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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: December 10, 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 November 12, 2003
- IV. APPROVAL OF MINUTES: Teleconference Meeting of November 26, 2003
- V. BUSINESS
 - A. CERTIFICATION OF ELIGIBLE LISTS:
 - 1. Contracts Specialist – Open
 - 2. Corrections Officer – Open
 - 3. Deputy City Marshal – Open
 - 4. GIS Analyst I – Promotional
 - 5. GIS Analyst I – Open
 - 6. Neighborhood Programs Officer – Promotional
 - 7. Neighborhood Programs Officer – Open
 - 8. Provisional Office Specialist II – Open
 - 9. Statistical Analyst II – Promotional
 - 10. Survey Technician – Promotional
 - 11. Survey Technician – Open
 - B. EXTENSION OF ELIGIBLE LISTS:
 - 1. Electrical Services Field Supervisor – Promotional
 - 2. Engineering Associate I – Land Development – Promotional
 - 3. Engineering Associate I – Land Development – Open
 - 4. Engineering Technician II (Traffic) – Promotional
 - 5. Engineering Technician II (Traffic) – Open
 - 6. Field Electrician II – Open
 - 7. Fire Battalion Chief – Promotional
 - 8. Firefighter Trainee – Open
 - 9. Graphic Equipment Operator I – Promotional
 - 10. Graphic Equipment Operator I – Open
 - 11. Senior Communications Specialist – Promotional
 - 12. Senior Traffic Signal Technician – Promotional
 - 13. Senior Traffic Signal Technician – Open
 - 14. Street Light Maintenance Electrician – Promotional
 - 15. Technical Systems Analyst – Promotional
 - 16. Technical Systems Analyst – Open

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CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

DATE: December 10, 2003

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C. CLASSIFICATION SPECIFICATIONS:

1. Building Inspector – Revised
2. Combination Inspector – Revised
3. Electrical Inspector – Revised
4. Fire Investigator I/II – Revised
5. Plumbing/Mechanical Inspector – Revised
6. Carpenter/Playground Specialist – New

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

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

DATE: 12-10-03

~~12-10-03~~

PLEASE PRINT

NAME

ORGANIZATION

Sandy Gandy

CLV

Ruth Miller

CLV

Chris Peterson

CLV

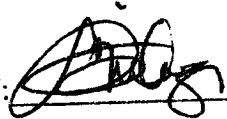
Kathy Smith

CLV

ATTENDANCE REPORT
BOARD OF CIVIL SERVICE TRUSTEES
MEETING DATE 12-10-03

	<u>PRESENT</u>	<u>ABSENT</u>
MARK LARSON	<u>✓</u>	<u> </u>
THEODORE PARKER <u>ED MIRAMONTES</u>	<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: 

THE Dec. 10, 2003 MEETING OF THE CIVIL SERVICE

BOARD IS CALLED TO ORDER. THIS MEETING HAS BEEN PROPERLY
NOTICED AND POSTED IN COMPLIANCE WITH THE OPEN MEETING LAW.

A:LANGUAGE

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION**

December 10, 2003

TO:

CIVIL SERVICE BOARD OF TRUSTEES

FROM:

**F. CLAUDETTE ENUS
SECRETARY TO THE BOARD**

I. CALL TO ORDER: November 12, 2003, at 4:30 p.m. in the Human Resources Department.

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

In the absence of Chairman Mark Larson, Trustee E. Lavonne Lewis acted as Chairman during this meeting.

STAFF PRESENT

Tina Ramsey
Pam Robertson
John Williams

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 October 8, 2003: A motion was made by Trustee Tony Dorf that the minutes of the Regular Meeting of October 8, 2003 be approved. Trustee Ed Miramontes seconded the motion. Motion carried.
- IV. APPROVAL OF MINUTES** of Teleconference Meeting of October 22, 2003: A motion was made by Trustee Johan Aliseo that the minutes of the Teleconference Meeting of October 22, 2003 be approved. Trustee Tony Dorf seconded the motion. Motion carried.

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
December 10, 2003

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: November 26, 2003, at 11:30 a.m. via Teleconference

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

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

STAFF PRESENT

Claudette Enus
Judy Tuttle
Kathy Gentile
Louisa Tuilagi

OTHERS PRESENT

None

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

III. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1) Information Technologies Project Coordinator – Promotional
- 2) Information Technologies Project Coordinator – Open
- 3) Provisional Office Specialist II – Open

Secretary Claudette Enus stated that Item 3 will be pulled from the eligible list to be certified and will be brought forward at a future meeting. Trustee Lavonne Lewis made a motion to approve Item numbers 1 and 2 only of the Eligible Lists to be certified. Trustee Tony Dorf seconded the motion. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
December 10, 2003
PAGE 3**

C. CLASSIFICATION SPECIFICATIONS:

1. Building Inspector – Revised
2. Combination Inspector – Revised
3. Electrical Inspector – Revised
4. Fire Investigator I/II – Revised
5. Plumbing/Mechanical Inspector – Revised
6. Carpenter/Playground Specialist – New

A motion was made by Trustee Aliseo that items 1 through 6 of the Classification Specifications List be approved. The motion was seconded by Trustee Miramontes. Motion carried.

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 4:33 p.m.


F. Claudette Enus
Secretary to the Board



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: December 10, 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: 11

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Contracts Specialist - Open	47	27	12
2. Corrections Officer – Open	243	181	113
3. Deputy City Marshal – Open	234	180	43
4. GIS Analyst I – Promotional	4	3	2
5. GIS Analyst I – Open	28	19	10
6. Neighborhood Programs Officer – Promotional	6	2	0
7. Neighborhood Programs Officer – Open	54	30	3
8. Provisional Office Specialist II - Open	37	32	31
9. Statistical Analyst II – Promotional	4	2	1
10. Survey Technician – Promotional	0	0	0
11. Survey Technician – Open	19	12	5

CITY OF LAS VEGAS

ELIGIBLE LIST

Contracts Specialist
Examination

November 5, 2003
Date of Test

032301090
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	32	GROUP 1	2
REJECTED	15	GROUP 2	4
TOTAL RECEIVED	47	GROUP 3	6
		TOTAL ON LIST	12

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	12			
FAILED	15			
TOTAL TESTED	27			
DID NOT APPEAR	5			

CITY OF LAS VEGAS

ELIGIBLE LIST

Corrections Officer
Examination

Written Test: November 6, 2003
Physical Agility Test: November 17, 2003
Date of Test

035250100
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

	APPLICATIONS		ELIGIBLE LIST
ACCEPTED	238	GROUP 1	8
REJECTED	5	GROUP 2	68
TOTAL RECEIVED	243	GROUP 3	37
		TOTAL ON LIST	113

	TESTS			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%		P/F Physical Agility	
PASSED	177		113	
FAILED	4		41	
TOTAL TESTED	181		154	
DID NOT APPEAR	57		23	

