automated log.
2. Inspect construction project flaggers for proper credentials and monitor their activities.
- 2.3. Review, approve or advise of changes on all Traffic Control Plans that are submitted for work in city right-of-ways. Review all traffic control plans and specifications for proposed construction projects; approve or recommend revisions to comply with traffic control standards; assist traffic barricading companies to comply with legal requirements and prepare proper traffic control plans.
- 3.4. Keep-Maintain files of all Traffic Control Plans, and record any deficiencies; keep-maintain records of daily inspections.
- 4.5. Assist Construction Inspectors I/II with barricade problems and contractors who refuse to comply.
- 5.6. Review all plans and specifications for purposed construction projects prior to completion of these documents for changes regarding traffic control.
- 6.7. Attend all-Represent City Traffic Engineer at applicable pre-construction and pre-bid meetings to inform the City Traffic Engineer address barricading concerns; review bid documents.
8. Provide instruction on work zone safety for City staff and other agencies.
- 7.9. Review and update Media-Disruption Sheets information to be turned into-provided to the news media every each week regarding traffic disruptions; document all activities in computer "Daily Activities Log" for use in any future legal referenees, and verifications of times in zones and conditions at time recorded.
- 8.10. Report school zone roadway construction to Clark County School District officials; monitor construction zone for trouble spots; make recommendations as required.
- 9.11. Advise contractors of legal requirements regarding work zones Interpret, explain and enforce laws regarding traffic control for contractors and City staff; advise various appropriate City departments of road deficiencies, damaged or missing signs, and malfunctioning traffic signals not functioning properly; advise City Traffic Engineer of any roadway deficiencies.
12. Respond to or resolve citizen questions and complaints concerning traffic work zones.
10. Work with traffic barricading companies on legal requirements of various projects, assist in preparing proper traffic control plans.

CITY OF LAS VEGAS
Traffic Barricade Inspector I/II (continued)

13. Prepare reports of activities as requested by management.

Marginal Functions:

- ~~1. Inspect flag persons on projects for proper credentials and monitor their activities in their respective zones.~~
- 2.1. Attend staff meetings and update staff on projects concerning their problems issues and progress.
2. Represent the City as a witness in legal proceedings.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Traffic Barricade Inspector I

Knowledge of:

Basic laws and legal requirements of traffic control at work sites.
Basic principles and practices of traffic control as described in the Manual of Uniform Traffic Control Devices.
Basic methods and practices of construction.
Legal street signs and street markings.
Principles and procedures of record-keeping.
English usage, spelling, grammar and punctuation.
Construction contract plans and specifications.
Pertinent federal, state and local laws, codes and regulations including parking laws and restrictions.

Ability to:

~~Interpret, explain and enforce laws regarding traffic control.~~
~~Prepare presentations for work zone safety seminars.~~
~~Read a map book.~~
~~Prepare clear and concise reports.~~
~~Communicate clearly and concisely.~~
Recognize potential hazards and make proper field changes to keep work zones safe.
~~Maintain mental capacity which allows the capability of:~~
~~————— *Making sound decisions*~~
~~————— *Demonstrating intellectual capabilities.*~~
Respond to requests and inquiries from the general public.
Work independently ~~in the absence of~~ without direct supervision.
Understand and follow oral and written instructions.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.
~~Maintain mental capacity which allows for effective interaction and communications with others.~~
Maintain mental capacity which allows the capability of:

CITY OF LAS VEGAS
Traffic Barricade Inspector I/II (continued)

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

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

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

Maintain effective audio-visual discrimination and perception needed for:

- ~~— Making observations;~~
- ~~— Communicating with others;~~
- ~~— Reading and writing; and~~
- ~~— Operating assigned equipment and vehicles.~~

Experience and Training Requirements

Experience:

~~One year of responsible experience with primary responsibility for traffic barricading, traffic movement, or traffic control or code work experience;~~

~~OR~~

~~Two years of experience enforcing municipal codes;~~

~~OR~~

~~Three years experience in a field occupation that included traffic barricading.~~

Training:

Equivalent to graduation from high school.

License or Certificate

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

~~Possession of, or ability to obtain, a Level I Apprentice-Signs and Marking Specialist certificate from the International Municipal Signal Association is desirable within six months of the date of appointment.~~

~~Possession of a Work Zone Safety certification from the International Municipal Signal Association within six months of the date of appointment.~~

~~Possession of a Flagger registration from the American Traffic Safety Services Association within six months of the date of appointment.~~

Traffic Barricade Inspector II

In addition to the qualifications for the Traffic Barricade Inspector I:

Knowledge of:

CITY OF LAS VEGAS
Traffic Barricade Inspector I/II (continued)

Principles set forth in "Clark County Uniform Standard Specifications Book" and "Clark County Uniform Standard Drawings Book."

