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

TELECONFERENCE AGENDA

DATE: May 28, 2003
TIME: 11:30 a.m.

11:59 S
12:05 F

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.

***NOTE:** Minutes from this meeting will be included as part of the next regularly scheduled meeting on June 11, 2003.

- TD TP }
 LL }
 JA }
- I. CALL TO ORDER
 - II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
 - III. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED:
 - 1) Economic Development Officer – Open
 - 2) Parking Enforcement Officer – Promotional
 - 3) Parking Enforcement Officer – Open
 - 4) Senior Office Specialist – Promotional
 - 5) Senior Office Specialist – Open
 - 6) Senior Plumber – Promotional

M- LL }
2nd - JA } Pass
 - B. CLASSIFICATION SPECIFICATIONS:
 - 1) Park Construction Crew Leader – New
 - 2) Parks Crew Leader – New
 - 3) Rapid Response Crew Leader – New
 - 4) Rapid Response Team Supervisor – New

M - JA }
2nd - TD } Pass
 - C. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST
 - 1) Caseworker – Open
 - 2) Permits Technician – Promotional
 - 3) Permits Technician – Open

M - TD }
2nd - JA } Pass

100 ✓

IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED:

V. 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



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

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: May 28, 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: 6

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Economic Development Officer - Open	52	10	10
2. Parking Enforcement Officer – Promotional	12	8	8
3. Parking Enforcement Officer – Open	385	268	241
4. Senior Office Specialist – Promotional	32	27	27
5. Senior Office Specialist – Open	34	29	28
6. Senior Plumber - Promotional	3	1	1

CITY OF LAS VEGAS

ELIGIBLE LIST

Economic Development Officer
Examination

May 15, 2003
Date of Test

0379500010
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	16	GROUP 1	2
REJECTED	36	GROUP 2	6
TOTAL RECEIVED	52	GROUP 3	2
		TOTAL ON LIST	10

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		10		
FAILED		0		
TOTAL TESTED		10		
DID NOT APPEAR		6		

CITY OF LAS VEGAS

ELIGIBLE LIST

Parking Enforcement Officer
Examination

April 29, 2003
Date of Test

03346303P
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	11	GROUP 1	3
REJECTED	1	GROUP 2	3
TOTAL RECEIVED	12	GROUP 3	2
		TOTAL ON LIST	8

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	8			
FAILED	0			
TOTAL TESTED	8			
DID NOT APPEAR	3			

CITY OF LAS VEGAS

ELIGIBLE LIST

Parking Enforcement Officer
Examination

April 29, 2003
Date of Test

033463030
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	354	GROUP 1	71
REJECTED	31	GROUP 2	92
TOTAL RECEIVED	385	GROUP 3	78
		TOTAL ON LIST	241

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	241			
FAILED	27			
TOTAL TESTED	268			
DID NOT APPEAR/ WITHDREW	86			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Office Specialist
Examination

May 5, 2003
Date of Test

03351204P
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	29	GROUP 1	12
REJECTED	3	GROUP 2	11
TOTAL RECEIVED	32	GROUP 3	4
		TOTAL ON LIST	27

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	27			
FAILED	0			
TOTAL TESTED	27			
DID NOT APPEAR	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

**Senior Office Specialist
Examination**

**May 5, 2003
Date of Test**

**033512040
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	31	GROUP 1	2
REJECTED	3	GROUP 2	17
TOTAL RECEIVED	34	GROUP 3	9
		TOTAL ON LIST	28

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	28			
FAILED	1			
TOTAL TESTED	29			
DID NOT APPEAR	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Plumber
Examination

May 14, 2003
Date of Test

03257203P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

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

	<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

AGENDA DOCUMENTATION

Date May 28, 2003

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

SUBJECT: B. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

NEW:

1. Park Construction Crew Leader
2. Parks Crew Leader
3. Rapid Response Crew Leader
4. Rapid Response Team Supervisor

The Parks Crew Leader classification was requested by the Field Operations Department to combine Park Maintenance Crew Leader and Irrigation Systems Crew Leader. This will allow the division to more efficiently maintain the City's growing park.

The Park Construction Crew Leader classification was requested by the Field Operations Department to more accurately reflect the duties performed by one Park Maintenance Crew Leader position.

Rapid Response Crew Leader was created to provide more accessible leadership in the field and to relieve the supervisor of some of the responsibilities of overseeing the work.

Rapid Response Team Supervisor was created to reflect responsibilities that have been assigned to the position for several years.

RECOMMENDATION

The City recommends approval of these newly created classification specifications.

PARK CONSTRUCTION CREW LEADER

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

DEFINITION

To lead, plan, prioritize, coordinate, oversee, assign and participate in the activities and operations of the Parks & Open Spaces construction crew in the construction and renovation of city parks; to perform a variety of technical tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned Facilities Maintenance Supervisor or higher-level supervisory or managerial staff.

Exercises technical and functional supervision over assigned staff.

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

Essential Functions:

1. Lead, plan, prioritize, coordinate, oversee, assign, participate in and review the work of staff responsible for the construction and renovation of municipal park grounds.
2. Plan, direct and participate in a variety of construction duties, including removal of old materials and installation of sub bases, irrigation systems, playground equipment, park amenities, chain link fencing and turf.
3. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
4. Inspect and verify the work of assigned staff for accuracy, proper work methods and techniques and compliance with applicable standards and specifications.
5. Ensure assigned employees adhere to safe work practices and procedures.
6. Coordinate work of trades not assigned to construction crew, which include masonry/concrete, electrical, irrigation and line locators, as needed, to complete construction and renovation projects.
7. Oversee the scheduling and operation of city-owned special equipment, including backhoes, bobcats, front loaders, trenchers and dump trucks.
8. Oversee the rental and operation of equipment not owned by the city, including belly scrapers, paddlewheels, disk and harrows, and trenchers over 20,000 lbs.

CITY OF LAS VEGAS
Park Construction Crew Leader (*continued*)

Essential Functions:

9. Survey grading to maintain the integrity and requirements of the grades according to code.
10. Schedule and oversee street closures and diversions necessary to facilitate road shoulder and median work in a safe manner.
11. Train assigned employees in park construction and maintenance methods and techniques and in the set-up and use of equipment.
12. Contact utility companies to request "Call Before You Dig" clearance.
13. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a park renovation and construction program.
Principles of lead supervision and training.
Methods and techniques of park renovation and construction.
Proper uses and methods of operation of a variety of hand and power tools and motorized equipment used in construction.
Care, operation and maintenance of a variety of power tools and equipment.
Principles and practices of surface grading.
Applicable occupational hazards and standard safety practices.
Pertinent federal, state and local laws, codes, and regulations.

Ability to:

Coordinate multiple projects.
Set priorities.
Interpret, explain and enforce department policies and procedures.
Work independently without direct supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:

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

CITY OF LAS VEGAS
Park Construction Crew Leader (*continued*)

Ability to:

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in the construction and renovation of municipal park facilities or in commercial landscape construction, or a closely related field.

Training:

Equivalent to graduation from high school. Additional specialized training in landscape construction or a related field is desirable.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

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

KAG

NEW: 3/12/03

FLSA & City: Nonexempt

CSB 5/28/03

PARKS CREW LEADER

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

DEFINITION

To lead, oversee and participate in the more complex and difficult work of crews responsible for the installation, repair and maintenance of sprinkler systems; and park maintenance; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Park Maintenance Field Supervisor and Park Maintenance Supervisor.

Exercises functional and technical supervision over park maintenance staff.

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

Essential Functions:

1. Lead, plan, prioritize, coordinate, oversee, participate in and review the work of staff responsible for the maintenance and construction of municipal park grounds, leisure facilities, and landscaping in or around City-owned buildings, property and road medians.
2. Lead, plan, train and review the work of crews responsible for the installation, repair and maintenance of sprinkler systems on city properties.
3. Plan, direct and participate in a variety of plant maintenance and landscape duties, including planting, fertilizing, weeding, pruning, trimming, aerating and watering turf, trees, ornamentals and shrubs; mowing and edging turf; raking recreation areas; sweeping and clearing fallen trees from the public paths and walkways; applying pesticides and herbicides.
4. Plan, direct and participate in park maintenance irrigation services including the installation, repair, maintenance, inspections, troubleshooting, and replacement, of irrigation systems, wiring and controllers; repair water main lines, broken lateral lines and sprinkler heads.
5. Clean parks and other City facilities, including emptying trash cans, picking up trash, cleaning and stocking rest rooms, sweeping hardscaped areas, cleaning playground equipment, screening debris from water surfaces.

