

S.V.

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

AGENDA

DATE: July 9, 2003

TIME: 4:30 p.m.

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

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: Regular Meeting of June 11, 2003
- IV. APPROVAL OF MINUTES: Teleconference Meeting of June 25, 2003
- V. BUSINESS
 - A. CERTIFICATION OF ELIGIBLE LISTS:
 - 1. Accounting Technician II – Promotional
 - 2. Custodial Supervisor – Promotional
 - 3. Custodial Supervisor – Open
 - 4. Inspector (Building) – Promotional
 - 5. Inspector (Building) – Open
 - 6. Survey Crew Leader – Promotional
 - 7. Survey Crew Leader – Open
 - 8. Temporary Inspector (Building) – Open
 - B. EXTENSION OF ELIGIBLE LISTS:
 - 1. Customer Service Representative – Promotional
 - 2. Customer Service Representative – Open
 - 3. EMS Field Coordinator – Promotional
 - 4. Inventory Control Clerk – Promotional
 - 5. Inventory Control Clerk – Open
 - 6. Land Surveyor – Promotional
 - 7. Land Surveyor – Open
 - 8. Office Specialist I – Open
 - 9. Plumber – Promotional
 - 10. Plumber – Open

88 ✓

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

DATE: July 9, 2003

Page Two

✓ C. CLASSIFICATION SPECIFICATIONS:

1. Inspector/Combination Inspector – Revised

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

VII. CITIZEN PARTICIPATION

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

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

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

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

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION**

July 9, 2003

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER: June 11, 2003, at 4:31 p.m. in the Human Resources Department.

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

STAFF PRESENT
Sandy Gandy
Ruth Carroll
Michele McNulty
Kathy Gentile
Glenna Worthington
Tina Ramsey

OTHERS PRESENT
Lon Grasmick

- II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW:
- III. APPROVAL OF MINUTES of Regular Meeting of May 14, 2003: A motion was made by Trustee Theodore Parker that the minutes of the Regular Meeting of May 14, 2003 be approved. Trustee Johan Aliseo seconded the motion. Motion carried.
- IV. APPROVAL OF MINUTES of Teleconference Meeting of May 28, 2003: A motion was made by Trustee Theodore Parker that the minutes of the Teleconference Meeting of May 28, 2003 be approved. Trustee Johan Aliseo seconded the motion. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
June 11, 2003
PAGE 2**

V. BUSINESS:

A. CERTIFICATION OF ELIGIBLE LISTS:

1. GIS Programmer/Analyst – Promotional
2. GIS Programmer/Analyst – Open
3. Irrigation Systems Repairer I – Promotional
4. Irrigation Systems Repairer I – Open
5. Planner I – Promotional
6. Planner I – Open
7. Sr. Traffic Signal Technician – Promotional
8. Sr. Traffic Signal Technician – Open
9. Technical Systems Analyst – Promotional
10. Technical Systems Analyst – Open

A motion was made by Trustee Aliseo that items 1 through 10 of the Certification of Eligible Lists be approved. The motion was seconded by Trustee Parker. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

1. Account Clerk – Promotional
2. Cultural Leader I – Open
3. Electrical Services Field Supervisor – Promotional
4. Engineering Technician II (Traffic) – Promotional
5. Engineering Technician II (Traffic) – Open
6. Fire Battalion Chief – Promotional
7. Firefighter Trainee – Open
8. Purchasing Technician – Promotional
9. Senior Communications Specialist – Promotional

A motion was made by Trustee Aliseo that items 1 through 9 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Parker. Motion carried.

C. CLASSIFICATION SPECIFICATIONS:

1. Inspections Supervisor – Revised
2. Permits Technician – Revised
3. Senior Animal Control Officer – Revised

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

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

June 11, 2003

PAGE 3


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

None.

VII. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:35 p.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION**

July 9, 2003

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER: June 25, 2003, at 11:35 a.m. via Teleconference

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

STAFF PRESENT

Judy Tuttle
Ann Rubertino-Beck
Louisa Tuilagi

OTHERS PRESENT

None

In the absence of Chairperson, Mark Larson, Trustee Johan Aliseo served as acting Chair for this teleconference.