CITY OF LAS VEGAS

ELIGIBLE LIST

Deputy City Marshal
Examination

Written Test: November 7, 2003
Physical Agility Test: November 17, 2003

Date of Test

035252100
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	232	GROUP 1	1
REJECTED	2	GROUP 2	8
<i>TOTAL RECEIVED</i>	234	GROUP 3	34
		<i>TOTAL ON LIST</i>	43

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%		P/F Physical Agility	
PASSED	57		43	
FAILED	123		7	
<i>TOTAL TESTED</i>	180		50	
<i>DID NOT APPEAR</i>	52		7	

CITY OF LAS VEGAS

ELIGIBLE LIST

GIS Analyst I
Examination

November 19, 2003
Date of Test

03281710P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

GIS Analyst I
Examination

November 19, 2003
Date of Test

032817100
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	27	GROUP 1	0
REJECTED	1	GROUP 2	3
TOTAL RECEIVED	28	GROUP 3	7
		TOTAL ON LIST	10

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	10			
FAILED	9			
TOTAL TESTED	19			
DID NOT APPEAR	8			

CITY OF LAS VEGAS

ELIGIBLE LIST

Neighborhood Programs Officer
Examination

November 24, 2003
Date of Test

037950210P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	0			
FAILED	2			
TOTAL TESTED	2			
DID NOT APPEAR	4			

CITY OF LAS VEGAS

ELIGIBLE LIST

Neighborhood Programs Officer
Examination

November 24, 2003
Date of Test

0379502100
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	45	GROUP 1	0
REJECTED	9	GROUP 2	1
<i>TOTAL RECEIVED</i>	54	GROUP 3	2
		<i>TOTAL ON LIST</i>	3

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	3			
FAILED	27			
<i>TOTAL TESTED</i>	30			
<i>DID NOT APPEAR#</i>	6			
<i>WITHDREW#</i>	9			

CITY OF LAS VEGAS

ELIGIBLE LIST

Provisional Office Specialist II
Examination

November 4, 2003
Date of Test

03366209OP
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	36	GROUP 1	5
REJECTED	1	GROUP 2	19
<i>TOTAL RECEIVED</i>	37	GROUP 3	7
		<i>TOTAL ON LIST</i>	31

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	31			
FAILED	1			
<i>TOTAL TESTED</i>	32			
<i>DID NOT APPEAR</i>	4			

CITY OF LAS VEGAS

ELIGIBLE LIST

Statistical Analyst II
Examination

November 25, 2003
Date of Test

03256610P
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	1	GROUP 2	1
TOTAL RECEIVED	4	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	1			
TOTAL TESTED	2			
DID NOT APPEAR	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Survey Technician
Examination

October 30, 2003
Date of Test

03298809P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Survey Technician
Examination

October 30, 2003
Date of Test

032988090
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	14	GROUP 1	2
REJECTED	5	GROUP 2	1
TOTAL RECEIVED	19	GROUP 3	2
		TOTAL ON LIST	5

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	5			
FAILED	7			
TOTAL TESTED	12			
DID NOT APPEAR	2			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date December 10, 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: 16

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Electrical Services Field Supervisor - Promotional	1	12/11/03	6/11/04	2
2. Engineering Associate I – Land Development – Promotional	1	12/25/03	6/25/04	1
3. Engineering Associate I – Land Development – Open	11	12/25/03	6/25/04	1
4. Engineering Technician II (Traffic) – Promotional	1	12/12/03	6/12/04	2
5. Engineering Technician II (Traffic) – Open	7	12/12/03	6/12/04	2
6. Field Electrician II – Open	2	12/25/03	6/25/04	1
7. Fire Battalion Chief – Promotional	1	12/11/03	6/11/04	2
8. Firefighter Trainee – Open	627	12/12/03	6/12/04	3
9. Graphic Equipment Operator I – Promotional	1	12/25/03	6/25/04	1
10. Graphic Equipment Operator I – Open	12	12/25/03	6/25/04	1
11. Senior Communications Specialist – Promotional	5	12/11/03	6/11/04	2
12. Senior Traffic Signal Technician – Promotional	1	12/11/03	6/11/04	1
13. Senior Traffic Signal Technician – Open	1	12/11/03	6/11/04	1
14. Street Light Maintenance Electrician – Promotional	1	12/25/03	6/25/04	1
15. Technical Systems Analyst – Promotional	4	12/11/03	6/11/04	1
16. Technical Systems Analyst – Open	6	12/11/03	6/11/04	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date December 10, 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. Building Inspector
2. Combination Inspector
3. Electrical Inspector
4. Fire Investigator I/II
5. Plumbing/Mechanical Inspector

Building Inspector, Combination Inspector, Electrical Inspector, and Mechanical/Plumbing Inspector were revised and separated into individual disciplines at the request of the department.

Fire Investigator I/II was revised to include a re-certification requirement.

NEW:

6. Carpenter/Playground Specialist

Carpenter/Playground Specialist was created for the Parks Division's need to maintain safe playgrounds and equipment.

RECOMMENDATION

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

BUILDING 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 architectural and structural 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 a full journey level class within the Inspector series. Employees within this class are distinguished from the other Inspectors by the performance of architectural and structural inspections of residential and commercial structures. Employees within this class are distinguished from the Combination Inspector in that the latter is required to have certifications in all four fields of construction, to perform residential inspections in all four fields, and to perform commercial inspections in one field of expertise. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from the assigned Inspections Supervisor.

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

Essential Functions:

1. Inspect commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable building codes, ordinances and regulations.
2. Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering and a large variety of other complex and routine architectural and structural system elements.
3. Inspect footings and grout for block walls and retaining walls.
4. Inspect fire-damaged property for structural safety.
5. Inspect mobile home set-up for code compliance.

CITY OF LAS VEGAS
Building Inspector (Continued)

Essential Functions:

6. Conduct examination of plans and specifications of new construction, additions and alterations to residential and commercial buildings to determine compliance with the provisions of applicable construction codes, ordinances and regulations.
7. Enforce planning and zoning regulations by inspecting existing buildings and premises for change of use or occupancy, or compliance with applicable codes and ordinances.
8. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
9. Issue notices to comply when violations are identified; maintain records of history of facts for possible legal actions.
10. Investigate complaints forwarded from the supervisor or Building Official.
11. Confer with architects, engineers, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
12. Maintain files and reports regarding inspection and plan check activities and findings.

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.

QUALIFICATIONS

Knowledge of:

Building related codes and ordinances enforced by the city.
Complex principles and techniques of building inspection and plans examining work.
Principles of architectural and 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 and residential structures.

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 whether 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.

CITY OF LAS VEGAS
Building Inspector (Continued)

Ability to:

Make mathematical computations rapidly and accurately.