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

Essential Functions:

6. Provide for or coordinate the training of assigned employees on more difficult methods and techniques of sprinkler system installation and repairs, and assist in the set up and use of equipment. Train assigned employees in park construction and maintenance methods and techniques and in the set-up and use of equipment.
7. Oversee and participate in the maintenance and care of street and park trees to ensure public safety; oversee the trimming and pruning of trees to keep streets and sidewalks clear.
8. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications. Ensure assigned staff adheres to safe work practices and procedures.
9. Oversee the inspection and ensure the safety of various park facilities, including playgrounds and sports fields; check park buildings for proper security.
10. Oversee the use of and operate a variety of tools and equipment including power tools, trenches, torches, grinders, and electrical diagnosing tools; perform minor maintenance as necessary. Oversee the use of and operate a variety of tools and equipment, including power tools, backhoe, dump trucks, tractors, riding mowers and lawnmowers.
11. Perform periodic inspection on installed sprinkler system and sprinkler clocks for proper operation and maintenance.
12. Estimate from blueprints needed equipment, materials and parts, and time required for installation; requisition materials as required; troubleshoot malfunctions in clocks and timers, automatic valves, breakers and wiring.
13. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner or refer to a higher level.
14. Provide for or coordinate the training of park facility maintenance personnel.
15. Ensure that assigned City vehicles are cleaned and maintained and operated in a safe and lawful manner.

Marginal Functions:

1. Deliver, set up and take down portable bleachers for public ceremonies and events.
2. Participate in backflow prevention assembly device testing, repair and maintenance.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a park maintenance program, including irrigation systems.

Basic operation of the Rainbird Maxi Com system.

Principles and practices of facilities and grounds maintenance.

Operational characteristics of irrigation systems installation and maintenance.

Characteristics and horticultural needs of common desert-adapted shade and ornamental trees, shrubs, perennials, turf grasses, annuals and other plants.

Principles, techniques and practices of desert and traditional plant maintenance including planting, fertilizing, weeding, pruning, trimming, aerating and watering.

Pest and weed control chemicals and their proper uses.

Proper uses, operation and maintenance of a variety of tools and equipment used in facility and grounds maintenance and irrigation systems installation and maintenance.

Principles of lead supervision and training.

Occupational hazards and standard safety practices.

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

Ability to:

Interpret, explain and enforce department policies and procedures.

Work independently without direct supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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

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

CITY OF LAS VEGAS
Parks Crew Leader (continued)

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in park maintenance and installing, maintaining and repairing sprinkler systems.

Training:

Equivalent to graduation from high school. Additional specialized training in grounds maintenance, irrigation systems or a related field is desirable.

License or Certificate

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

Possession and maintenance of a Commercial Driver's license on the date of application.

Possession and maintenance of a Landscape Irrigation Auditor certification from the Irrigation Association on the date of application.

Possession and maintenance of one of the following on the date of application:

- Certified Applicator (allows the purchase and application of restricted use herbicides and pesticides) from the Nevada Department of Business and Industry, Division of Agriculture;
- Certified Playground Safety Inspector from the National Recreation and Park Association;
- Certified Arborist from the International Society of Arboriculture.

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: Outdoors in field environment with exposure to all typical weather conditions, including travel from site to site, and indoors within various building facilities.

Hazards: Exposure to sharp objects, pinch points, moving objects and vehicles, moving mechanical parts, odors, PVC cement and solvents, dust, noise, vibration, grease, smoke, fumes, gasses, cramped quarters, inclement weather conditions, slippery surfaces, toxic and caustic chemicals, and biological waste hazards.

Equipment Used: City pickup truck, forklift, variety of hand and power tools, jackhammer, tractor, garbage truck, dump truck, shovel, pickax, water hoses, valves, backhoe, trencher, mowers, skid steers, and water truck.

Safety Equipment: Respirator, goggles, safety shoes, dust mask, hardhat, and other equipment as needed. Eye, foot, ear protection. Back support devices available upon request.

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

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequent-constant standing in combination with walking, indoors and outdoors, over grass and uneven terrain, while performing general maintenance duties, may exceed 3 miles per day.

Sitting: Occasionally, while operating trenchers, backhoe and garbage truck, or assigned to fertilizer crew.

Lift/carry: Frequent lifting, 10-50 lbs. Infrequently, 50-80 lbs., tools, equipment, materials. Carrying up to 50 feet.

Push/pull: Frequently, using both hands and arms in moving equipment and building materials, using hand and power tools exerting a force of 25-50 lbs. 50-75 lbs. force while setting valve boxes, digging and picking hard rock, moving heavy materials and objects.

Climbing: Occasionally, stairs, 5-9 tier bleachers, in and out of garbage truck, on and off backhoe.

Bending/twisting: Frequently performs repetitive bending at waist, knees and neck while working in a variety of positions while digging and using pickaxe, performing maintenance duties and working on sprinkler heads, can be for extended periods.

Kneeling/crouching/crawling: Occasionally, kneels or crouches on grass and dirt while performing repair and maintenance duties.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering and gripping. Infrequently, overhead reaching using tools and in taking pipe off pipe rack. Can involve extensive use of hand tools in shoveling, raking, etc.

Sight: Constant use of sight abilities, including hand and eye coordination and depth perception for inspecting and repairing functions, and while driving.

Speech/hearing: Constantly, in communicating with co-workers and maintaining a safe work environment.

KAG

NEW: 3/19/03 (formerly Park Maintenance Crew Leader and Irrigation Systems Crew Leader)
FLSA & City: nonexempt

CSB 5/28/03

RAPID RESPONSE CREW LEADER

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

DEFINITION

To lead, oversee and participate in the more complex and difficult work of Rapid Response Team crews responsible for resolving complaints and correcting incidences of non-compliance with municipal nuisance ordinances; and to perform a variety of technical maintenance tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Rapid Response Team Supervisor or higher level supervisory or management staff.

Exercises functional and technical supervision over assigned Rapid Response Team maintenance staff.

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

Essential Functions:

1. Lead, plan, coordinate, assign, participate in and review the work of assigned employees responsible for resolving complaints and correcting incidences of non-compliance with municipal nuisance ordinances by using proper maintenance techniques.
2. Coordinate and review the work plan for assigned responsibilities; schedule and assign work activities and projects; monitor work flow; inspect, review and evaluate work products, methods and procedures to ensure accuracy and compliance with applicable standards and specifications.
3. Ensure assigned employees adhere to safe work practices and procedures; assist in training employees in applicable safety procedures.
4. Participate in and oversee the use and operation of construction and maintenance equipment needed for resolving complaints and correcting incidences of non-compliance with municipal and nuisance ordinances such as maintenance and abatement of vagrant camps, illegal signage, graffiti, polluted or hazardous water, pools, and other hazardous conditions.
5. Train assigned employees in maintenance and repair methods and techniques related to assigned areas of work.

CITY OF LAS VEGAS
Rapid Response Crew Leader (continued)

Essential Functions:

6. Operate all tools and equipment used in the Rapid Response Team maintenance program, including light and heavy equipment, large commercial vehicles and hand and power tools.
7. Maintain records of operations; file reports as needed.
8. Gather facts of on-the-job accidents and file appropriate reports.
9. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
10. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
11. Respond to emergency calls from Fire and Rescue Department and Metropolitan Police Department with minimal direction; provide emergency services within City right-of-way; coordinate staffing, equipment and outside resources needed.
12. Assist supervisor in inspecting and repairing or replacing damaged or worn equipment, vehicles and tools; train staff in preventive maintenance practices.
13. Assist in coordinating with other departments and agencies when working jointly to respond to a citizen concern or conducting a large-scale abatement; assist in planning and organizing staff and volunteers for neighborhood clean-ups, and set up traffic work zone safety barricades, lights, cones and signs.
14. Advise supervisor of maintenance issues noted in the field and participate in planning response.
15. Assist other City staff in construction and maintenance activities as necessary.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations and activities of the Rapid Response Team maintenance program.
Principles of lead supervision and training.
Methods and techniques of public facilities maintenance related to area of work assigned.
Uses and methods of operation of equipment and tools used in the area of work assigned.
Care and maintenance of a variety of power tools and equipment.
Municipal nuisance codes.
Local geography and street locations.

Knowledge of:

CITY OF LAS VEGAS
Rapid Response Crew Leader (*continued*)

Traffic work zone safety principles and practices.
The operation of light, medium and heavy construction equipment.
Occupational hazards and standard safety practices.
Pertinent federal, state and local laws, codes and regulations.
Personal computers and common office software.

Ability to:

Interpret, explain and enforce department policies and procedures and applicable municipal nuisance codes.

Work independently without direct supervision.

Set priorities.

Communicate effectively with citizens of varying socioeconomic and cultural backgrounds.

Act calmly, rationally and tactfully in sensitive situations.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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

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

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

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:

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in municipal code enforcement or in the maintenance of the public right-of-way including streets, sidewalks, alleys, and unpaved areas. Experience operating light, medium and heavy construction equipment is desirable.

Training:

Equivalent to graduation from high school.

CITY OF LAS VEGAS
Rapid Response Crew Leader (*continued*)

License or Certificate

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

Possession of a Class A Commercial Drivers license with tanker endorsement within six months of the date of appointment, and maintenance thereafter.

Must attend City of Las Vegas training in traffic control provided by the Human Resources Safety/Loss Control Officer or his designee.

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; field environment; exposure to noise, dust, grease, smoke, fumes, gases, electrical hazards, low light conditions; work in inclement weather conditions; work around heavy construction equipment; work in traffic; work in restricted spaces; work at heights and on uneven or sloped surfaces.

Physical Conditions:

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

ARB
NEW 4/30/03
FLSA & City: nonexempt

CSB 5/28/03

RAPID RESPONSE TEAM SUPERVISOR

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

DEFINITION

To supervise, assign and review the work of Rapid Response Team staff; to assign, oversee and participate in resolving complaints and correcting incidences of non-compliance with municipal nuisance ordinances; and to perform a variety of technical and administrative tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Neighborhood Response Manager or higher level management staff.