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

III. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1) Engineering Associate I (Land Development) – Promotional
- 2) Engineering Associate I (Land Development) – Open
- 3) Equipment Operator I (Parks) – Promotional
- 4) Equipment Operator I (Parks) – Open
- 5) Field Electrician II – Promotional
- 6) Field Electrician II – Open
- 7) Graphic Equipment Operator I – Promotional
- 8) Graphic Equipment Operator I – Open
- 9) Inspector (Mechanical/Plumbing) – Promotional
- 10) Inspector (Mechanical/Plumbing) – Open
- 11) Street Light Maintenance Electrician – Promotional
- 12) Street Light Maintenance Electrician – Open

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: June 25, 2003
PAGE 2**

Lavonne Lewis made a motion to approve Item numbers 1 through 12 of the Eligible Lists to be certified. Tony Dorf seconded the motion. Motion carried.

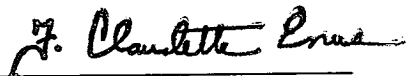
IV. DISCUSSION ITEMS

None.

V. CITIZEN PARTICIPATION:

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:40 a.m.



F. Claudette Enus
F. Claudette Enus
Secretary to the Board



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: July 9, 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: 8

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Accounting Technician II – Promotional	23	20	9
2. Custodial Supervisor – Promotional	4	3	3
3. Custodial Supervisor – Open	55	15	14
4. Inspector (Building) – Promotional	9	4	4
5. Inspector (Building) – Open	67	46	38
6. Survey Crew Leader – Promotional	3	3	1
7. Survey Crew Leader – Open	7	4	1
8. Temporary Inspector (Building) – Open	28	22	18

CITY OF LAS VEGAS

ELIGIBLE LIST

Accounting Technician II
Examination

June 20, 2003
Date of Test

03306005P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	23	GROUP 1	4
REJECTED	0	GROUP 2	5
TOTAL RECEIVED	23	GROUP 3	0
		TOTAL ON LIST	9

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	9			
FAILED	11			
TOTAL TESTED	20			
DID NOT APPEAR	3			

CITY OF LAS VEGAS

ELIGIBLE LIST

Custodial Supervisor
Examination

June 17 & 18, 2003
Date of Test

03277104P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Custodial Supervisor
Examination

June 17 & 18, 2003
Date of Test

032771040
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	5
REJECTED	39	GROUP 2	3
TOTAL RECEIVED	55	GROUP 3	6
		TOTAL ON LIST	14

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		14		
FAILED		1		
TOTAL TESTED		15		
DID NOT APPEAR		1		

CITY OF LAS VEGAS

ELIGIBLE LIST

Inspector (Building)
Examination

June 16, 2003
Date of Test

03255404P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	7	GROUP 1	1
REJECTED	2	GROUP 2	3
TOTAL RECEIVED	9	GROUP 3	0
		TOTAL ON LIST	4

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	4			
FAILED	0			
TOTAL TESTED	4			
DID NOT APPEAR	3			

CITY OF LAS VEGAS

ELIGIBLE LIST

Inspector (Building)
Examination

June 16, 2003
Date of Test

032554040
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	58	GROUP 1	5
REJECTED	9	GROUP 2	18
TOTAL RECEIVED	67	GROUP 3	15
		TOTAL ON LIST	38

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	38			
FAILED	8			
TOTAL TESTED	46			
DID NOT APPEAR	12			

CITY OF LAS VEGAS

ELIGIBLE LIST

Survey Crew Leader
Examination

June 26, 2003
Date of Test

03271105P
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	3	GROUP 1	0
REJECTED	0	GROUP 2	1
TOTAL RECEIVED	3	GROUP 3	0
		TOTAL ON LIST	1

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Survey Crew Leader
Examination

June 26, 2003
Date of Test

032711050
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

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

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	1			
FAILED	3			
TOTAL TESTED	4			
DID NOT APPEAR	3			

CITY OF LAS VEGAS

ELIGIBLE LIST

Temporary Inspector (Building)
Examination

June 16, 2003
Date of Test

03255405OT
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	26	GROUP 1	4
REJECTED	2	GROUP 2	8
TOTAL RECEIVED	28	GROUP 3	6
		TOTAL ON LIST	18