OSHA standards for construction industry.

Construction Contract plans and specifications.

City of Las Vegas supervisory standards and procedures.

Ability to:

~~Resolve any citizens complaints concerning traffic work zones; discuss with citizens, review and advise any actions taken.~~

~~Conduct classes for all city personnel involved in outside work on the proper procedure and legal requirements for work zone safety; test after classes; issue certificates.~~

~~Represent the City as a witness; gather information on work zones with traffic accidents.~~

Experience and Training Requirements

Experience:

~~Three-Two years of increasingly responsible traffic barricading, movement, control or code work experience with one year of experience as a Traffic Barricade Inspector I with the City of Las Vegas.~~

Training:

~~Equivalent to graduation from high school with post-secondary training in traffic work zone control.~~

License or Certificate

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

~~Possession of, or ability to obtain, a Level II Apprentice Signs and Marking Specialist certificate from the International Municipal Signal Association is desirable within six months of the date of appointment. Possession of American Traffic Safety Services Association Certificate. Possession of Certificate of Completion of fundamentals of traffic engineering course is required.~~

Physical Conditions:

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

ARB

REV 1/30/03

FLSA & City: nonexempt

CSB: 2/9/94

FIRE HEALTH AND SAFETY TRAINING OFFICER

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 develop and administer programs to ensure employee safety within the Fire and Rescue Department; to ensure compliance with safety, health and environmental regulations; and to perform a variety of tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level management staff. Receives technical and functional direction from City's Safety/Loss Control Officer and Human Resources management.

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

Essential Functions:

1. Develop, implement and monitor occupational safety, health, and loss control programs for the department in compliance with National Fire Protection Association (NFPA) standards, and coordinating with the Human Resources Department.
2. Coordinate and present training programs in various areas of fire safety, including accident investigations, occupational injuries and death, illnesses, hazardous exposures and live burn exercises in compliance with National Fire Protection Association standards.
3. Develop safety rules, regulations, policies and guidelines, working in conjunction with department and Human Resources staff; prepare manuals and training outlines; evaluate and review operating procedures and safety precautions to minimize the potential for accident, injury or illness; prepare manuals and training outlines; implement approved rules, policies and guidelines.
4. Investigate safety and health complaints submitted by management, employees, bargaining units, the public and regulatory agencies; evaluate the concern and possible solutions, recommend best solution.
5. Conduct training for employees who use personal protective or other safety equipment in its proper use, selection, limitations, maintenance and replacement; observe employees at work to ensure that appropriate safety equipment is used properly and that established procedures are followed.
6. Ensure that employees adhere to all safety and environmental regulations regarding the storage, handling and disposal of hazardous substances.

CITY OF LAS VEGAS
Fire Health and Safety Training Officer (*continued*)

Essential Functions:

7. Notify department and Human Resources management of violations of safety and environmental regulations and codes, make recommendations for correction, and follow up to ensure that violations have been rectified.
8. Conduct or coordinate safety training, including classroom lectures, demonstrations, hands-on instruction and impromptu meetings; determine material and equipment needed for training classes; ensure availability of classrooms and supplies; provide and develop lesson plans for training courses and provide handouts and other training material.
9. Prepare various types of documents using a personal computer, such as reports, lesson plans, manuals and correspondence.
10. Research and collect information pertaining to fire safety and health; gather information from publications, seminars and other sources; stay abreast of innovations in fire safety and health.
11. Maintain records and files related to training, safety and environmental issues as required by City policy and federal or state law; prepare a variety of narrative and statistical reports, correspondence and other documents as requested by department or Human Resources management or in compliance with the National Fire Protection Association, state and federal requirements.
12. Develop, implement and manage the risk management plan in compliance with National Fire Protection Association standards, coordinating with Human Resources; communicate the health and safety aspects of the risk management plan to all department staff through training and education.
13. Conduct required training and testing for all department employees who are required by their jobs to drive a vehicle.
14. Ensure the department's infection control program meets the requirements of 19 CFR 1910.1030 and NFPA 1581.
15. Review specifications for new apparatus, equipment, protective clothing and protective equipment for compliance with applicable safety standards; make recommendations regarding the service testing of apparatus and equipment to determine suitability for continued service in compliance with National Fire Protection Association standards.
16. Develop, implement and maintain protective clothing and equipment inspection and evaluation program in compliance with National Fire Protection Association standards.
17. Work with department medical and management staff, Crisis Intervention Administration, and Human Resources staff to develop, implement and maintain medical, wellness, critical incident stress management, physical fitness, nutrition, and injury and rehabilitation programs within the department.