Exercises direct supervision over Rapid Response team maintenance staff.

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

Essential Functions:

1. Plan, prioritize, assign, supervise and participate in the work of Rapid Response Team staff responsible for resolving complaints and correcting incidences of non-compliance with nuisance regulations; recommend final disposition of cases not resolved by staff.
2. Inspect work assignments to determine best use of manpower and materiel.
3. Select, motivate and evaluate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
4. Verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specifications; ensure assigned staff adhere to safe work practices and procedures.
5. Prepare administrative reports on operations and activities.
6. Operate light, medium and heavy equipment, large commercial vehicles, and hand and power tools in support of Rapid Response Team work assignments.

CITY OF LAS VEGAS
Rapid Response Team Supervisor (*continued*)

Essential Functions:

7. Inspect and repair or replace damaged or worn equipment, vehicles and tools; train staff in preventive maintenance practices.
8. Coordinate with other departments and agencies when working jointly to respond to a citizen concern or conducting a large-scale abatement; assist in planning and organizing staff and volunteers for neighborhood clean-ups, and set up traffic work zone safety barricades, lights, cones and signs.
9. Canvass city neighborhoods to proactively identify nuisance issues and to plan response.
10. Address governmental boards, councils, agencies and the news media to explain the Rapid Response Team's mission and methods.
11. Participate in the preparation of the section budget; submit budget recommendations; monitor expenditures and reconcile records.

Marginal Functions:

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
2. Consult with City Attorney staff regarding special cases; provide affidavits of damage to Metropolitan Police Department; testify in court as required; consult with legal staff to resolve sensitive issues; assist in preparing new ordinances to be presented to City Council.
3. Attend and participate in meetings with city staff, special committees, property owners and contractors to determine proper interpretation of nuisance codes.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Municipal nuisance codes.
Principles of supervision, training and performance evaluation.
Pertinent federal, state and local laws, codes, ordinances and regulations.
Occupational hazards and standard safety practices.
Local geography and street locations.
Principles, practices and techniques of customer service delivery.
Common office software applications, including word processing and spreadsheet.
Principles and techniques of record keeping and file maintenance.
Methods and techniques of conflict resolution.
Traffic work zone safety principles and practices.
The operation of light, medium and heavy construction equipment.

CITY OF LAS VEGAS
Rapid Response Team Supervisor (*continued*)

Ability to:

Work cooperatively with neighborhood leaders, city officials, media representatives and the general public.

Communicate effectively with citizens of varying socioeconomic and cultural backgrounds. Set priorities.

Organize employees and volunteers and their activities.

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

Act calmly, rationally, decisively and tactfully in sensitive situations.

Analyze complex problems, identify alternative solutions and project consequences of proposed actions.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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

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

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

Four years of experience in municipal code enforcement, general maintenance or site grading, including two years of experience with frequent, heavy public contact in stressful or confrontational situations and including two years of lead or supervisory experience. Experience operating light, medium and heavy construction equipment is desirable.

Training:

Equivalent to graduation from high school.

CITY OF LAS VEGAS
Rapid Response Team Supervisor (*continued*)

License or Certificate

Possession of a Class A Commercial Drivers license with tanker endorsement on the date of application.

Must attend City of Las Vegas training in traffic control provided by the Human Resources Safety/Loss Control Officer or his designee.

WORKING CONDITIONS

Environmental Conditions:

Office environment; travel from site to site in residential or commercial environments; exposure to computer screens, electrical hazards, low light conditions, noise, dust; work in inclement weather conditions; work in enclosed spaces; work at heights; work on uneven or sloped surfaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, walking, climbing, crawling, stooping, kneeling, moderate lifting for prolonged periods of time; operating motorized equipment.

KAG/ARB
NEW 4/30/03
FLSA & City: nonexempt

CSB 5/28/03

IRRIGATION SYSTEMS CREW LEADER

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

DEFINITION

To lead, oversee and participate in the more complex and difficult work of crews responsible for the installation, repair and maintenance of sprinkler systems; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned Park Maintenance Field Supervisor.

Exercises functional and technical supervision over lower level sprinkler repair maintenance staff.

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

Essential Functions:

1. Lead, plan, train and review the work of crews responsible for the installation, repair and maintenance of sprinkler systems on city properties.
2. Plan, direct and participate in park maintenance irrigation services including the installation, repair, maintenance and inspections of irrigation systems; repair water main lines, broken lateral lines and sprinkler heads.
3. Supervise and participate in backflow testing, repair and replacement of parts.
4. Train assigned employees on more difficult sprinkler system repairs, methods and techniques, and assist in the set up and use of equipment.
5. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
6. Supervise the use of and operate a variety of tools and equipment including power tools, torches, grinders, electrical diagnosing tools; perform minor maintenance as necessary.
7. Perform periodic maintenance on installed sprinkler system and sprinkler clocks for proper operation and maintenance.

CITY OF LAS VEGAS
Irrigation Systems Crew Leader (*Continued*)

Essential Functions:

8. Estimate from blueprints needed equipment, materials and parts, and time required for installation; requisition materials as required; troubleshoot malfunctions, clocks and timers, automatic valves and breakers; operate trencher machines.
9. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner or refer to a higher level.
10. Ensure assigned employees adhere to safe work practices and procedures.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of plumbing, irrigation system and sprinkler repair.
Principles of lead supervision and training.
Care, operation and maintenance of a variety of power tools and equipment.
Operational characteristics of irrigation systems installation and maintenance.
Watering needs and methods of trees and shrubs, flowers and turf.
Occupational hazards and standard safety practices.

Ability to:

Interpret, explain and enforce department policies and procedures.
Operate a variety tools and equipment required for sprinkler systems installation and repair.
Work independently without direct supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain 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.*

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
Irrigation Systems Crew Leader (Continued)

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience installing, maintaining and repairing sprinkler systems.

Training:

Equivalent to graduation from high school.

License or Certificate

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

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: Outdoors in field environment with exposure to all typical weather conditions, including travel from site to site.

Hazards: Exposure to sharp objects, pinch points, moving objects, vehicles, moving mechanical parts, odors, fumes, gasses, dust, noise, vibration, slippery surfaces, PVC cement and solvents.

Equipment Used: City pickup truck, hand and power tools, jackhammer, shovel, pickax, water hoses, valves, backhoe, trencher.

Safety Equipment: Eye, foot, ear protection. Back support devices available upon request.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequent-constant standing in combination with walking over grass and uneven terrain. Distance varies according to assignment, may exceed 3 miles per day.

Sitting: Occasionally, while operating trenchers and backhoe and performing driving tasks.

Lift/carry: Frequent lifting 10-50 lbs. Infrequently, 50-80 lbs. tools, equipment, materials. Carrying up to 50 ft.

Push/pull: Frequently, using both hands and arms in moving equipment and materials, using hand and power tools. Exerts 50-75 lbs. force while setting valve boxes, digging and picking hard rock.

Climbing: Occasionally, on and off backhoe.

Bending/twisting: Frequently performs repetitive bending at waist and neck while digging and using pickax. Frequently bends at knees, waist, neck while working on sprinkler heads, can be for extended periods.

CITY OF LAS VEGAS
Irrigation Systems Crew Leader (Continued)

Physical Conditions:

Kneeling/crouching/crawling: Occasionally, kneels or crouches on grass and dirt while replacing irrigation equipment.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering and gripping. Infrequently, overhead reaching in taking pipe off pipe rack.

Sight: Constant use of sight abilities, including hand and eye coordination and depth perception for inspecting and repairing functions, and while driving.

Speech/hearing: Constantly, in communication with co-workers and to maintain a safe work environment.

ARB
REV 1/25/01
FLSA and City: nonexempt

CSB 7/11/01

PARK MAINTENANCE CREW LEADER

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

DEFINITION

To lead, oversee and participate in the more complex and difficult work of staff responsible for providing park maintenance and construction; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Park Maintenance Field Supervisor and Park Maintenance Supervisor.

Exercises functional and technical supervision over park maintenance staff.

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

Essential Functions:

1. Lead, plan, prioritize, coordinate, oversee, participate in and review the work of staff responsible for the maintenance and construction of municipal park grounds, leisure facilities, and landscaping in or around City-owned buildings, property and road medians.
2. Plan, direct and participate in a variety of plant maintenance and landscape duties, including planting, fertilizing, weeding, pruning, trimming, aerating and watering turf, trees, ornamentals and shrubs; mowing and edging turf; raking recreation areas; sweeping and clearing fallen trees from the public paths and walkways; applying pesticides and herbicides.
3. Oversee and participate in the construction and maintenance of various structure such as rest rooms, picnic shelters, sports fields; prepare ground and set forms for concrete; pour and finish concrete.
4. Clean parks and other City facilities, including emptying trash cans, picking up trash, cleaning and stocking rest rooms, sweeping hardscaped areas, cleaning playground equipment, screening debris from water surfaces.
5. Oversee and participate in the maintenance and care of street and park trees to ensure public safety; supervise the trimming and pruning of trees to keep streets and sidewalks clear.