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	18			
FAILED	4			
TOTAL TESTED	22			
DID NOT APPEAR	4			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date July 9, 2003

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

SUBJECT: B. EXTENSION OF ELIGIBLE LISTS

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

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 10

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Customer Service Representative – Promotional	6	7/08/03	1/08/04	1
2. Customer Service Representative – Open	43	7/08/03	1/08/04	1
3. EMS Field Coordinator – Promotional	5	7/23/03	1/23/04	1
4. Inventory Control Clerk – Promotional	2	7/10/03	1/10/04	2
5. Inventory Control Clerk – Open	60	7/10/03	1/10/04	2
6. Land Surveyor – Promotional	2	7/08/03	1/08/04	1
7. Land Surveyor – Open	3	7/08/03	1/08/04	1
8. Office Specialist I – Open	50	7/08/03	1/08/04	1
9. Plumber I – Promotional	5	7/24/03	1/24/04	2
10. Plumber I – Open	36	7/24/03	1/24/04	2

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date July 9, 2003

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

SUBJECT: C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED:

1. Inspector/Combination Inspector

The revision were requested by the Building and Safety Department to modify the training requirements in order to increase the number of qualified candidates for the next recruitment.

RECOMMENDATION

The City recommends approval of this revised classification specification.

INSPECTOR
COMBINATION INSPECTOR

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

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

Inspector: This is the full journey level class within the Inspector series. Employees within this class are distinguished from the Combination Inspector by the performance of the full range of duties assigned to positions within the series including performing inspections in one of the areas of construction: building structures, electrical, plumbing or mechanical. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Combination Inspector in that the latter is required to have more certifications than the Inspectors. Employees in this class may remain at this level on a permanent basis.

Combination Inspector: This is the advanced journey level class in the Inspector series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series which may include inspections of commercial buildings in all four areas of the construction: structure, electrical, plumbing and mechanical. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED

Inspector

Receives direct supervision from the Inspections Supervisor.

Combination Inspector

Receives general supervision from the Inspections Supervisor.

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

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

Essential Functions:

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

When performing building inspections:

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

When performing electrical inspections:

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

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

Essential Functions:

When performing electrical inspections:

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

When performing plumbing/mechanical inspections:

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

When serving as a Combination Inspector:

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

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

Marginal Functions:

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

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

QUALIFICATIONS

Knowledge of:

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

Ability to:

Interpret and apply pertinent federal, state and local laws, codes and regulations.
Read and interpret complex building plans, specifications and building codes.
Determine if construction systems conform to city code requirements.
Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
Make mathematical computations rapidly and accurately.
Enforce necessary regulations with firmness and tact.
Understand and follow oral and written instruction.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

Experience and Training Requirements

Inspector

Experience:

Electrical:

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

Mechanical/Plumbing:

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

Building:

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

Training:

Equivalent to graduation from high school. Specialized training in the building trades or code enforcement is desirable.

License or Certificate

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

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

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

Combination Inspector

Experience:

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

Training:

Equivalent to graduation from high school. Specialized training in the building trades or code enforcement is desirable.

License or Certificate

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

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

WORKING CONDITIONS

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

Environmental Conditions:

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

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

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

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

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

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

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

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

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

Physical Conditions:

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

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

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

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

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

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

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

KAG
REV 06/11/03
FLSA and City: nonexempt

CSB 7/9/03

**INSPECTOR
COMBINATION INSPECTOR**

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

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

Inspector: This is the full journey level class within the Inspector series. Employees within this class are distinguished from the Combination Inspector by the performance of the full range of duties assigned to positions within the series including performing inspections in one of the areas of construction: building structures, electrical, plumbing or mechanical. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Combination Inspector in that the latter is required to have more certifications than the Inspectors. Employees in this class may remain at this level on a permanent basis.

Combination Inspector: This is the advanced journey level class in the Inspector series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series which may include inspections of commercial buildings in all four areas of the construction: structure, electrical, plumbing and mechanical. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED

Inspector

Receives direct supervision from the Inspections Supervisor.