Enforce applicable codes, regulations, policies and procedures 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.*

Experience and Training Requirements

Experience:

Two years of increasingly responsible structural inspection experience;

OR

Four years of verifiable journey level experience in one of the following fields:

Carpentry/Framing
Reinforced Masonry
Reinforced Concrete
Ironworker/Structural Steel

Training:

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

License or Certificate

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

Within six months of the date of appointment, possession of the International Code Council (ICC) Building Inspector certification, which requires successful completion of the residential and commercial building inspector examinations.

CITY OF LAS VEGAS
Building Inspector (Continued)

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, telephone and computer.

Safety Equipment: Safety shoes, hard hat.

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.

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

Climbing: Occasionally, up and down ladders, walking sloped roof sheathing, 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.

ARB
REV 11/13/03
FLSA and City: nonexempt

CSB 12/10/03

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 the full range of technical combination building inspection of single family dwellings to enforce compliance with building, electrical, plumbing and mechanical codes, regulations and ordinances; to perform inspections of commercial structures within a field of expertise; to work with developers, superintendents and contractors to maintain code requirements and resolve problems relating to code compliance.

DISTINGUISHING CHARACTERISTICS

Combination Inspector: This is the advanced journey level class in the Inspector series. Employees at this level are distinguished from other classes within the series by the performance of single family dwelling inspections in all areas of construction, and commercial inspections in a field of expertise. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED

Combination Inspector

Receives general supervision from the Inspections Supervisor.

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

Essential Functions:

1. Inspect single family dwelling structures during all stages of construction and remodeling to ensure compliance with applicable building, electrical and plumbing/mechanical codes, ordinances and regulations; inspect commercial structures in one field of expertise: electrical, building or plumbing/mechanical.
2. Examine plans and specifications of new construction, additions and alterations to single family dwellings to determine compliance with applicable construction codes, ordinances and regulations; examine plans and specifications of new construction, additions and alterations to commercial structures in one field of expertise.
3. Enforce planning and zoning regulations by inspecting new and existing buildings and premises for change of use or occupancy, or compliance with applicable codes and ordinances.

CITY OF LAS VEGAS
Combination Inspector (Continued)

Essential Functions:

4. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
5. Issue notices to comply when violations are identified; maintain records of history of facts for possible legal actions.
6. Investigate complaints forwarded from the supervisor or Building Official.
7. Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
8. 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 structural and architectural system elements.
2. Inspect footings and grout for block walls, fences and retaining walls.
3. Inspect fire-damaged single family dwellings for safety.
4. Conduct and witness smoke detector tests.

When performing electrical inspections:

1. Inspect electrical installations for single family dwellings.
2. Inspect fire-damaged single family dwellings for electrical safety.

When performing plumbing/mechanical inspections:

1. Conduct hydrostatic tests on water systems.
2. Perform plumbing/mechanical inspections on single family dwellings.
3. Inspect ground plumbing for sizing and proper slope.
4. Inspect plumbing fixtures for proper sizing and to verify that approved materials were used.
5. Inspect air conditioning and heating installations for code compliance.

CITY OF LAS VEGAS
Combination Inspector (Continued)

Marginal Functions:

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

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 architectural and 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 single family dwellings.

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 whether 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 codes, regulations, policies and procedures 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;*
- *Distinguishing colors;*
- *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
Combination Inspector (Continued)

Experience and Training Requirements

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 any two of the following certifications on the date of application. Remaining two certifications must be obtained within six months of the date of appointment.

Building: International Code Council (ICC) Building Inspector, which requires successful completion of the residential and commercial building inspector examinations;

Electrical: International Association of Electrical Inspectors (IAEI) Certified Electrical Inspector - Commercial or - Residential, or International Code Council Commercial Electrical Inspector; both certifications are to be based on the currently adopted National Electrical Code;

Plumbing and Mechanical: International Association of Plumbing and Mechanical Officials (IAPMO) Plumbing Inspector and Mechanical Inspector certifications based on the Uniform Plumbing and Uniform Mechanical Codes.

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, telephone and computer.

Safety Equipment: Safety shoes, hardhat.

CITY OF LAS VEGAS
Combination Inspector (*Continued*)

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.

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.

ARB
REV 10/20/03
FLSA and City: nonexempt.

CSB 12/10/03

ELECTRICAL 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 electrical inspection work in enforcing compliance with electrical 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 a full journey level class within the Inspector series. Employees within this class are distinguished from the other Inspectors by the performance of electrical inspections of residential and commercial structures. Employees within this class are distinguished from the Combination Inspector in that the latter is required to have certifications in all four fields of construction, to perform residential inspections in all four fields, and to perform commercial inspections in one field of expertise. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from the assigned Inspections Supervisor.

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

Essential Functions:

1. Inspect industrial, commercial and residential structures during various stages of construction and remodeling to ensure compliance with applicable electrical codes, ordinances and regulations.
2. Inspect and witness load bank testing of emergency generators.
3. Inspect electrical connections at carnivals or fairs.
4. Inspect fire-damaged buildings for electrical safety.
5. 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.

CITY OF LAS VEGAS
Electrical Inspector (*Continued*)

Essential Functions:

6. Enforce planning and zoning regulations by inspecting existing buildings and premises for change of use or occupancy, or compliance with applicable codes and ordinances.
7. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
8. Inspect sign foundations and electrical wiring.
9. Issue notices to comply when violations are identified; maintain records of history of facts for possible legal actions.
10. Investigate complaints forwarded from the supervisor or Building Official.
11. Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
12. Maintain files and reports regarding inspection and plan check activities and findings.

Marginal Functions:

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

QUALIFICATIONS

Knowledge of:

Electrical codes and ordinances enforced by the city, including the National Electrical Code and zoning codes.

Complex principles and techniques of electrical inspection and plans examining work.

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

Major types of construction, materials and methods.

Accepted safety standards and methods of electrical construction for commercial and residential structures.

Ability to:

Interpret and apply pertinent federal, state and local laws, codes and regulations.

Read and interpret complex building plans, specifications and electrical codes.

Determine whether 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.

CITY OF LAS VEGAS
Electrical Inspector (*Continued*)

Ability to:

Enforce applicable codes, regulations, policies and procedures 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;*
- *Distinguishing colors;*
- *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.*

Experience and Training Requirements

Experience:

Two years of increasingly responsible electrical inspection experience;

OR

Four years of verifiable journey level experience as an electrician.

Training:

Equivalent to graduation from high school. Specialized training in the electrical trade is desirable.

License or Certificate

Possession and maintenance of an appropriate, valid driver's license on the date of application.
Within six months of the date of appointment, possession of the International Association of Electrical Inspectors (IAEI) Certified Electrical Inspector - Commercial certification or International Code Council Commercial Electrical Inspector certification; both certifications are to be based on the currently adopted National Electrical Code.