CITY OF LAS VEGAS

Park Maintenance Crew Leader (Continued)

Essential Functions:

6. Oversee the inspection and ensure the safety of various park facilities, including playgrounds and baseball fields; check park buildings for proper security.
7. Supervise the use of and operate a variety of tools and equipment, including power tools, backhoe, dump trucks, tractors, riding mowers and lawnmowers.
8. Train assigned employees in park construction and maintenance methods and techniques and in the set-up and use of equipment.
9. Verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specification.
10. Ensure assigned staff adheres to safe work practices and procedures.
11. Provide for or coordinate the training of park facility maintenance personnel.
12. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
13. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
14. Ensure that assigned City vehicle is cleaned and maintained and operated in a safe and lawful manner.

Marginal Functions:

1. Deliver, set up and take down portable bleachers and stage for public ceremonies and events.
2. Perform related duties and responsibilities as required and assigned.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a park maintenance and construction program.

Principles of lead supervision and training.

Principles and practices of facilities and grounds maintenance and construction activities.

Proper uses and methods of a variety of tools and equipment used in facility and grounds maintenance and construction.

Principles, techniques and practices of desert and traditional plant maintenance including planting, fertilizing, weeding, pruning, trimming, aerating and watering.

A variety of types and characteristics of common desert-adapted shade and ornamental trees, shrubs, perennials, ornamentals, turf grasses, annuals and other plants.

CITY OF LAS VEGAS
Park Maintenance Crew Leader (*Continued*)

Knowledge of:

Care, operation and maintenance of a variety of power tools and equipment.
Pest and weed control chemicals and their proper uses.
Occupational hazards and standard safety practices.

Ability to:

Interpret, explain and enforce department policies and procedures.
Work independently without direct supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain 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 mental capacity which allows the capability of:
-- *Making sound decisions; and*
-- *Demonstrating intellectual capabilities.*
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations;*
-- *Communicating with others;*
-- *Reading and writing; and*
-- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

Three years of increasingly responsible park maintenance or park construction experience.

Training:

Equivalent to graduation from high school. Additional specialized training in grounds maintenance, building construction or a related field is desirable.

CITY OF LAS VEGAS
Park Maintenance Crew Leader (Continued)

License or Certificate

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

Possession on the date of application, and maintenance, of one of the following:

- Certified Applicator (allows the purchase and application of restricted use herbicides and pesticides) from the Nevada Department of Business and Industry, Division of Agriculture;
- Certified Playground Safety Inspector from the National Recreation and Park Association;
- Certified Arborist from the International Society of Arboriculture.

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: Outdoors in field environment with exposure to all typical weather conditions, including travel from site to site, and indoors within various building facilities.

Hazards: Exposure to sharp objects, pinch points, moving objects and vehicles, dust, noise, vibration, grease, smoke, fumes, gasses, cramped quarters, inclement weather conditions, slippery surfaces, toxic and caustic chemicals, and biological waste hazards.

Equipment Used: City pickup truck, forklift, variety of hand and power tools, jackhammer, tractor, garbage truck, dump truck.

Safety Equipment: Respirator, goggles, safety shoes, dust mask, hard hat, and other equipment as needed.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequent-constant standing in combination with walking, indoors and outdoors, while performing general maintenance duties, up to 3 miles per day.

Sitting: If assigned to garbage truck or fertilizer crew, sits occasionally while driving. Otherwise, infrequent sitting.

Lift/carry: Frequent lifting, 10-50 lbs. Infrequently, 50-80 lbs., tools, equipment, materials. Carrying up to 20 feet.

Push/pull: Frequently, using both hands and arms in moving equipment or building materials, using hand and power tools exerting a force of 25-50 lbs. Infrequently, 50-75 lbs. force, moving heavy materials and objects.

Climbing: Occasionally, stairs, 5-9 tier bleachers, in and out of garbage truck.

Bending/twisting: Frequently, at waist, knees and neck while working in a variety of positions performing maintenance duties.

CITY OF LAS VEGAS
Park Maintenance Crew Leader (*Continued*)

Physical Conditions:

Kneeling/crouching/crawling: Infrequently, while performing repair and maintenance duties.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering and gripping. Infrequently, overhead reaching using tools. Can involve extensive use of hand tools in shoveling, raking, etc.

Sight: Constant use of sight abilities, including hand/eye coordination and depth perception.

Speech/hearing: Constantly, in communicating with co-workers and maintaining a safe work environment.

ARB

REV 6/13/01

FLSA & City: nonexempt

CSB 7/11/01

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date May 28, 2003

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

SUBJECT: C. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

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

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

- 1.Caseworker – Open
- 2.Permits Technician – Promotional
- 3.Permits Technician – Open

The reasoning is as follows:

The current eligible lists no longer suit the needs of the departments.

RECOMMENDATION

The City recommends approval of the abolishment of these lists.

Helen Gonzales

From: Judy Tuttle
Sent: Monday, May 19, 2003 8:35 AM
To: Claudette Enus
Cc: Martha Davis; Helen Gonzales
Subject: RE: Caseworker Positions

Thank you, Claudette.

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

From: Claudette Enus
Sent: Sunday, May 18, 2003 8:28 AM
To: Judy Tuttle
Subject: RE: Caseworker Positions

Judy, you have my approval to move forward and abolish the caseworker list.

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

From: Judy Tuttle
Sent: Friday, May 16, 2003 6:24 PM
To: Claudette Enus
Subject: FW: Caseworker Positions

Claudette, I just need your approval on Monday if possible to go ahead and abolish the list. Thanks.

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

From: Lisa Morris
Sent: Tuesday, May 13, 2003 9:41 AM
To: Judy Tuttle
Cc: Sharon Segerblom
Subject: Caseworker Positions

After reviewing the resumes' of the two candidates in groupthree, the interviewing committee has determined that the experience and qualifications are not what we are looking for, therefore, I respectfully request that the caseworker list be abolished.

I believe that we may need to modify the job description in order to accurately depict the duties and tasks associated with a caseworker assigned to the EVOLVE program. Given the nature of this pilot grant funded program, we need to expedite the process, if at all possible.

Thank you for your continued assistance.

Louisa Tuilagi

From: Helen Gonzales
Sent: Wednesday, May 21, 2003 2:25 PM
To: Claudette Enus
Subject: RE: Permit Technician

Thank you.....

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

From: Claudette Enus
Sent: Wednesday, May 21, 2003 11:27 AM
To: Judy Tuttle
Cc: Melody Atwell; Helen Gonzales; Ruth Carroll; Martha Davis
Subject: RE: Permit Technician

I approve abolishment of the existing eligibility list for Permit Technician.

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

From: Judy Tuttle
Sent: Wednesday, May 21, 2003 9:45 AM
To: Claudette Enus
Cc: Melody Atwell; Helen Gonzales; Ruth Carroll; Martha Davis
Subject: FW: Permit Technician

Claudette, based on the change in classification minimum requirements, the CEA has approved abolishment of this list (see separate e-mail from Don King). Please consider for your approval. Thanks, Claudette.

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

From: Paul Wilkins
Sent: Monday, May 19, 2003 11:02 AM
To: Judy Tuttle
Cc: Chris Peterson
Subject: Permit Technician

Please start a new recruitment for the Permit Technician position. I have one vacant position as a result of a non-confirmation. Also, please place an item on the CSB agenda for the first meeting in June meeting to abolish the existing eligible list. The MQ's for the job classification are being modified substantially because job requirements are changing, and the reachable candidates on the existing list do not meet the needs of the department. Thank you for your assistance.

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

TELECONFERENCE AGENDA

DATE: May 28, 2003

TIME: 11:30 a.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.

***NOTE:** Minutes from this meeting will be included as part of the next regularly scheduled meeting on June 11, 2003.

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED:
 - 1) Economic Development Officer – Open
 - 2) Parking Enforcement Officer – Promotional
 - 3) Parking Enforcement Officer – Open
 - 4) Senior Office Specialist – Promotional
 - 5) Senior Office Specialist – Open
 - 6) Senior Plumber – Promotional
 - B. CLASSIFICATION SPECIFICATIONS:
 - 1) Park Construction Crew Leader – New
 - 2) Parks Crew Leader – New
 - 3) Rapid Response Crew Leader – New
 - 4) Rapid Response Team Supervisor – New
 - C. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST
 - 1) Caseworker – Open
 - 2) Permits Technician – Promotional
 - 3) Permits Technician – Open

IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED:

V. 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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: May 28, 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: 6

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Economic Development Officer - Open	52	10	10
2. Parking Enforcement Officer – Promotional	12	8	8
3. Parking Enforcement Officer – Open	385	268	241
4. Senior Office Specialist – Promotional	32	27	27
5. Senior Office Specialist – Open	34	29	28
6. Senior Plumber - Promotional	3	1	1

CITY OF LAS VEGAS

ELIGIBLE LIST

Economic Development Officer
Examination

May 15, 2003
Date of Test

0379500010
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	16	GROUP 1	2
REJECTED	36	GROUP 2	6
TOTAL RECEIVED	52	GROUP 3	2
		TOTAL ON LIST	10

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		10		
FAILED		0		
TOTAL TESTED		10		
DID NOT APPEAR		6		