Combination Inspector

Receives general supervision from the Inspections Supervisor.

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

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

Essential Functions:

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

When performing building inspections:

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

When performing electrical inspections:

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

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

Essential Functions:

When performing electrical inspections:

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

When performing plumbing/mechanical inspections:

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

When serving as a Combination Inspector:

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

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

Marginal Functions:

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

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

QUALIFICATIONS

Knowledge of:

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

Ability to:

Interpret and apply pertinent federal, state and local laws, codes and regulations.
Read and interpret complex building plans, specifications and building codes.
Determine if construction systems conform to city code requirements.
Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
Make mathematical computations rapidly and accurately.
Enforce necessary regulations with firmness and tact.
Understand and follow oral and written instruction.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

Experience and Training Requirements

Inspector

Experience:

Electrical:

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

Mechanical/Plumbing:

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

Building:

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

Training:

Equivalent to graduation from high school; ~~supplemented by~~ specialized training in the building trades or code enforcement is desirable.

License or Certificate

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

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

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

Combination Inspector

Experience:

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

Training:

Equivalent to graduation from high school, ~~supplemented by~~ Specialized training in the building trades or code enforcement is desirable.

License or Certificate

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

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

WORKING CONDITIONS

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

Environmental Conditions:

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

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

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

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

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

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

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

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

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

Physical Conditions:

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

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

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

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

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

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

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

KAG
REV 01/23/03 06/0611/03
FLSA and City: nonexempt

CSB 2/12/03

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

AGENDA

DATE: July 9, 2003

TIME: 4:30 p.m.

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

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: Regular Meeting of June 11, 2003
- IV. APPROVAL OF MINUTES: Teleconference Meeting of June 25, 2003
- V. BUSINESS
 - A. CERTIFICATION OF ELIGIBLE LISTS:
 - 1. Accounting Technician II – Promotional
 - 2. Custodial Supervisor – Promotional
 - 3. Custodial Supervisor – Open
 - 4. Inspector (Building) – Promotional
 - 5. Inspector (Building) – Open
 - 6. Survey Crew Leader – Promotional
 - 7. Survey Crew Leader – Open
 - 8. Temporary Inspector (Building) – Open

 - B. EXTENSION OF ELIGIBLE LISTS:
 - 1. Customer Service Representative – Promotional
 - 2. Customer Service Representative – Open
 - 3. EMS Field Coordinator – Promotional
 - 4. Inventory Control Clerk – Promotional
 - 5. Inventory Control Clerk – Open
 - 6. Land Surveyor – Promotional
 - 7. Land Surveyor – Open
 - 8. Office Specialist I – Open
 - 9. Plumber – Promotional
 - 10. Plumber – Open

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES
DATE: July 9, 2003
Page Two

C. CLASSIFICATION SPECIFICATIONS:

1. Inspector/Combination Inspector – Revised

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

VII. CITIZEN PARTICIPATION

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

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

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

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

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION**

July 9, 2003

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: June 11, 2003, at 4:31 p.m. in the Human Resources Department.

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

STAFF PRESENT
Sandy Gandy
Ruth Carroll
Michele McNulty
Kathy Gentile
Glenna Worthington
Tina Ramsey

OTHERS PRESENT
Lon Grasmick

- II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW:
- III. APPROVAL OF MINUTES of Regular Meeting of May 14, 2003: A motion was made by Trustee Theodore Parker that the minutes of the Regular Meeting of May 14, 2003 be approved. Trustee Johan Aliseo seconded the motion. Motion carried.
- IV. APPROVAL OF MINUTES of Teleconference Meeting of May 28, 2003: A motion was made by Trustee Theodore Parker that the minutes of the Teleconference Meeting of May 28, 2003 be approved. Trustee Johan Aliseo seconded the motion. Motion carried.

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
July 9, 2003**

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

I. CALL TO ORDER: June 25, 2003, at 11:35 a.m. via Teleconference

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

STAFF PRESENT

Judy Tuttle
Ann Rubertino-Beck
Louisa Tuilagi

OTHERS PRESENT

None

In the absence of Chairperson, Mark Larson, Trustee Johan Aliseo served as acting Chair for this teleconference.