CITY OF LAS VEGAS
Fire Health and Safety Training Officer (*continued*)

Marginal Functions:

1. Provide tours of training facilities; respond to inquiries from the public and media; may assist in the establishment or operation of community relations programs in the department; may assist the director or deputy fire chief in maintaining a positive relationship with community organizations, professional groups and the general public.
2. May assist other work units in the development and implementation of new programs or revisions to existing programs.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles, practices and procedures of modern fire health and safety standards.
Principles, practices, procedures and equipment related to fire health and safety standards.
Standard occupational hazards.
Basic methods of investigation, analysis and reporting.
Training techniques and practices.
Modern office procedures, methods and computer equipment.
English usage, spelling, grammar and punctuation.
Rules, regulations and operational procedures of the City of Las Vegas Fire & Rescue Department including modern health and safety activities.
Pertinent federal, state and local laws, codes, regulations.
Principles and techniques of record keeping.

Ability to:

Research and compile resource material pertaining to modern fire health and safety methodologies.
Interpret, explain, and enforce department policies and procedures.
Interpret, explain and apply applicable laws, codes, regulations and guidelines.
Use initiative and independent judgment within established 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; and*
- *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:

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

CITY OF LAS VEGAS
Fire Health and Safety Training Officer (*continued*)

Ability to:

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

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

Experience and Training Requirements

Experience:

Any combination of five years of paid, full time Fire Training Officer experience with a professional fire department, to include three years active duty with the City of Las Vegas Fire & Rescue Department as Fire Training Officer Specialist.

Previous training experience is desirable.

Training:

Equivalent to graduation from high school. College course work in fire science, fire administration or related field is desirable.

Licenses or Certificates:

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

Possession and maintenance of appropriate certifications required to function as an instructor in any capacity related to the essential functions listed above.

Possession of Fire Service Instructor I certification on date of appointment.

Possession of Fire Service Instructor II certification within 18 months of the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Work in office and field environments; exposure to computer screens; travel from site to site; work in inclement weather conditions; occasional work in an emergency environment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, crawling, climbing, stooping, lifting and sitting for prolonged periods of time; exposure to noise, water and smoke; operating motorized vehicles.

KAG NEW 11/25/02
FLSA & City: nonexempt CSB 2/12/03

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date February 12, 2003

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS, SECRETARY

**SUBJECT: D. REQUEST TO BE PLACED ON REHIRE LIST: MARK ESCOBEDO AND
MICHAEL J. REHAN**

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

Mark Escobedo, an employee from September 16, 1998 to March 6, 2001, has requested to be placed on the Rehire List for Engineering Project Manager. A copy of his Department Director's approval is attached for the Board's information and review.

Michael J. Rehan, an employee from March 30, 1998 to September 16, 2002, has requested to be placed on the Rehire List for Firefighter Paramedic. A copy of his Department Director's approval 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.

Mark Escobedo and Michael J. Rehan both meet the criteria for placement on the Rehire List, and it is recommended that the Board approve their request.

Judy Tuttle

From: Patty Moyer
Sent: Monday, February 03, 2003 10:24 AM
To: Judy Tuttle
Cc: Dick Goecke; O.C. White; Jorge Cervantes; Ebony Folk
Subject: Mark Escobedo - Rehire List

The Department is in receipt of a letter from Mr. Escobedo and in checking with the Division, Admin. agrees with the following:

The Department of Public Works has no problem with Mark Escobedo's request to be placed on the "rehire list" for the Engineering Project Manager classification.

I am faxing his letter over to your attention today.

Approved
Judy Tuttle
2/3/03

JAN 23 2003

January 20, 2003

Richard D. Goecke, Director
Public Works Department
City of Las Vegas
400 Stewart Avenue
Las Vegas, NV 89101

RE: REHIRE LIST

Dear Mr. Goecke:

With this letter, I am requesting your permission for my name to be placed on the City of Las Vegas Rehire List. I began working for the City of Las Vegas on September 16, 1998 and worked for the Traffic Engineering Division until March 6, 2001. During that time I obtained regular status in the job classification of Engineering Project Manager. I left the City's employment in good standing and I believe that I have met all the criteria to be eligible for placement on a rehire list.

Should you require any additional information, I can be contacted at the address listed below. Thank you in advance for your consideration in this matter.

Respectfully Submitted,

Mark A. Escobedo

Mark A. Escobedo
7312 Van Buren Avenue
Cheyenne, Wyoming 82009
(307) 635-4138

Helen Gonzales

From: Judy Tuttle
Sent: Monday, February 03, 2003 11:10 AM
To: Helen Gonzales
Subject: FW: Re-hire list

-----Original Message-----

From: Judy Tuttle
Sent: Wednesday, January 15, 2003 5:35 PM
To: David Washington
Subject: RE: Re-hire list

Absolutely you can and it is always your choice. It's just that we need to indicate we have department head approval when we present it to the Civil Service Board. It's never a commitment to hire. Thanks.