CITY OF LAS VEGAS

ELIGIBLE LIST

Parking Enforcement Officer
Examination

April 29, 2003
Date of Test

03346303P
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	11	GROUP 1	3
REJECTED	1	GROUP 2	3
TOTAL RECEIVED	12	GROUP 3	2
		TOTAL ON LIST	8

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	8			
FAILED	0			
TOTAL TESTED	8			
DID NOT APPEAR	3			

CITY OF LAS VEGAS

ELIGIBLE LIST

Parking Enforcement Officer
Examination

April 29, 2003
Date of Test

033463030
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	354	GROUP 1	71
REJECTED	31	GROUP 2	92
TOTAL RECEIVED	385	GROUP 3	78
		TOTAL ON LIST	241

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	241			
FAILED	27			
TOTAL TESTED	268			
DID NOT APPEAR/ WITHDREW	86			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Office Specialist
Examination

May 5, 2003
Date of Test

033512040
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	31	GROUP 1	2
REJECTED	3	GROUP 2	17
TOTAL RECEIVED	34	GROUP 3	9
		TOTAL ON LIST	28

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	28			
FAILED	1			
TOTAL TESTED	29			
DID NOT APPEAR	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Plumber
Examination

May 14, 2003
Date of Test

03257203P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

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

	<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

AGENDA DOCUMENTATION

Date May 28, 2003

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

SUBJECT: B. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

NEW:

1. Park Construction Crew Leader
2. Parks Crew Leader
3. Rapid Response Crew Leader
4. Rapid Response Team Supervisor

The Parks Crew Leader classification was requested by the Field Operations Department to combine Park Maintenance Crew Leader and Irrigation Systems Crew Leader. This will allow the division to more efficiently maintain the City's growing park.

The Park Construction Crew Leader classification was requested by the Field Operations Department to more accurately reflect the duties performed by one Park Maintenance Crew Leader position.

Rapid Response Crew Leader was created to provide more accessible leadership in the field and to relieve the supervisor of some of the responsibilities of overseeing the work.

Rapid Response Team Supervisor was created to reflect responsibilities that have been assigned to the position for several years.

RECOMMENDATION

The City recommends approval of these newly created classification specifications.

PARK CONSTRUCTION CREW LEADER

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

DEFINITION

To lead, plan, prioritize, coordinate, oversee, assign and participate in the activities and operations of the Parks & Open Spaces construction crew in the construction and renovation of city parks; to perform a variety of technical tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned Facilities Maintenance Supervisor or higher-level supervisory or managerial staff.

Exercises technical and functional supervision over assigned staff.

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

Essential Functions:

1. Lead, plan, prioritize, coordinate, oversee, assign, participate in and review the work of staff responsible for the construction and renovation of municipal park grounds.
2. Plan, direct and participate in a variety of construction duties, including removal of old materials and installation of sub bases, irrigation systems, playground equipment, park amenities, chain link fencing and turf.
3. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
4. Inspect and verify the work of assigned staff for accuracy, proper work methods and techniques and compliance with applicable standards and specifications.
5. Ensure assigned employees adhere to safe work practices and procedures.
6. Coordinate work of trades not assigned to construction crew, which include masonry/concrete, electrical, irrigation and line locators, as needed, to complete construction and renovation projects.
7. Oversee the scheduling and operation of city-owned special equipment, including backhoes, bobcats, front loaders, trenchers and dump trucks.
8. Oversee the rental and operation of equipment not owned by the city, including belly scrapers, paddlewheels, disk and harrows, and trenchers over 20,000 lbs.

CITY OF LAS VEGAS
Park Construction Crew Leader (*continued*)

Essential Functions:

9. Survey grading to maintain the integrity and requirements of the grades according to code.
10. Schedule and oversee street closures and diversions necessary to facilitate road shoulder and median work in a safe manner.
11. Train assigned employees in park construction and maintenance methods and techniques and in the set-up and use of equipment.
12. Contact utility companies to request "Call Before You Dig" clearance.
13. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a park renovation and construction program.
Principles of lead supervision and training.
Methods and techniques of park renovation and construction.
Proper uses and methods of operation of a variety of hand and power tools and motorized equipment used in construction.
Care, operation and maintenance of a variety of power tools and equipment.
Principles and practices of surface grading.
Applicable occupational hazards and standard safety practices.
Pertinent federal, state and local laws, codes, and regulations.

Ability to:

Coordinate multiple projects.
Set priorities.
Interpret, explain and enforce department policies and procedures.
Work independently without direct supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:

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

CITY OF LAS VEGAS
Park Construction Crew Leader (*continued*)

Ability to:

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in the construction and renovation of municipal park facilities or in commercial landscape construction, or a closely related field.

Training:

Equivalent to graduation from high school. Additional specialized training in landscape construction or a related field is desirable.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

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

KAG

NEW: 3/12/03

FLSA & City: Nonexempt

CSB 5/28/03

PARKS CREW LEADER

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

DEFINITION

To lead, oversee and participate in the more complex and difficult work of crews responsible for the installation, repair and maintenance of sprinkler systems; and park maintenance; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Park Maintenance Field Supervisor and Park Maintenance Supervisor.

Exercises functional and technical supervision over park maintenance staff.

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

Essential Functions:

1. Lead, plan, prioritize, coordinate, oversee, participate in and review the work of staff responsible for the maintenance and construction of municipal park grounds, leisure facilities, and landscaping in or around City-owned buildings, property and road medians.
2. Lead, plan, train and review the work of crews responsible for the installation, repair and maintenance of sprinkler systems on city properties.
3. Plan, direct and participate in a variety of plant maintenance and landscape duties, including planting, fertilizing, weeding, pruning, trimming, aerating and watering turf, trees, ornamentals and shrubs; mowing and edging turf; raking recreation areas; sweeping and clearing fallen trees from the public paths and walkways; applying pesticides and herbicides.
4. Plan, direct and participate in park maintenance irrigation services including the installation, repair, maintenance, inspections, troubleshooting, and replacement, of irrigation systems, wiring and controllers; repair water main lines, broken lateral lines and sprinkler heads.
5. Clean parks and other City facilities, including emptying trash cans, picking up trash, cleaning and stocking rest rooms, sweeping hardscaped areas, cleaning playground equipment, screening debris from water surfaces.

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

Essential Functions:

6. Provide for or coordinate the training of assigned employees on more difficult methods and techniques of sprinkler system installation and repairs, and assist in the set up and use of equipment. Train assigned employees in park construction and maintenance methods and techniques and in the set-up and use of equipment.
7. Oversee and participate in the maintenance and care of street and park trees to ensure public safety; oversee the trimming and pruning of trees to keep streets and sidewalks clear.
8. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications. Ensure assigned staff adheres to safe work practices and procedures.
9. Oversee the inspection and ensure the safety of various park facilities, including playgrounds and sports fields; check park buildings for proper security.
10. Oversee the use of and operate a variety of tools and equipment including power tools, trenches, torches, grinders, and electrical diagnosing tools; perform minor maintenance as necessary. Oversee the use of and operate a variety of tools and equipment, including power tools, backhoe, dump trucks, tractors, riding mowers and lawnmowers.
11. Perform periodic inspection on installed sprinkler system and sprinkler clocks for proper operation and maintenance.
12. Estimate from blueprints needed equipment, materials and parts, and time required for installation; requisition materials as required; troubleshoot malfunctions in clocks and timers, automatic valves, breakers and wiring.
13. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner or refer to a higher level.
14. Provide for or coordinate the training of park facility maintenance personnel.
15. Ensure that assigned City vehicles are cleaned and maintained and operated in a safe and lawful manner.

Marginal Functions:

1. Deliver, set up and take down portable bleachers for public ceremonies and events.
2. Participate in backflow prevention assembly device testing, repair and maintenance.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a park maintenance program, including irrigation systems.

Basic operation of the Rainbird Maxi Com system.

Principles and practices of facilities and grounds maintenance.

Operational characteristics of irrigation systems installation and maintenance.

Characteristics and horticultural needs of common desert-adapted shade and ornamental trees, shrubs, perennials, turf grasses, annuals and other plants.

Principles, techniques and practices of desert and traditional plant maintenance including planting, fertilizing, weeding, pruning, trimming, aerating and watering.

Pest and weed control chemicals and their proper uses.

Proper uses, operation and maintenance of a variety of tools and equipment used in facility and grounds maintenance and irrigation systems installation and maintenance.

Principles of lead supervision and training.

Occupational hazards and standard safety practices.

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

Ability to:

Interpret, explain and enforce department policies and procedures.

Work independently without direct supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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

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

CITY OF LAS VEGAS
Parks Crew Leader (continued)

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in park maintenance and installing, maintaining and repairing sprinkler systems.

Training:

Equivalent to graduation from high school. Additional specialized training in grounds maintenance, irrigation systems or a related field is desirable.

License or Certificate

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

Possession and maintenance of a Commercial Driver's license on the date of application.

Possession and maintenance of a Landscape Irrigation Auditor certification from the Irrigation Association on the date of application.

Possession and maintenance of one of the following on the date of application:

- Certified Applicator (allows the purchase and application of restricted use herbicides and pesticides) from the Nevada Department of Business and Industry, Division of Agriculture;
- Certified Playground Safety Inspector from the National Recreation and Park Association;
- Certified Arborist from the International Society of Arboriculture.