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

III. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

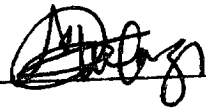
- 1) Engineering Associate I (Land Development) – Promotional
- 2) Engineering Associate I (Land Development) – Open
- 3) Equipment Operator I (Parks) – Promotional
- 4) Equipment Operator I (Parks) – Open
- 5) Field Electrician II – Promotional
- 6) Field Electrician II – Open
- 7) Graphic Equipment Operator I – Promotional
- 8) Graphic Equipment Operator I – Open
- 9) Inspector (Mechanical/Plumbing) – Promotional
- 10) Inspector (Mechanical/Plumbing) – Open
- 11) Street Light Maintenance Electrician – Promotional
- 12) Street Light Maintenance Electrician – Open

ATTENDANCE REPORT
BOARD OF CIVIL SERVICE TRUSTEES
MEETING DATE 7/9/03 - *Reg. mtg.*

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

CHARGE TO: 05101/510800

APPROVED BY: _____



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

DATE: July 9, 2003

~~XXXXXXXXXX~~

PLEASE PRINT

NAME

ORGANIZATION

Judy Gandy

CLV PWC

Pat Miller

CLV HR

Tina Ramsey

CLV HR

Glenna Worthington

CLV HR

Kathy Sinto

HR

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

AGENDA

DATE: July 9, 2003

TIME: 4:30 p.m.

4:33 pm
4:35 pm

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

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: Regular Meeting of June 11, 2003 - A-TD / 2nd JA - pass
- IV. APPROVAL OF MINUTES: Teleconference Meeting of June 25, 2003 - A-JA / 2nd TD - pass
- V. BUSINESS
- A. CERTIFICATION OF ELIGIBLE LISTS:
1. Accounting Technician II – Promotional
 2. Custodial Supervisor – Promotional
 3. Custodial Supervisor – Open
 4. Inspector (Building) – Promotional
 5. Inspector (Building) – Open
 6. Survey Crew Leader – Promotional
 7. Survey Crew Leader – Open
 8. Temporary Inspector (Building) – Open
- JA
TD
TD
A-TD / 2nd JA - pass
A-JA / 2nd TD - pass
- M-TD }
2-JA } pass
- B. EXTENSION OF ELIGIBLE LISTS:
1. Customer Service Representative – Promotional
 2. Customer Service Representative – Open
 3. EMS Field Coordinator – Promotional
 4. Inventory Control Clerk – Promotional
 5. Inventory Control Clerk – Open
 6. Land Surveyor – Promotional
 7. Land Surveyor – Open
 8. Office Specialist I – Open
 9. Plumber – Promotional
 10. Plumber – Open
- U-JA }
2-TD } pass

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

DATE: July 9, 2003

Page Two

C. CLASSIFICATION SPECIFICATIONS:

1. Inspector/Combination Inspector – Revised

11- JD
2- JA } pass

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

None

VII. CITIZEN PARTICIPATION

None

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.

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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

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION**

July 9, 2003

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

I. CALL TO ORDER: June 11, 2003, at 4:31 p.m. in the Human Resources Department.

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

STAFF PRESENT

Sandy Gandy
Ruth Carroll
Michele McNulty
Kathy Gentile
Glenna Worthington
Tina Ramsey

OTHERS PRESENT

Lon Grasmick

- II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW:
- III. APPROVAL OF MINUTES of Regular Meeting of May 14, 2003: A motion was made by Trustee Theodore Parker that the minutes of the Regular Meeting of May 14, 2003 be approved. Trustee Johan Aliseo seconded the motion. Motion carried.
- IV. APPROVAL OF MINUTES of Teleconference Meeting of May 28, 2003: A motion was made by Trustee Theodore Parker that the minutes of the Teleconference Meeting of May 28, 2003 be approved. Trustee Johan Aliseo seconded the motion. Motion carried.