CITY OF LAS VEGAS
Electrical Inspector (Continued)

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, telephone and computer.

Safety Equipment: Safety shoes, hard hat.

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.

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.

ARB
REV 11/13/03
FLSA and City: nonexempt

CSB 12/10/03

**FIRE INVESTIGATOR I
FIRE INVESTIGATOR II**

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

DEFINITION

To investigate the origin and cause of fires and explosions; to respond to and participate in incidents involving explosive devices; to enforce laws and ordinances pertaining to arson and related offenses; to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

Fire Investigator I: This is the entry level classification in the Fire Investigator series. This class is distinguished from the Fire Investigator II by the performance of the more routine tasks and duties assigned to positions within the series and by the lack of an FBI Bomb Technician certification. This class is used as a training class.

Fire Investigator II: This is the full journey level classification within the Fire Investigator series. This class is distinguished from the Fire Investigator I by the performance of the full range of duties as assigned, by the level of independence with which employees accomplish their responsibilities, by the possession of an FBI Bomb Technician certification and by the level of experience attained. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are filled by advancement from the Fire Investigator I level.

SUPERVISION RECEIVED AND EXERCISED

Fire Investigator I

Receives general supervision from higher level and supervisory and management staff.

Fire Investigator II

Receives general supervision from supervisory and management staff.

May exercise functional and technical supervision over Fire Investigator Is.

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

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

Essential Functions:

1. Investigate the origin, cause and circumstances of fires and explosions occurring within the city of Las Vegas, determining whether fires or explosions were the result of carelessness or criminal intent; investigate for mechanical and incendiary devices.
2. Coordinate fire investigation activities with other city, county, state and federal departments and agencies.
3. Conduct the investigation of adults and juveniles suspected of involvement with arsons or attempts thereof; enforce state arson statutes by preparing affidavits to the District Attorney's Office or Juvenile Court Services; make felony arrests when and where deemed necessary.
4. Gather evidence at the fire scene for presentation in courts of law; interview firefighters, victims, witnesses and suspects as to the origin and cause of a fire or explosion; measure, sketch diagrams and take photographs at fire scenes; testify as an expert witness in court on the origin and cause of fires and explosions.
5. Throughout southern Nevada, respond to and participate in resolving incidents involving explosive devices; participate in the disposal of explosives; maintain and update training in handling explosive devices.
6. Consult with and report to the Supervisor of Fire Investigations; write extensive reports and documentation.
7. Retrieve information from and input information into the National Crime Information Center (NCIC) and the Nevada Criminal Justice Information Systems (NCJIS).

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Fire Investigator I

Knowledge of:

Fire and explosion investigation guidelines to include basic methodology.
Basic fire science principles.
Fire patterns.
Principles of fire and explosion injuries and death.
Building systems.
Properties of electricity and fire.
Applicable safety precautions and practices.

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

Ability to:

Learn departmental policy, procedures, rules and regulations and the limitations of departmental authority.

Learn the principles, practices and methods employed in arson detection, fire investigations and bomb investigations.

Learn court procedures in trials dealing with arson cases.

Learn pertinent state and local laws regarding the apprehension, arrest and prosecution of arsonists and those pertaining to admissible evidence.

Obtain information through interviews, interrogations and observations.

Analyze situations quickly and objectively and determine the proper course of action.

Cope with situations firmly, courteously and objectively with respect for the rights of others.

Qualify with a department duty weapon as required.

Understand and carry out oral and written instructions.

Enforce laws in a professional manner.

Learn explosive device disposal skills.

Use and care for cameras and other investigative equipment.

Use and care for firearms.

Meet the selection criteria of the FBI Hazardous Device School for training and certification as a Bomb Technician.

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

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

Experience and Training Requirements

Experience:

Five years experience with the Las Vegas Fire & Rescue Department to include a minimum of:

Three years assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations;

OR

Five years experience in any, or a combination, of the following classifications with the City of Las Vegas:

Fire Prevention Inspector II;
Fire Prevention Inspection Supervisor; or
Deputy Fire Marshal.

Training:

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

License or Certificate

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

Possession of Firefighter II certification or Uniform Fire Code or equivalent certification on the date of application.

Possession of Nevada P.O.S.T. Category I or II certification within one year of the date of appointment.

Must attend training and pass background investigation and test required by the FBI National Crime Information Center within one year of the date of appointment, and proficiency must be affirmed every two years thereafter by the designated Terminal Agency Coordinator.

Must qualify, attend and successfully complete the FBI Hazardous Device School Basic Course for training and certification as a Bomb Technician as soon as school scheduling permits.

Special Requirements

Must be a citizen of the United States on the date of application.

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

Fire Investigator II

In addition to the qualifications for Fire Investigator I:

Knowledge of:

Departmental policy, procedures, rules and regulations and the limitations of departmental authority.
Principles, practices and methods employed in arson detection, fire investigations and bomb investigations.
Characteristics of hazardous and explosive materials.
Techniques and methods for resolving incidents involving explosive devices.
Court procedures in trials dealing with arson cases.
Pertinent state and local laws regarding the apprehension, arrest and prosecution of arsonists and those pertaining to admissible evidence.
NCIC and NCJIS systems.
Techniques and practices of lead supervision.
Operation and care of cameras and other investigation equipment.
The science of explosions.
The science of incendiary fires.
Sources of information for investigating fires and explosions.
Techniques and legal considerations of recording the details and gathering evidence of a fire or explosion scene.
Pertinent federal, state and local laws, codes and regulations.
Legal ramifications of fire investigation.
Principles and techniques of planning an investigation.
Techniques and methods of determining the cause of a fire or explosion.
Techniques and methods of determining the origin of a fire or explosion.
Bureau of Fire Investigation Bomb Squad standard operating procedures.

Ability to:

Maintain explosive device disposal skills.

Experience and Training Requirements

Experience:

One year experience as a Fire Investigator I with the City of Las Vegas.

Training:

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

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

License or Certificate

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

Possession of P.O.S.T. Category I or II certification on the date of application.

Possession of FBI Bomb Technician certification on the date of application.

Must attend and successfully complete the FBI Hazardous Device School Recertification Course for training and recertification as a Bomb Technician every three years, or as soon as school scheduling permits.

WORKING CONDITIONS

Environmental Conditions:

Work in office and field environments, including structurally unstable buildings; exposure to computer screens; exposure to dust, noise, smoke, fumes, water, chemicals, hazardous materials, explosive devices; may inspect in restricted spaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, crawling, climbing, stooping, lifting, reaching or sitting for prolonged periods of time while wearing a protective bomb suit weighing approximately 80 pounds.

ARB
REV 10/14/03
FLSA & City: nonexempt

CSB 12/10/03

PLUMBING/MECHANICAL 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 plumbing and mechanical codes, regulations and ordinances; to work with developers, superintendents, contractors and homeowners to maintain code requirements and resolve problems relating to code compliance.