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: Outdoors in field environment with exposure to all typical weather conditions, including travel from site to site, and indoors within various building facilities.

Hazards: Exposure to sharp objects, pinch points, moving objects and vehicles, moving mechanical parts, odors, PVC cement and solvents, dust, noise, vibration, grease, smoke, fumes, gasses, cramped quarters, inclement weather conditions, slippery surfaces, toxic and caustic chemicals, and biological waste hazards.

Equipment Used: City pickup truck, forklift, variety of hand and power tools, jackhammer, tractor, garbage truck, dump truck, shovel, pickax, water hoses, valves, backhoe, trencher, mowers, skid steers, and water truck.

Safety Equipment: Respirator, goggles, safety shoes, dust mask, hardhat, and other equipment as needed. Eye, foot, ear protection. Back support devices available upon request.

CITY OF LAS VEGAS
Parks Crew Leader (continued)

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequent-constant standing in combination with walking, indoors and outdoors, over grass and uneven terrain, while performing general maintenance duties, may exceed 3 miles per day.

Sitting: Occasionally, while operating trenchers, backhoe and garbage truck, or assigned to fertilizer crew.

Lift/carry: Frequent lifting, 10-50 lbs. Infrequently, 50-80 lbs., tools, equipment, materials. Carrying up to 50 feet.

Push/pull: Frequently, using both hands and arms in moving equipment and building materials, using hand and power tools exerting a force of 25-50 lbs. 50-75 lbs. force while setting valve boxes, digging and picking hard rock, moving heavy materials and objects.

Climbing: Occasionally, stairs, 5-9 tier bleachers, in and out of garbage truck, on and off backhoe.

Bending/twisting: Frequently performs repetitive bending at waist, knees and neck while working in a variety of positions while digging and using pickaxe, performing maintenance duties and working on sprinkler heads, can be for extended periods.

Kneeling/crouching/crawling: Occasionally, kneels or crouches on grass and dirt while performing repair and maintenance duties.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering and gripping. Infrequently, overhead reaching using tools and in taking pipe off pipe rack. Can involve extensive use of hand tools in shoveling, raking, etc.

Sight: Constant use of sight abilities, including hand and eye coordination and depth perception for inspecting and repairing functions, and while driving.

Speech/hearing: Constantly, in communicating with co-workers and maintaining a safe work environment.

KAG

NEW: 3/19/03 (formerly Park Maintenance Crew Leader and Irrigation Systems Crew Leader)
FLSA & City: nonexempt

CSB 5/28/03

RAPID RESPONSE CREW LEADER

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

DEFINITION

To lead, oversee and participate in the more complex and difficult work of Rapid Response Team crews responsible for resolving complaints and correcting incidences of non-compliance with municipal nuisance ordinances; and to perform a variety of technical maintenance tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Rapid Response Team Supervisor or higher level supervisory or management staff.

Exercises functional and technical supervision over assigned Rapid Response Team maintenance staff.

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

Essential Functions:

1. Lead, plan, coordinate, assign, participate in and review the work of assigned employees responsible for resolving complaints and correcting incidences of non-compliance with municipal nuisance ordinances by using proper maintenance techniques.
2. Coordinate and review the work plan for assigned responsibilities; schedule and assign work activities and projects; monitor work flow; inspect, review and evaluate work products, methods and procedures to ensure accuracy and compliance with applicable standards and specifications.
3. Ensure assigned employees adhere to safe work practices and procedures; assist in training employees in applicable safety procedures.
4. Participate in and oversee the use and operation of construction and maintenance equipment needed for resolving complaints and correcting incidences of non-compliance with municipal and nuisance ordinances such as maintenance and abatement of vagrant camps, illegal signage, graffiti, polluted or hazardous water, pools, and other hazardous conditions.
5. Train assigned employees in maintenance and repair methods and techniques related to assigned areas of work.

CITY OF LAS VEGAS
Rapid Response Crew Leader (continued)

Essential Functions:

6. Operate all tools and equipment used in the Rapid Response Team maintenance program, including light and heavy equipment, large commercial vehicles and hand and power tools.
7. Maintain records of operations; file reports as needed.
8. Gather facts of on-the-job accidents and file appropriate reports.
9. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
10. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
11. Respond to emergency calls from Fire and Rescue Department and Metropolitan Police Department with minimal direction; provide emergency services within City right-of-way; coordinate staffing, equipment and outside resources needed.
12. Assist supervisor in inspecting and repairing or replacing damaged or worn equipment, vehicles and tools; train staff in preventive maintenance practices.
13. Assist in coordinating with other departments and agencies when working jointly to respond to a citizen concern or conducting a large-scale abatement; assist in planning and organizing staff and volunteers for neighborhood clean-ups, and set up traffic work zone safety barricades, lights, cones and signs.
14. Advise supervisor of maintenance issues noted in the field and participate in planning response.
15. Assist other City staff in construction and maintenance activities as necessary.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations and activities of the Rapid Response Team maintenance program.
Principles of lead supervision and training.
Methods and techniques of public facilities maintenance related to area of work assigned.
Uses and methods of operation of equipment and tools used in the area of work assigned.
Care and maintenance of a variety of power tools and equipment.
Municipal nuisance codes.
Local geography and street locations.

Knowledge of:

CITY OF LAS VEGAS
Rapid Response Crew Leader (*continued*)

Traffic work zone safety principles and practices.
The operation of light, medium and heavy construction equipment.
Occupational hazards and standard safety practices.
Pertinent federal, state and local laws, codes and regulations.
Personal computers and common office software.

Ability to:

Interpret, explain and enforce department policies and procedures and applicable municipal nuisance codes.

Work independently without direct supervision.

Set priorities.

Communicate effectively with citizens of varying socioeconomic and cultural backgrounds.

Act calmly, rationally and tactfully in sensitive situations.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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

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

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

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:

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in municipal code enforcement or in the maintenance of the public right-of-way including streets, sidewalks, alleys, and unpaved areas. Experience operating light, medium and heavy construction equipment is desirable.

Training:

Equivalent to graduation from high school.

CITY OF LAS VEGAS
Rapid Response Crew Leader (*continued*)

License or Certificate

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

Possession of a Class A Commercial Drivers license with tanker endorsement within six months of the date of appointment, and maintenance thereafter.

Must attend City of Las Vegas training in traffic control provided by the Human Resources Safety/Loss Control Officer or his designee.

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; field environment; exposure to noise, dust, grease, smoke, fumes, gases, electrical hazards, low light conditions; work in inclement weather conditions; work around heavy construction equipment; work in traffic; work in restricted spaces; work at heights and on uneven or sloped surfaces.

Physical Conditions:

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

ARB
NEW 4/30/03
FLSA & City: nonexempt

CSB 5/28/03

RAPID RESPONSE TEAM SUPERVISOR

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

DEFINITION

To supervise, assign and review the work of Rapid Response Team staff; to assign, oversee and participate in resolving complaints and correcting incidences of non-compliance with municipal nuisance ordinances; and to perform a variety of technical and administrative tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Neighborhood Response Manager or higher level management staff.

Exercises direct supervision over Rapid Response team maintenance staff.

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

Essential Functions:

1. Plan, prioritize, assign, supervise and participate in the work of Rapid Response Team staff responsible for resolving complaints and correcting incidences of non-compliance with nuisance regulations; recommend final disposition of cases not resolved by staff.
2. Inspect work assignments to determine best use of manpower and materiel.
3. Select, motivate and evaluate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
4. Verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specifications; ensure assigned staff adhere to safe work practices and procedures.
5. Prepare administrative reports on operations and activities.
6. Operate light, medium and heavy equipment, large commercial vehicles, and hand and power tools in support of Rapid Response Team work assignments.

CITY OF LAS VEGAS

Rapid Response Team Supervisor (*continued*)

Essential Functions:

7. Inspect and repair or replace damaged or worn equipment, vehicles and tools; train staff in preventive maintenance practices.
8. Coordinate with other departments and agencies when working jointly to respond to a citizen concern or conducting a large-scale abatement; assist in planning and organizing staff and volunteers for neighborhood clean-ups, and set up traffic work zone safety barricades, lights, cones and signs.
9. Canvass city neighborhoods to proactively identify nuisance issues and to plan response.
10. Address governmental boards, councils, agencies and the news media to explain the Rapid Response Team's mission and methods.
11. Participate in the preparation of the section budget; submit budget recommendations; monitor expenditures and reconcile records.

Marginal Functions:

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
2. Consult with City Attorney staff regarding special cases; provide affidavits of damage to Metropolitan Police Department; testify in court as required; consult with legal staff to resolve sensitive issues; assist in preparing new ordinances to be presented to City Council.
3. Attend and participate in meetings with city staff, special committees, property owners and contractors to determine proper interpretation of nuisance codes.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Municipal nuisance codes.

Principles of supervision, training and performance evaluation.

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

Occupational hazards and standard safety practices.

Local geography and street locations.

Principles, practices and techniques of customer service delivery.

Common office software applications, including word processing and spreadsheet.

Principles and techniques of record keeping and file maintenance.

Methods and techniques of conflict resolution.