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

June 11, 2003

PAGE 2

V. BUSINESS:

A. CERTIFICATION OF ELIGIBLE LISTS:

1. GIS Programmer/Analyst – Promotional
2. GIS Programmer/Analyst – Open
3. Irrigation Systems Repairer I – Promotional
4. Irrigation Systems Repairer I – Open
5. Planner I – Promotional
6. Planner I – Open
7. Sr. Traffic Signal Technician – Promotional
8. Sr. Traffic Signal Technician – Open
9. Technical Systems Analyst – Promotional
10. Technical Systems Analyst – Open

A motion was made by Trustee Aliseo that items 1 through 10 of the Certification of Eligible Lists be approved. The motion was seconded by Trustee Parker. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

1. Account Clerk – Promotional
2. Cultural Leader I – Open
3. Electrical Services Field Supervisor – Promotional
4. Engineering Technician II (Traffic) – Promotional
5. Engineering Technician II (Traffic) – Open
6. Fire Battalion Chief – Promotional
7. Firefighter Trainee – Open
8. Purchasing Technician – Promotional
9. Senior Communications Specialist – Promotional

A motion was made by Trustee Aliseo that items 1 through 9 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Parker. Motion carried.

C. CLASSIFICATION SPECIFICATIONS:

1. Inspections Supervisor – Revised
2. Permits Technician – Revised
3. Senior Animal Control Officer – Revised

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

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
June 11, 2003
PAGE 3**

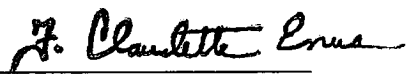
VI. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED:

None.

VII. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:35 p.m.



F. Claudette Enus
F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
July 9, 2003**

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

I. CALL TO ORDER: June 25, 2003, at 11:35 a.m. via Teleconference

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

STAFF PRESENT

Judy Tuttle
Ann Rubertino-Beck
Louisa Tuilagi

OTHERS PRESENT

None

In the absence of Chairperson, Mark Larson, Trustee Johan Aliseo served as acting Chair for this teleconference.

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

III. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1) Engineering Associate I (Land Development) – Promotional
- 2) Engineering Associate I (Land Development) – Open
- 3) Equipment Operator I (Parks) – Promotional
- 4) Equipment Operator I (Parks) – Open
- 5) Field Electrician II – Promotional
- 6) Field Electrician II – Open
- 7) Graphic Equipment Operator I – Promotional
- 8) Graphic Equipment Operator I – Open
- 9) Inspector (Mechanical/Plumbing) – Promotional
- 10) Inspector (Mechanical/Plumbing) – Open
- 11) Street Light Maintenance Electrician – Promotional
- 12) Street Light Maintenance Electrician – Open

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: June 25, 2003
PAGE 2**

Lavonne Lewis made a motion to approve Item numbers 1 through 12 of the Eligible Lists to be certified. Tony Dorf 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 11:40 a.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: July 9, 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: 8

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Accounting Technician II – Promotional	23	20	9
2. Custodial Supervisor – Promotional	4	3	3
3. Custodial Supervisor – Open	55	15	14
4. Inspector (Building) – Promotional	9	4	4
5. Inspector (Building) – Open	67	46	38
6. Survey Crew Leader – Promotional	3	3	1
7. Survey Crew Leader – Open	7	4	1
8. Temporary Inspector (Building) – Open	28	22	18

CITY OF LAS VEGAS

ELIGIBLE LIST

Accounting Technician II
Examination

June 20, 2003
Date of Test

03306005P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	23	GROUP 1	4
REJECTED	0	GROUP 2	5
TOTAL RECEIVED	23	GROUP 3	0
		TOTAL ON LIST	9

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	9			
FAILED	11			
TOTAL TESTED	20			
DID NOT APPEAR	3			

CITY OF LAS VEGAS

ELIGIBLE LIST

Custodial Supervisor
Examination

June 17 & 18, 2003
Date of Test

03277104P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Custodial Supervisor
Examination

June 17 & 18, 2003
Date of Test

032771040
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	5
REJECTED	39	GROUP 2	3
TOTAL RECEIVED	55	GROUP 3	6
		TOTAL ON LIST	14

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		14		
FAILED		1		
TOTAL TESTED		15		
DID NOT APPEAR		1		

CITY OF LAS VEGAS

ELIGIBLE LIST

Inspector (Building)
Examination

June 16, 2003
Date of Test

03255404P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	7	GROUP 1	1
REJECTED	2	GROUP 2	3
TOTAL RECEIVED	9	GROUP 3	0
		TOTAL ON LIST	4