DISTINGUISHING CHARACTERISTICS

Inspector: This is a full journey level class within the Inspector series. Employees within this class are distinguished from the other Inspectors by the performance of plumbing and mechanical inspections of residential and commercial structures. Employees within this class are distinguished from the Combination Inspector in that the latter is required to have certifications in all four fields of construction, to perform residential inspections in all four fields, and to perform commercial inspections in one field of expertise. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from the assigned Inspections Supervisor.

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

Essential Functions:

1. Inspect commercial and residential structures during various stages of construction and remodeling to ensure compliance with applicable plumbing and mechanical codes, ordinances and regulations.
2. Conduct hydrostatic tests on water systems.
3. Conduct and witness smoke detector tests.
4. Inspect medical gas systems.
5. Inspect ground plumbing for sizing and proper slope.
6. Inspect on-site sewer lines, storm drains and manholes.

CITY OF LAS VEGAS
Plumbing/Mechanical Inspector (Continued)

Essential Functions:

7. Inspect plumbing fixtures for proper sizing and to verify that approved materials were used.
8. Inspect air conditioning and heating installations for code compliance.
9. 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.
10. Enforce planning and zoning regulations by inspecting existing buildings and premises for change of use or occupancy, or compliance with applicable codes and ordinances.
11. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
12. Issue notices to comply when violations are identified; maintain records of history of facts for possible legal actions.
13. Investigate complaints forwarded from the supervisor or Building Official.
14. Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
15. Maintain files and reports regarding inspection and plan check activities and findings.

Marginal Functions:

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

QUALIFICATIONS

Knowledge of:

Plumbing and mechanical codes and ordinances enforced by the city, including the Uniform Plumbing and Mechanical Codes and zoning codes.
Complex principles and techniques of plumbing and mechanical inspection and plans examining work.
Pertinent federal, state and local laws, codes and regulations.
Major types of construction, materials and methods.
Accepted safety standards and methods of plumbing and mechanical construction for commercial and residential structures.

CITY OF LAS VEGAS
Plumbing/Mechanical Inspector (*Continued*)

Ability to:

- Interpret and apply pertinent federal, state and local laws, codes and regulations.
Read and interpret complex building plans, specifications and plumbing and mechanical codes.
Determine whether 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 applicable codes, regulations, policies and procedures 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.*

Experience and Training Requirements

Experience:

Two years of increasingly responsible plumbing or mechanical inspection experience;
OR
Four years of verifiable journey level experience as a plumber or heating, ventilation and air conditioning (HVAC) technician.

Training:

Equivalent to graduation from high school. Specialized training in the plumbing or HVAC trades is desirable.

License or Certificate

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

Within six months of the date of appointment, possession of the International Association of Plumbing and Mechanical Officials (IAPMO) Plumbing Inspector and Mechanical Inspector certifications based on the Uniform Plumbing and Uniform Mechanical Codes.

CITY OF LAS VEGAS
Plumbing/Mechanical Inspector (Continued)

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, telephone and computer.

Safety Equipment: Safety shoes, hard hat.

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.

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.

ARB
REV 11/13/03
FLSA and City: nonexempt

CSB 12/10/03

CARPENTER/PLAYGROUND SPECIALIST

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

DEFINITION

To perform a variety of skilled carpentry work in the construction, repair and maintenance of City park buildings and facilities; to install, inspect and repair playgrounds and equipment; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is a full journey level class within the Carpenter series. Employees within this class are distinguished from the Carpenter II by the performance of specialized duties required by the Parks and Open Spaces Division, including constructing, inspecting and maintaining playgrounds and park facilities. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives technical and functional supervision from the Park Construction Crew Leader, and general supervision from the Facilities Maintenance Supervisor, the Park Maintenance Supervisor and the Park Maintenance Manager.

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 all playgrounds and equipment at least once per week; repair, maintain and remove worn and vandalized playground equipment; order or fabricate required components; install major components.
2. Install new playgrounds and modular play systems, ensuring that Americans with Disabilities Act guidelines are met.
3. Construct forms for concrete.
4. Hang doors; install door closures and hardware.
5. Develop plans, designs and layouts; read and interpret plans and blueprints.
6. Repair damaged dry wall, plaster, roofing, doors, broken tiles.
7. Construct complete window frames; repair or replace window frames and broken windows.

CITY OF LAS VEGAS
Carpenter/Playground Specialist (continued)

Essential Functions:

8. Install acoustical or other ceiling tiles; hang and tape drywall and install other types and forms of paneling.
9. Erect shelters, storage sheds rest rooms; inspect and maintain existing buildings; install and maintain city signs.
10. Construct, repair, maintain and remove baseball diamonds, horseshoe pits, bocce ball courts, tennis courts, basketball standards, exercise courts, shade structures and other park features.
11. Install, repair and renovate existing equipment and facilities to conform with Americans with Disabilities Act standards, manufacturers' warranties, City specifications and regulatory codes.
12. Estimate time, materials, and equipment required for jobs assigned; requisition materials as required.

Marginal Functions:

1. Perform general cleanup at job sites.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Occupational hazards and standard safety practices.
Tools, equipment and materials used in custom carpentry.
Methods, principles, terminology and procedures in building construction repair and remodeling.
Blueprints, plans and layout work.
Current public playground safety standards as published by the American Society for Testing and Materials and the U.S. Consumer Product Safety Commission.
American with Disabilities Act standards as applicable to playgrounds and equipment.

Ability to:

Correctly use and apply a variety of carpentry skills.
Read and interpret mechanical drawings, layouts, plans and blueprints.
Repair or replace damaged windows, drywall, tiles, roofing, playground equipment and other related carpentry maintenance tasks.
Perform design and layout work.
Estimate time, materials and equipment required for jobs.
Inspect, repair, construct and install play systems in accordance with current playground safety standards and the Americans with Disabilities Act.
Shoot grades.

CITY OF LAS VEGAS
Carpenter/Playground Specialist (*continued*)

Ability to:

Climb and work at least six (6) feet above the floor on ladders, scaffolding and electric lifts.

Work independently without direct supervision.

Understand and follow oral and written instructions.

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

Communicate clearly and concisely, both orally and in writing.

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

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

Maintain effective audio-visual discrimination and perception needed for:

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

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:

Two years of increasingly responsible carpentry experience.

Training:

Equivalent to graduation from high school, plus additional specialized training in carpentry.

License or Certificate

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

Possession, and maintenance, of a Certified Playground Safety Inspector designation from the National Playground Safety Institute within six months of the date of appointment.

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 performed 80% indoors and 20% outdoors subject to typical weather conditions, not climate controlled, including travel from site to site.

Hazards: Working around shop equipment, working at heights, exposure to dust, noise, odors, fumes, wet or oily slippery surfaces, toxic or caustic chemicals, moving objects and equipment, sharp objects, blades, pinch points, cramped and confined spaces, electrical shock, burns.