Traffic work zone safety principles and practices.

The operation of light, medium and heavy construction equipment.

CITY OF LAS VEGAS

Rapid Response Team Supervisor (*continued*)

Ability to:

Work cooperatively with neighborhood leaders, city officials, media representatives and the general public.

Communicate effectively with citizens of varying socioeconomic and cultural backgrounds.

Set priorities.

Organize employees and volunteers and their activities.

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

Act calmly, rationally, decisively and tactfully in sensitive situations.

Analyze complex problems, identify alternative solutions and project consequences of proposed actions.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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

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

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

Four years of experience in municipal code enforcement, general maintenance or site grading, including two years of experience with frequent, heavy public contact in stressful or confrontational situations and including two years of lead or supervisory experience. Experience operating light, medium and heavy construction equipment is desirable.

Training:

Equivalent to graduation from high school.

**CITY OF LAS VEGAS
Rapid Response Team Supervisor (*continued*)**

License or Certificate

Possession of a Class A Commercial Drivers license with tanker endorsement on the date of application.

Must attend City of Las Vegas training in traffic control provided by the Human Resources Safety/Loss Control Officer or his designee.

WORKING CONDITIONS

Environmental Conditions:

Office environment; travel from site to site in residential or commercial environments; exposure to computer screens, electrical hazards, low light conditions, noise, dust; work in inclement weather conditions; work in enclosed spaces; work at heights; work on uneven or sloped surfaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, walking, climbing, crawling, stooping, kneeling, moderate lifting for prolonged periods of time; operating motorized equipment.

KAG/ARB
NEW 4/30/03
FLSA & City: nonexempt

CSB 5/28/03

IRRIGATION SYSTEMS CREW LEADER

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

DEFINITION

To lead, oversee and participate in the more complex and difficult work of crews responsible for the installation, repair and maintenance of sprinkler systems; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned Park Maintenance Field Supervisor.

Exercises functional and technical supervision over lower level sprinkler repair maintenance staff.

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

Essential Functions:

1. Lead, plan, train and review the work of crews responsible for the installation, repair and maintenance of sprinkler systems on city properties.
2. Plan, direct and participate in park maintenance irrigation services including the installation, repair, maintenance and inspections of irrigation systems; repair water main lines, broken lateral lines and sprinkler heads.
3. Supervise and participate in backflow testing, repair and replacement of parts.
4. Train assigned employees on more difficult sprinkler system repairs, methods and techniques, and assist in the set up and use of equipment.
5. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
6. Supervise the use of and operate a variety of tools and equipment including power tools, torches, grinders, electrical diagnosing tools; perform minor maintenance as necessary.
7. Perform periodic maintenance on installed sprinkler system and sprinkler clocks for proper operation and maintenance.

CITY OF LAS VEGAS
Irrigation Systems Crew Leader (*Continued*)

Essential Functions:

8. Estimate from blueprints needed equipment, materials and parts, and time required for installation; requisition materials as required; troubleshoot malfunctions, clocks and timers, automatic valves and breakers; operate trencher machines.
9. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner or refer to a higher level.
10. Ensure assigned employees adhere to safe work practices and procedures.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of plumbing, irrigation system and sprinkler repair.
Principles of lead supervision and training.
Care, operation and maintenance of a variety of power tools and equipment.
Operational characteristics of irrigation systems installation and maintenance.
Watering needs and methods of trees and shrubs, flowers and turf.
Occupational hazards and standard safety practices.

Ability to:

Interpret, explain and enforce department policies and procedures.
Operate a variety tools and equipment required for sprinkler systems installation and repair.
Work independently without direct supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain 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.*

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
Irrigation Systems Crew Leader (Continued)

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience installing, maintaining and repairing sprinkler systems.

Training:

Equivalent to graduation from high school.

License or Certificate

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

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: Outdoors in field environment with exposure to all typical weather conditions, including travel from site to site.

Hazards: Exposure to sharp objects, pinch points, moving objects, vehicles, moving mechanical parts, odors, fumes, gasses, dust, noise, vibration, slippery surfaces, PVC cement and solvents.

Equipment Used: City pickup truck, hand and power tools, jackhammer, shovel, pickax, water hoses, valves, backhoe, trencher.

Safety Equipment: Eye, foot, ear protection. Back support devices available upon request.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequent-constant standing in combination with walking over grass and uneven terrain. Distance varies according to assignment, may exceed 3 miles per day.

Sitting: Occasionally, while operating trenchers and backhoe and performing driving tasks.

Lift/carry: Frequent lifting 10-50 lbs. Infrequently, 50-80 lbs. tools, equipment, materials. Carrying up to 50 ft.

Push/pull: Frequently, using both hands and arms in moving equipment and materials, using hand and power tools. Exerts 50-75 lbs. force while setting valve boxes, digging and picking hard rock.

Climbing: Occasionally, on and off backhoe.

Bending/twisting: Frequently performs repetitive bending at waist and neck while digging and using pickax. Frequently bends at knees, waist, neck while working on sprinkler heads, can be for extended periods.

CITY OF LAS VEGAS

Irrigation Systems Crew Leader (*Continued*)

Physical Conditions:

Kneeling/crouching/crawling: Occasionally, kneels or crouches on grass and dirt while replacing irrigation equipment.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering and gripping. Infrequently, overhead reaching in taking pipe off pipe rack.

Sight: Constant use of sight abilities, including hand and eye coordination and depth perception for inspecting and repairing functions, and while driving.

Speech/hearing: Constantly, in communication with co-workers and to maintain a safe work environment.

ARB

REV 1/25/01

FLSA and City: nonexempt

CSB 7/11/01

PARK MAINTENANCE CREW LEADER

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

DEFINITION

To lead, oversee and participate in the more complex and difficult work of staff responsible for providing park maintenance and construction; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Park Maintenance Field Supervisor and Park Maintenance Supervisor.

Exercises functional and technical supervision over park maintenance staff.

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

Essential Functions:

1. Lead, plan, prioritize, coordinate, oversee, participate in and review the work of staff responsible for the maintenance and construction of municipal park grounds, leisure facilities, and landscaping in or around City-owned buildings, property and road medians.
2. Plan, direct and participate in a variety of plant maintenance and landscape duties, including planting, fertilizing, weeding, pruning, trimming, aerating and watering turf, trees, ornamentals and shrubs; mowing and edging turf; raking recreation areas; sweeping and clearing fallen trees from the public paths and walkways; applying pesticides and herbicides.
3. Oversee and participate in the construction and maintenance of various structure such as rest rooms, picnic shelters, sports fields; prepare ground and set forms for concrete; pour and finish concrete.
4. Clean parks and other City facilities, including emptying trash cans, picking up trash, cleaning and stocking rest rooms, sweeping hardscaped areas, cleaning playground equipment, screening debris from water surfaces.
5. Oversee and participate in the maintenance and care of street and park trees to ensure public safety; supervise the trimming and pruning of trees to keep streets and sidewalks clear.

CITY OF LAS VEGAS

Park Maintenance Crew Leader (*Continued*)

Essential Functions:

6. Oversee the inspection and ensure the safety of various park facilities, including playgrounds and baseball fields; check park buildings for proper security.
7. Supervise the use of and operate a variety of tools and equipment, including power tools, backhoe, dump trucks, tractors, riding mowers and lawnmowers.
8. Train assigned employees in park construction and maintenance methods and techniques and in the set-up and use of equipment.
9. Verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specification.
10. Ensure assigned staff adheres to safe work practices and procedures.
11. Provide for or coordinate the training of park facility maintenance personnel.
12. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
13. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
14. Ensure that assigned City vehicle is cleaned and maintained and operated in a safe and lawful manner.

Marginal Functions:

1. Deliver, set up and take down portable bleachers and stage for public ceremonies and events.
2. Perform related duties and responsibilities as required and assigned.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a park maintenance and construction program.

Principles of lead supervision and training.

Principles and practices of facilities and grounds maintenance and construction activities.

Proper uses and methods of a variety of tools and equipment used in facility and grounds maintenance and construction.

Principles, techniques and practices of desert and traditional plant maintenance including planting, fertilizing, weeding, pruning, trimming, aerating and watering.

A variety of types and characteristics of common desert-adapted shade and ornamental trees, shrubs, perennials, ornamentals, turf grasses, annuals and other plants.

CITY OF LAS VEGAS

Park Maintenance Crew Leader (*Continued*)

Knowledge of:

Care, operation and maintenance of a variety of power tools and equipment.
Pest and weed control chemicals and their proper uses.
Occupational hazards and standard safety practices.

Ability to:

Interpret, explain and enforce department policies and procedures.
Work independently without direct supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain 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 mental capacity which allows the capability of:
 -- *Making sound decisions; and*
 -- *Demonstrating intellectual capabilities.*
Maintain effective audio-visual discrimination and perception needed for:
 -- *Making observations;*
 -- *Communicating with others;*
 -- *Reading and writing; and*
 -- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

Three years of increasingly responsible park maintenance or park construction experience.

Training:

Equivalent to graduation from high school. Additional specialized training in grounds maintenance, building construction or a related field is desirable.