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	4			
FAILED	0			
TOTAL TESTED	4			
DID NOT APPEAR	3			

CITY OF LAS VEGAS

ELIGIBLE LIST

Inspector (Building)
Examination

June 16, 2003
Date of Test

032554040
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	58	GROUP 1	5
REJECTED	9	GROUP 2	18
TOTAL RECEIVED	67	GROUP 3	15
		TOTAL ON LIST	38

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	38			
FAILED	8			
TOTAL TESTED	46			
DID NOT APPEAR	12			

CITY OF LAS VEGAS

ELIGIBLE LIST

Survey Crew Leader
Examination

June 26, 2003
Date of Test

03271105P
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	3	GROUP 1	0
REJECTED	0	GROUP 2	1
TOTAL RECEIVED	3	GROUP 3	0
		TOTAL ON LIST	1

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Survey Crew Leader
Examination

June 26, 2003
Date of Test

032711050
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

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

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	1			
FAILED	3			
TOTAL TESTED	4			
DID NOT APPEAR	3			

CITY OF LAS VEGAS

ELIGIBLE LIST

Temporary Inspector (Building)
Examination

June 16, 2003
Date of Test

03255405OT
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	26	GROUP 1	4
REJECTED	2	GROUP 2	8
TOTAL RECEIVED	28	GROUP 3	6
		TOTAL ON LIST	18

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	18			
FAILED	4			
TOTAL TESTED	22			
DID NOT APPEAR	4			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date July 9, 2003

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

SUBJECT: B. EXTENSION OF ELIGIBLE LISTS

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

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 10

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Customer Service Representative – Promotional	6	7/08/03	1/08/04	1
2. Customer Service Representative – Open	43	7/08/03	1/08/04	1
3. EMS Field Coordinator – Promotional	5	7/23/03	1/23/04	1
4. Inventory Control Clerk – Promotional	2	7/10/03	1/10/04	2
5. Inventory Control Clerk – Open	60	7/10/03	1/10/04	2
6. Land Surveyor – Promotional	2	7/08/03	1/08/04	1
7. Land Surveyor – Open	3	7/08/03	1/08/04	1
8. Office Specialist I – Open	50	7/08/03	1/08/04	1
9. Plumber I – Promotional	5	7/24/03	1/24/04	2
10. Plumber I – Open	36	7/24/03	1/24/04	2

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date July 9, 2003

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

SUBJECT: C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED:

1. Inspector/Combination Inspector

The revision were requested by the Building and Safety Department to modify the training requirements in order to increase the number of qualified candidates for the next recruitment.

RECOMMENDATION

The City recommends approval of this revised classification specification.

INSPECTOR
COMBINATION INSPECTOR

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

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

Inspector: This is the full journey level class within the Inspector series. Employees within this class are distinguished from the Combination Inspector by the performance of the full range of duties assigned to positions within the series including performing inspections in one of the areas of construction: building structures, electrical, plumbing or mechanical. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Combination Inspector in that the latter is required to have more certifications than the Inspectors. Employees in this class may remain at this level on a permanent basis.

Combination Inspector: This is the advanced journey level class in the Inspector series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series which may include inspections of commercial buildings in all four areas of the construction: structure, electrical, plumbing and mechanical. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED

Inspector

Receives direct supervision from the Inspections Supervisor.

Combination Inspector

Receives general supervision from the Inspections Supervisor.

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

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

Essential Functions:

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

When performing building inspections:

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

When performing electrical inspections:

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

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

Essential Functions:

When performing electrical inspections:

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

When performing plumbing/mechanical inspections:

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

When serving as a Combination Inspector:

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

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

Marginal Functions:

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

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

QUALIFICATIONS

Knowledge of:

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

Ability to:

Interpret and apply pertinent federal, state and local laws, codes and regulations.
Read and interpret complex building plans, specifications and building codes.
Determine if construction systems conform to city code requirements.
Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
Make mathematical computations rapidly and accurately.
Enforce necessary regulations with firmness and tact.
Understand and follow oral and written instruction.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

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

Experience and Training Requirements

Inspector

Experience:

Electrical:

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

Mechanical/Plumbing:

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

Building:

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

Training:

Equivalent to graduation from high school. Specialized training in the building trades or code enforcement is desirable.