CITY OF LAS VEGAS
Carpenter/Playground Specialist (continued)

Environmental Conditions:

Equipment Used: Variety of hand and power tools, saws, sanders, grinders, hoist, sharpeners, jointers, drills, telephone, motor vehicles.

Safety Equipment: Safety harness, hard hat, safety glasses, respirator, face shield, safety shoes, gloves, hearing protection, back support belt.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Constantly, throughout shift in various locations. May walk up to 1 mile per shift.

Sitting: Infrequently, while working in shop, driving, or performing construction, repair at floor level.

Lift/carry: Frequently, up to 50 lbs. for distances up to 100 ft., lumber, tools, equipment. Occasionally, 50-100 lbs., heavy materials and equipment for distances up to 50 ft. Assistive devices available for heavy lifting and carrying.

Push/pull: Frequently, using both hands or arms, exerting force of up to 10-50 lbs.; operating saws, sanders, other hand tools and power equipment. Occasionally, exerting greater force while constructing and repairing items.

Climbing: Occasionally, stairs, ladders, scaffolding up to 40 ft. May work extended periods on ladders depending on assignment.

Bending/twisting: Frequently, at waist, knees, neck while performing work, often in cramped and awkward positions. May work for extended periods with tools overhead.

Kneeling/crouching/crawling: Occasionally, while building forms or repairing other items on ground or floor level.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, and fingering while using hand and power tools throughout shift. Frequent overhead reaching required.

Sight: Constantly, to detect, analyze and complete repairs and construction assignments. Visual requirements include color vision, peripheral vision, depth perception, hand, eye and foot coordination, and visual acuity in near-, mid- and far-ranges.

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

Other physical demands: Frequently handles large size materials, 4 ft. x 8 ft. sheets, up to 4 ft. x 12 ft. sheet rock.

ARB
REV 10/6/03
FLSA and City: nonexempt

CSB 12/10/03

**BUILDING 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 architectural and structural 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 a full journey level class within the Inspector series. Employees within this class are distinguished from the other Combination Inspectors by the performance of the full range of duties assigned to positions within the series including performing architectural and structural inspections of residential and commercial structures in one of the areas of construction: building structures, electrical, plumbing or mechanical. Employees within this class are distinguished from the Combination Inspector in that the latter is required to have certifications in all four fields of construction, to perform residential inspections in all four fields, and to perform commercial inspections in one field of expertise. 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 general supervision from the assigned Inspections Supervisor.

Combination Inspector

CITY OF LAS VEGAS

Building Inspector/Combination Inspector (Continued)

~~Receives general supervision from the Inspections Supervisor.~~

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

Essential Functions:

1. ~~Inspect industrial, commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable building codes, ordinances and regulations.~~
2. Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering and a large variety of other complex and routine architectural and structural system elements.
3. Inspect footings and grout for block walls and retaining walls.
4. Inspect fire-damaged property for structural safety.
5. Inspect mobile home set-up for code compliance.
- ~~2.6.~~ Conduct examination of plans and specifications of new construction, additions and alterations to residential, and commercial and industrial buildings to determine compliance with the provisions of applicable construction codes, ordinances and regulations.
- ~~3.7.~~ Enforce planning and zoning regulations by inspecting existing buildings and premises for change of use, or occupancy, or compliance with applicable codes and ordinances.
8. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
- ~~4.9.~~ Issue notices to comply on when violations are identified; maintain records of history of facts for possible legal actions.
- ~~5.10.~~ Investigate complaints forwarded from the Code Compliance section supervisor or Building Official.
- ~~6.11.~~ Confer with architects, engineers, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
- ~~7.12.~~ 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.~~

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

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.~~

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.~~

CITY OF LAS VEGAS

Building Inspector/Combination Inspector (Continued)

~~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.

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 architectural and 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 structures.~~

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 whether~~ 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 applicable codes, regulations, policies and procedures with firmness and tact.

~~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.*

CITY OF LAS VEGAS

Building Inspector/Combination Inspector (Continued)

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.*

Experience and Training Requirements

Inspector

Experience:

Two years of increasingly responsible structural inspection experience;

OR

Four years of verifiable journey level experience in one of the following fields:

Carpentry/Framing

Reinforced Masonry

Reinforced Concrete

Ironworker/Structural Steel

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.

CITY OF LAS VEGAS

Building Inspector/Combination Inspector (Continued)

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. Within six months of the date of appointment, possession of the International Code Council (ICC) Building Inspector certification, which requires successful completion of the residential and commercial building inspector examinations.~~

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.

CITY OF LAS VEGAS

Building Inspector/Combination Inspector (Continued)

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.

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

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

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

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

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

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

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

KAGARB

REV 06/11/03-11/13/03

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 the full range of technical combination building inspection work of single family dwellings into enforcing compliance with building , electrical, plumbing and mechanical codes, regulations and ordinances; to perform inspections of commercial structures within a field of expertise; 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~~ Employees at this level are distinguished from other classes within the series by the performance of single family dwelling inspections in all areas of construction, and commercial inspections in a field of expertise. ~~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 single family dwelling structures during various all stages of construction and remodeling to ensure compliance with applicable building, electrical and plumbing/mechanical codes, ordinances and regulations; inspect commercial structures in one field of expertise: electrical, building or plumbing/mechanical.
2. Conduct eExamination of plans and specifications of new construction, additions and alterations to residential, commercial and industrial buildings single family dwellings to determine compliance with the provisions of applicable construction codes, ordinances and regulations; examine plans and specifications of new construction, additions and alterations to commercial structures in one field of expertise.
3. Enforce planning and zoning regulations by inspecting new and existing buildings and premises for change of use, or occupancy, or compliance with applicable codes and ordinances.
4. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
- 4.5. Issue notices to comply on when violations are identified; maintain records of history of facts for possible legal actions.
- 5.6. Investigate complaints forwarded from the Code Compliance section supervisor or Building Official.
- 6.7. Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
- 7.8. 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 structural and architectural system elements.
2. Inspect footings and grout for block walls, fences and retaining walls.
3. Inspect fire-damaged property single family dwellings for safety.
4. Conduct and witness smoke detector tests.
4. Inspect mobile home set-up for code compliance.

When performing electrical inspections:

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

1. Inspect electrical installations for ~~residential housing and commercial buildings~~ single family dwellings.

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.~~

When performing electrical inspections:

5. ~~Inspect and witness load bank testing of emergency generators.~~

6. ~~Inspect electrical connections at carnivals or fairs.~~

7.2. Inspect fire ~~damaged buildings~~ single family dwellings for electrical safety.

When performing plumbing/mechanical inspections:

1. Conduct hydrostatic tests on fire and water systems.

2. ~~Conduct and witness smoke detector tests.~~

3.2. ~~Perform plumbing/mechanical inspections on commercial buildings and custom homes~~ single family dwellings.