CITY OF LAS VEGAS
Park Maintenance Crew Leader (Continued)

License or Certificate

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

Possession on the date of application, and maintenance, of one of the following:

- Certified Applicator (allows the purchase and application of restricted use herbicides and pesticides) from the Nevada Department of Business and Industry, Division of Agriculture;
- Certified Playground Safety Inspector from the National Recreation and Park Association;
- Certified Arborist from the International Society of Arboriculture.

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: Outdoors in field environment with exposure to all typical weather conditions, including travel from site to site, and indoors within various building facilities.

Hazards: Exposure to sharp objects, pinch points, moving objects and vehicles, dust, noise, vibration, grease, smoke, fumes, gasses, cramped quarters, inclement weather conditions, slippery surfaces, toxic and caustic chemicals, and biological waste hazards.

Equipment Used: City pickup truck, forklift, variety of hand and power tools, jackhammer, tractor, garbage truck, dump truck.

Safety Equipment: Respirator, goggles, safety shoes, dust mask, hard hat, and other equipment as needed.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequent-constant standing in combination with walking, indoors and outdoors, while performing general maintenance duties, up to 3 miles per day.

Sitting: If assigned to garbage truck or fertilizer crew, sits occasionally while driving. Otherwise, infrequent sitting.

Lift/carry: Frequent lifting, 10-50 lbs. Infrequently, 50-80 lbs., tools, equipment, materials. Carrying up to 20 feet.

Push/pull: Frequently, using both hands and arms in moving equipment or building materials, using hand and power tools exerting a force of 25-50 lbs. Infrequently, 50-75 lbs. force, moving heavy materials and objects.

Climbing: Occasionally, stairs, 5-9 tier bleachers, in and out of garbage truck.

Bending/twisting: Frequently, at waist, knees and neck while working in a variety of positions performing maintenance duties.

CITY OF LAS VEGAS

Park Maintenance Crew Leader (*Continued*)

Physical Conditions:

Kneeling/crouching/crawling: Infrequently, while performing repair and maintenance duties.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering and gripping. Infrequently, overhead reaching using tools. Can involve extensive use of hand tools in shoveling, raking, etc.

Sight: Constant use of sight abilities, including hand/eye coordination and depth perception.

Speech/hearing: Constantly, in communicating with co-workers and maintaining a safe work environment.

ARB

REV 6/13/01

FLSA & City: nonexempt

CSB 7/11/01

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date May 28, 2003

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

SUBJECT: C. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

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

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

- 1.Caseworker – Open
- 2.Permits Technician – Promotional
- 3.Permits Technician – Open

The reasoning is as follows:

The current eligible lists no longer suit the needs of the departments.

RECOMMENDATION

The City recommends approval of the abolishment of these lists.

Helen Gonzales

From: Judy Tuttle
Sent: Monday, May 19, 2003 8:35 AM
To: Claudette Enus
Cc: Martha Davis; Helen Gonzales
Subject: RE: Caseworker Positions

Thank you, Claudette.

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

From: Claudette Enus
Sent: Sunday, May 18, 2003 8:28 AM
To: Judy Tuttle
Subject: RE: Caseworker Positions

Judy, you have my approval to move forward and abolish the caseworker list.

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

From: Judy Tuttle
Sent: Friday, May 16, 2003 6:24 PM
To: Claudette Enus
Subject: FW: Caseworker Positions

Claudette, I just need your approval on Monday if possible to go ahead and abolish the list. Thanks.

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

From: Lisa Morris
Sent: Tuesday, May 13, 2003 9:41 AM
To: Judy Tuttle
Cc: Sharon Segerblom
Subject: Caseworker Positions

After reviewing the resumes' of the two candidates in groupthree, the interviewing committee has determined that the experience and qualifications are not what we are looking for, therefore, I respectfully request that the caseworker list be abolished.

I believe that we may need to modify the job description in order to accurately depict the duties and tasks associated with a caseworker assigned to the EVOLVE program. Given the nature of this pilot grant funded program, we need to expedite the process, if at all possible.

Thank you for your continued assistance.

Louisa Tuilagi

From: Helen Gonzales
Sent: Wednesday, May 21, 2003 2:25 PM
To: Claudette Enus
Subject: RE: Permit Technician

Thank you.....

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

From: Claudette Enus
Sent: Wednesday, May 21, 2003 11:27 AM
To: Judy Tuttle
Cc: Melody Atwell; Helen Gonzales; Ruth Carroll; Martha Davis
Subject: RE: Permit Technician

I approve abolishment of the existing eligibility list for Permit Technician.

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

From: Judy Tuttle
Sent: Wednesday, May 21, 2003 9:45 AM
To: Claudette Enus
Cc: Melody Atwell; Helen Gonzales; Ruth Carroll; Martha Davis
Subject: FW: Permit Technician

Claudette, based on the change in classification minimum requirements, the CEA has approved abolishment of this list (see separate e-mail from Don King). Please consider for your approval. Thanks, Claudette.

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

From: Paul Wilkins
Sent: Monday, May 19, 2003 11:02 AM
To: Judy Tuttle
Cc: Chris Peterson
Subject: Permit Technician

Please start a new recruitment for the Permit Technician position. I have one vacant position as a result of a non-confirmation. Also, please place an item on the CSB agenda for the first meeting in June meeting to abolish the existing eligible list. The MQ's for the job classification are being modified substantially because job requirements are changing, and the reachable candidates on the existing list do not meet the needs of the department. Thank you for your assistance.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES**

DATE: May 28, 2003

PAGE 2

B. CLASSIFICATION SPECIFICATIONS:

- 1) Park Construction Crew Leader – New
- 2) Parks Crew Leader – New
- 3) Rapid Response Crew Leader – New
- 4) Rapid Response Team Supervisor – New

Johan Aliseo made a motion to approve Item numbers 1 through 4 of the Classification Specifications. Tony Dorf seconded the motion. Motion carried.

**C. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING
ELIGIBLE LIST**

- 1) Caseworker – Open
- 2) Permits Technician – Promotional
- 3) Permits Technician – Open

Tony Dorf made a motion to approve Item numbers 1 through 3 of the Discussion and Possible Action on Abolishing Eligible List. Johan Aliseo seconded the motion. Motion carried.

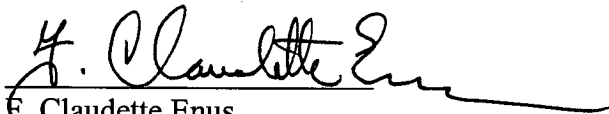
IV. DISCUSSION ITEMS

None.

V. CITIZEN PARTICIPATION:

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 12:05 noon.


E. Claudette Enus
Secretary to the Board

BOARD OF CIVIL SERVICE TRUSTEES

MEETING DATE 5-28-03 Teleconf.

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

CHARGE TO:05101/510800

APPROVED BY: 

TO: CLAUDETTE ENUS
FAX: 702-382-7838
SUBJECT: **Reservation Confirmation**

Thank you for using Sprint Conferencing Services. This is to confirm that a conference reservation has been made. A two-hour notification to cancel is required to avoid a non-cancellation charge. Please call our toll free reservation number (800-366-2663) to reschedule, cancel or make any changes. Please use the confirmation number listed below when referring to your reservation.

CHAIRPERSON: CLAUDETTE ENUS
CONFIRMATION NUMBER: 17257276
DATE: Wednesday, May 28, 2003
TIME: 11:00 am (PST)
DURATION: 15 minutes
LINES RESERVED: DIAL IN: 0 DIAL OUT: 7
DIAL IN NUMBER(s): 800-659-1109

Sprint Conferencing Services offers many optional features. These features can be used to tailor your conference call to meet the needs of a particular meeting. Some features for consideration are:

- **Conference Fax*** - distribute documents to the conference participants in minutes.
- **Audiotaping*** - high quality cassette tapes of the conference can be made the same day (**transcription*** of the taped conference is also available).
- **Password Security** - for highly confidential conferences each participant must provide the password.
- **Automated Polling*** - participants can answer pre-established questions with their touch tone phones.

* these features incur an additional charge.

05/28/2003 09:06PM SPRINT CONFERENCE SERVICES PAGE 1 OF 1
TO: CLAUDETTE ENUS
FAX: 702-382-7838
SUBJECT: **Reservation Confirmation**

Thank you for using Sprint Conferencing Services. This is to confirm that a conference reservation has been made. A two-hour notification to cancel is required to avoid a non-cancellation charge. Please call our toll free reservation number (800-366-2663) to reschedule, cancel or make any changes. Please use the confirmation number listed below when referring to your reservation.

CHAIRPERSON: CLAUDETTE ENUS
CONFIRMATION NUMBER: 17257276
DATE: Wednesday, May 28, 2003
TIME: 11:30 am (PST) PDT
DURATION: 15 minutes
LINES RESERVED: DIAL IN: 0 DIAL OUT: 7
DIAL IN NUMBER(s): 800-659-8297

Sprint Conferencing Services offers many optional features. These features can be used to tailor your conference call to meet the needs of a particular meeting. Some features for consideration are:

- **Conference Fax*** - distribute documents to the conference participants in minutes.
- **Audiotaping*** - high quality cassette tapes of the conference can be made the same day (**transcription*** of the taped conference is also available).
- **Password Security** - for highly confidential conferences each participant must provide the password.
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