-----Original Message-----

From: David Washington
Sent: Wednesday, January 15, 2003 4:58 PM
To: Judy Tuttle
Subject: RE: Re-hire list

Judy,
I'm okay with this if we are able to discuss within our department before any rehire would take place. I would want to seek input from members of my staff regarding this type employee this gentleman or others were before any action.
DLW

-----Original Message-----

From: Judy Tuttle
Sent: Wednesday, January 15, 2003 3:57 PM
To: David Washington
Cc: Martha Davis; Louisa Tuilagi
Subject: FW: Re-hire list

David, please indicate - e-mail is fine - your approval to put Michael Rehan's rehire request on the Civil Service list. I now have a copy of his letter.

Thanks, David.

-----Original Message-----

From: Rosemary Hall
Sent: Monday, January 13, 2003 11:56 AM
To: Angelo J. Aragon
Cc: David Washington; Judy Tuttle
Subject: RE: Re-hire list

I'm sending you and Judy Tuttle a copy of Michael Rehan's resignation letter wherein he states: "Having served here almost five years, I would like to be placed on the rehire list as per the civil service rules."
Will this meet your needs?

Rosemary
x-0323

Approved
Judy Tuttle
2/3/03

September 9, 2002

To: David Washington
Fire Chief

From: Michael Rehan
Firefighter/Paramedic

Re: Resignation of position

Dear Chief,

This letter is to serve as written "Letter of Resignation" from my position with the City of Las Vegas. I have been offered, and have excepted a position with a fire department back home. It is with a great deal of mixed emotions that I must make this decision. I am heart broken to have to leave the department here, but this serves as an opportunity for me to return home to my family.

I have always taken great pride in being a member of the Las Vegas Fire and Rescue. Having served here almost five years, I would like to be placed on the rehire list as per the civil service rules.

My last official day here will be September 20th.
My date of appointment with my new agency is September 23, 2002.

I will keep my Fire Captain and Battalion Chief advised accordingly, and will be available to process out as appropriate.

It has been pleasure to serve under your leadership and command.

Thank you.

Sincerely and Professionally yours,



Michael J. Rehan

1 **ELIZABETH A. SNYDER, ESQ.**
Nevada Bar No. 007522
2 857 N. Eastern Avenue
Las Vegas, Nevada 89101
3 Telephone: (702) 649-6606
Telefacsimile: (702) 649-2135
4 Attorney for Employee/Petitioner

5
6 **BEFORE THE CITY OF LAS VEGAS
CIVIL SERVICE BOARD**

7 MELDON BEUS)
8 Employee/Petitioner)
9 vs.)
10 CITY OF LAS VEGAS and)
DEPARTMENT OF DETENTION AND)
11 ENFORCEMENT)
12 Employer/Respondent)

13
14 **RECEIPT OF COPY**

15 RECEIPT OF COPY is hereby acknowledged this 29th day of January, 2003 of the
16 **NOTICE OF DISMISSAL OF APPEAL.**

17
18 Marilyn Nakagawa
An employee of the City of Las Vegas Civil Service Board

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28

ORIGINAL

1 **ELIZABETH A. SNYDER, ESQ.**
Nevada Bar No. 007522
2 857 N. Eastern Avenue
Las Vegas, Nevada 89101
3 Telephone: (702) 649-6606
Telefacsimile: (702) 649-2135
4 Attorney for Employee/Petitioner

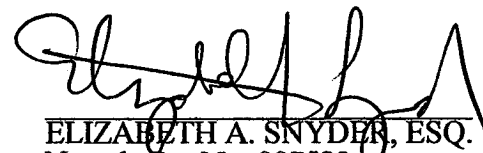
5
6 **BEFORE THE CITY OF LAS VEGAS
CIVIL SERVICE BOARD**

7 MELDON BEUS)
8 Employee/Petitioner)
9 vs.)
10 CITY OF LAS VEGAS and)
DEPARTMENT OF DETENTION AND)
11 ENFORCEMENT)
12 Employer/Respondent)

13 **NOTICE OF DISMISSAL OF APPEAL**

14 COMES NOW Meldon Beus, by and through counsel Elizabeth A. Snyder, Esq., and
15 hereby notifies the Civil Service Board that he has withdrawn his appeal pursuant to an
16 agreement between him and the City of Las Vegas.

17 DATED this 27th day of January, 2003.

18
19 
20 **ELIZABETH A. SNYDER, ESQ.**
Nevada Bar No. 007522
21 857 N. Eastern Avenue
Las Vegas, Nevada 89101
22 Telephone: (702) 649-6606
Telefacsimile: (702) 649-2135
23 Attorney for Employee/Petitioner

24
25
26
27 HUMAN RESOURCES DEPT

28 2003 JAN 29 A 11:58

RECEIVED

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date February 12, 2003

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS, SECRETARY

SUBJECT: E. REQUEST FOR DISMISSAL OF APPEAL

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