4. ~~Inspect fire hydrant water systems.~~

5.3. Inspect ground plumbing for sizing and proper slope.

6. ~~Inspect on-site sewer lines, storm drains and manholes.~~

7.4. Inspect plumbing fixtures for proper sizing and ~~radius fittings~~ and to verify that approved materials were used.

8.5. 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.~~

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*

CITY OF LAS VEGAS

Inspector/Combination Inspector (Continued)

-- Operating assigned equipment.

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.~~

Combination Inspector

Experience:

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

Training:

CITY OF LAS VEGAS

Inspector/Combination Inspector (Continued)

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.~~

Possession of any two of the following certifications on the date of application. Remaining two certifications must be obtained within six months of the date of appointment.

Building: International Code Council (ICC) Building Inspector, which requires successful completion of the residential and commercial building inspector examinations;

Electrical: International Association of Electrical Inspectors (IAEI) Certified Electrical Inspector - Commercial or - Residential, or International Code Council Commercial Electrical Inspector; both certifications are to be based on the currently adopted National Electrical Code;

Plumbing and Mechanical: International Association of Plumbing and Mechanical Officials (IAPMO) Plumbing Inspector and Mechanical Inspector certifications based on the Uniform Plumbing and Uniform Mechanical Codes.

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.

CITY OF LAS VEGAS

Inspector/Combination Inspector (Continued)

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

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

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

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

Requires sense of balance.

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

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

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

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

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

KAGARB

REV ~~06/11/03~~ 10/20/03

FLSA and City: nonexempt

CSB ~~7/9/03~~ 12/10/03

ELECTRICAL 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 electrical inspection work in enforcing compliance with building electrical 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 a~~ full journey level class within the Inspector series. Employees within this class are distinguished from the other Combination Inspectors by the performance of the full range of duties assigned to positions within the series including performing electrical inspections of residential and commercial structures in one of the areas of construction: building structures, electrical, plumbing or mechanical. Employees within this class are distinguished from the Combination Inspector in that the latter is required to have certifications in all four fields of construction, to perform residential inspections in all four fields, and to perform commercial inspections in one field of expertise. 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 general supervision from the assigned Inspections Supervisor.

Combination Inspector

~~Receives general supervision from the Inspections Supervisor.~~

CITY OF LAS VEGAS

Electrical 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-structures~~ during various stages of construction and remodeling to ensure compliance with applicable electrical codes, ordinances and regulations.
2. Inspect and witness load bank testing of emergency generators.
3. Inspect electrical connections at carnivals or fairs.
4. Inspect fire-damaged buildings for electrical safety.
- ~~2.5.~~ 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.
- ~~3.6.~~ Enforce planning and zoning regulations by inspecting existing buildings and premises for change of use, or occupancy, or compliance with applicable codes and ordinances.
7. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
8. Inspect sign foundations and electrical wiring.
- ~~4.9.~~ Issue notices to comply ~~on~~ when violations are identified; maintain records of history of facts for possible legal actions.
- ~~5.10.~~ Investigate complaints forwarded from the Code Compliance section supervisor or Building Official.
- ~~6.11.~~ Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
- ~~7.12.~~ 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:

CITY OF LAS VEGAS

Electrical Inspector/Combination Inspector (Continued)

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.~~

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.~~

CITY OF LAS VEGAS

Electrical Inspector/Combination Inspector (Continued)

Marginal Functions:

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

QUALIFICATIONS

Knowledge of:

~~Building-related~~ Electrical codes and ordinances enforced by the city, including the ~~uniform building, electrical, plumbing and mechanical~~ National Electrical Codes and zoning codes.

Complex principles and techniques of building-electrical 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-electrical construction for commercial, ~~industrial and residential buildings structures.~~

Ability to:

Interpret and apply pertinent federal, state and local laws, codes and regulations.

Read and interpret complex building plans, specifications and building-electrical codes.

Determine ~~if whether~~ 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 applicable codes, regulations, policies and procedures with firmness and tact.

~~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;*
- *Distinguishing colors;*
- *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

Electrical Inspector/Combination Inspector (Continued)

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.*

Experience and Training Requirements

Inspector

Experience:

Two years of increasingly responsible electrical inspection experience;

OR

Four years of verifiable journey level experience as an electrician.

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 electrical 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.~~

Within six months of the date of appointment, possession of the International Association of Electrical Inspectors (IAEI) Certified Electrical Inspector - Commercial certification or

CITY OF LAS VEGAS

Electrical Inspector/Combination Inspector (Continued)

International Code Council Commercial Electrical Inspector certification; both certifications are to be based on the currently adopted National Electrical Code.

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.

CITY OF LAS VEGAS

Electrical Inspector/Combination Inspector (Continued)

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

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

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

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

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

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

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

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

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

KAGARB

REV -06/11/03-11/13/03

FLSA and City: nonexempt

CSB 7/9/0312/10/03

**FIRE INVESTIGATOR I
FIRE INVESTIGATOR II**

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

DEFINITION

To investigate the origin and cause of fires and explosions; to respond to and participate in incidents involving explosive devices; to enforce laws and ordinances pertaining to arson and related offenses; to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

Fire Investigator I: This is the entry level classification in the Fire Investigator series. This class is distinguished from the Fire Investigator II by the performance of the more routine tasks and duties assigned to positions within the series and by the lack of an FBI Bomb Technician certification. This class is used as a training class.

Fire Investigator II: This is the full journey level classification within the Fire Investigator series. This class is distinguished from the Fire Investigator I by the performance of the full range of duties as assigned, by the level of independence with which employees accomplish their responsibilities, by the possession of an FBI Bomb Technician certification and by the level of experience attained. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are filled by advancement from the Fire Investigator I level.

SUPERVISION RECEIVED AND EXERCISED

Fire Investigator I

Receives general supervision from higher level and supervisory and management staff.

Fire Investigator II

Receives general supervision from supervisory and management staff.

May exercise functional and technical supervision over Fire Investigator Is.

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

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

Essential Functions:

1. Investigate the origin, cause and circumstances of fires and explosions occurring within the city of Las Vegas, determining whether fires or explosions were the result of carelessness or criminal intent; investigate for mechanical and incendiary devices.
2. Coordinate fire investigation activities with other city, county, state and federal departments and agencies.
3. Conduct the investigation of adults and juveniles suspected of involvement with arsons or attempts thereof; enforce state arson statutes by preparing affidavits to the District Attorney's Office or Juvenile Court Services; make felony arrests when and where deemed necessary.
4. Gather evidence at the fire scene for presentation in courts of law; interview firefighters, victims, witnesses and suspects as to the origin and cause of a fire or explosion; measure, sketch diagrams and take photographs at fire scenes; testify as an expert witness in court on the origin and cause of fires and explosions.
5. Throughout southern Nevada, respond to and participate in resolving incidents involving explosive devices; participate in the disposal of explosives; maintain and update training in handling explosive devices.
6. Consult with and report to the Supervisor of Fire Investigations; write extensive reports and documentation.
7. Retrieve information from and input information into the National Crime Information Center (NCIC) and the Nevada Criminal Justice Information Systems (NCJIS).