License or Certificate

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

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

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

Combination Inspector

Experience:

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

Training:

Equivalent to graduation from high school. Specialized training in the building trades or code enforcement is desirable.

License or Certificate

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

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

WORKING CONDITIONS

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

Environmental Conditions:

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

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

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

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

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

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

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

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

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

Physical Conditions:

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

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

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

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

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

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

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

KAG
REV 06/11/03
FLSA and City: nonexempt

CSB 7/9/03

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COMBINATION INSPECTOR

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

Essential Functions:

When performing electrical inspections:

5. Inspect and witness load bank testing of emergency generators.
6. Inspect electrical connections at carnivals or fairs.
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1. Conduct hydrostatic tests on fire and water systems.
2. Conduct and witness smoke detector tests.
3. Perform plumbing/mechanical inspections on commercial buildings and custom homes.
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5. Inspect ground plumbing for sizing and proper slope.
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2. Enforce planning and zoning regulations.
3. Inspect single family dwellings in all phases of work for compliance with uniform building, electrical and plumbing/mechanical codes.

Marginal Functions:

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

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

QUALIFICATIONS

Knowledge of:

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

Ability to:

Interpret and apply pertinent federal, state and local laws, codes and regulations.
Read and interpret complex building plans, specifications and building codes.
Determine if construction systems conform to city code requirements.
Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
Make mathematical computations rapidly and accurately.
Enforce necessary regulations with firmness and tact.
Understand and follow oral and written instruction.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations;*
-- *Communicating with others;*
-- *Reading and writing; and*
-- *Operating assigned equipment.*
Maintain mental capacity which allows the capability of:
-- *Making sound decisions;*
-- *Effective interaction and communication with others; and*
-- *Demonstrating intellectual capabilities.*
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Walking or standing for extended periods of time; and*
-- *Operating assigned equipment.*

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

Experience and Training Requirements

Inspector

Experience:

Electrical:

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

Mechanical/Plumbing:

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

Building:

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

Training:

Equivalent to graduation from high school; ~~supplemented by~~ specialized training in the building trades or code enforcement is desirable.

License or Certificate

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

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

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

Combination Inspector

Experience:

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

Training:

Equivalent to graduation from high school, ~~supplemented by~~ Specialized training in the building trades or code enforcement is desirable.

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WORKING CONDITIONS

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

Environmental Conditions:

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

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

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

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

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

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

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

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

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

Physical Conditions:

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

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

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

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

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

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

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

KAG

REV ~~01/23/03~~ 06/0611/03

FLSA and City: nonexempt

CSB 2/12/03

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
July 9, 2003**

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

I. CALL TO ORDER: July 23, 2003, at 11:30 a.m. via Teleconference

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

STAFF PRESENT

Claudette Enus
Judy Tuttle
Ann Rubertino-Beck
Louisa Tuilagi

OTHERS PRESENT

None

In the absence of Chairperson, Mark Larson, Trustee Theodore Parker served as acting Chair for this teleconference.

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

III. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1) Network Systems Technician – Promotional
- 2) Network Systems Technician – Open
- 3) Planner II (Comp/Current) – Promotional
- 4) Plans Examiner – Promotional
- 5) Plans Examiner – Open
- 6) Structural Plans Examiner – Promotional
- 7) Structural Plans Examiner – Open

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: July 23, 2003
PAGE 2**

Trustee Tony Dorf made a motion to approve Item numbers 1 through 7 of the Eligible Lists to be certified. Trustee Lavonne Lewis seconded the motion. Motion carried.

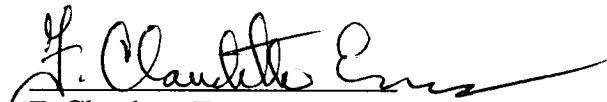
IV. DISCUSSION ITEMS

None.

V. CITIZEN PARTICIPATION:

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:32 a.m.


F. Claudette Enus
Secretary to the Board