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Fire Investigator I

Knowledge of:

Fire and explosion investigation guidelines to include basic methodology.
Basic fire science principles.
Fire patterns.
Principles of fire and explosion injuries and death.
Building systems.
Properties of electricity and fire.
Applicable safety precautions and practices.

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

Ability to:

Learn departmental policy, procedures, rules and regulations and the limitations of departmental authority.

Learn the principles, practices and methods employed in arson detection, fire investigations and bomb investigations.

Learn court procedures in trials dealing with arson cases.

Learn pertinent state and local laws regarding the apprehension, arrest and prosecution of arsonists and those pertaining to admissible evidence.

Obtain information through interviews, interrogations and observations.

Analyze situations quickly and objectively and determine the proper course of action.

Cope with situations firmly, courteously and objectively with respect for the rights of others.

Qualify with a department duty weapon as required.

Understand and carry out oral and written instructions.

Enforce laws in a professional manner.

Learn explosive device disposal skills.

Use and care for cameras and other investigative equipment.

Use and care for firearms.

Meet the selection criteria of the FBI Hazardous Device School for training and certification as a Bomb Technician.

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

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

Experience and Training Requirements

Experience:

Five years experience with the Las Vegas Fire & Rescue Department to include a minimum of:

Three years assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations;

OR

Five years experience in any, or a combination, of the following classifications with the City of Las Vegas:

Fire Prevention Inspector II;
Fire Prevention Inspection Supervisor; or
Deputy Fire Marshal.

Training:

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

License or Certificate

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

Possession of Firefighter II certification or Uniform Fire Code or equivalent certification on the date of application.

Possession of Nevada P.O.S.T. Category I or II certification within one year of the date of appointment.

Must attend training and pass background investigation and test required by the FBI National Crime Information Center within one year of the date of appointment, and proficiency must be affirmed every two years thereafter by the designated Terminal Agency Coordinator.

Must qualify, attend and successfully complete the FBI Hazardous Device School Basic Course for training and certification as a Bomb Technician as soon as school scheduling permits.

Special Requirements

Must be a citizen of the United States on the date of application.

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

Fire Investigator II

In addition to the qualifications for Fire Investigator I:

Knowledge of:

Departmental policy, procedures, rules and regulations and the limitations of departmental authority.

Principles, practices and methods employed in arson detection, fire investigations and bomb investigations.

Characteristics of hazardous and explosive materials.

Techniques and methods for resolving incidents involving explosive devices.

Court procedures in trials dealing with arson cases.

Pertinent state and local laws regarding the apprehension, arrest and prosecution of arsonists and those pertaining to admissible evidence.

NCIC and NCJIS systems.

Techniques and practices of lead supervision.

Operation and care of cameras and other investigation equipment.

The science of explosions.

The science of incendiary fires.

Sources of information for investigating fires and explosions.

Techniques and legal considerations of recording the details and gathering evidence of a fire or explosion scene.

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

Legal ramifications of fire investigation.

Principles and techniques of planning an investigation.

Techniques and methods of determining the cause of a fire or explosion.

Techniques and methods of determining the origin of a fire or explosion.

Bureau of Fire Investigation Bomb Squad standard operating procedures.

Ability to:

Maintain explosive device disposal skills.

Experience and Training Requirements

Experience:

One year experience as a Fire Investigator I with the City of Las Vegas.

Training:

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

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

License or Certificate

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

Possession of P.O.S.T. Category I or II certification on the date of application.

Possession of FBI Bomb Technician certification on the date of application.

Must attend and successfully complete the FBI Hazardous Device School Recertification Course for training and recertification as a Bomb Technician every three years, or as soon as school scheduling permits.

WORKING CONDITIONS

Environmental Conditions:

Work in office and field environments, including structurally unstable buildings; exposure to computer screens; exposure to dust, noise, smoke, fumes, water, chemicals, hazardous materials, explosive devices; may inspect in restricted spaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, crawling, climbing, stooping, lifting, reaching or sitting for prolonged periods of time while wearing a protective bomb suit weighing approximately 80 pounds.

ARB

REV 4/15/0210/14/03

FLSA & City: nonexempt

CSB 6/12/0212/10/03

PLUMBING/MECHANICAL 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 plumbing and mechanical codes, regulations and ordinances; to work with developers, superintendents, and contractors and homeowners to maintain code requirements and resolve problems relating to code compliance.

DISTINGUISHING CHARACTERISTICS

Inspector: This is ~~the~~ a full journey level class within the Inspector series. Employees within this class are distinguished from the other Combination-Inspectors by the performance of the full range of duties assigned to positions within the series including performing plumbing and mechanical inspections of residential and commercial structures in one of the areas of construction: building structures, electrical, plumbing or mechanical. Employees within this class are distinguished from the Combination Inspector in that the latter is required to have certifications in all four fields of construction, to perform residential inspections in all four fields, and to perform commercial inspections in one field of expertise. 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 general supervision from the assigned Inspections Supervisor.

Combination Inspector

CITY OF LAS VEGAS

Plumbing/Mechanical Inspector/Combination Inspector (Continued)

~~Receives general supervision from the Inspections Supervisor.~~

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

Essential Functions:

1. Inspect industrial, commercial and residential buildings-structures during various stages of construction and remodeling to ensure compliance with applicable plumbing and mechanical codes, ordinances and regulations.
2. Conduct hydrostatic tests on water systems.
3. Conduct and witness smoke detector tests.
4. Inspect medical gas 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 to verify that approved materials were used.
8. Inspect air conditioning and heating installations for code compliance.
- 2.9. 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.
- 3.10. Enforce planning and zoning regulations by inspecting existing buildings and premises for change of use, or occupancy, or compliance with applicable codes and ordinances.
11. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
- 4.12. Issue notices to comply on when violations are identified; maintain records of history of facts for possible legal actions.
- 5.13. Investigate complaints forwarded from the Code Compliance section supervisor or Building Official.
- 6.14. Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
- 7.15. 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.

CITY OF LAS VEGAS

Plumbing/Mechanical Inspector/Combination Inspector (Continued)

~~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.~~

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:~~

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

- ~~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 plumbing and mechanical inspections.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

~~Building related~~ Plumbing and mechanical codes and ordinances enforced by the city, including the ~~u~~Uniform building, ~~e~~lectrical, ~~p~~lumbing and ~~m~~echanical ~~e~~Codes and zoning codes.
Complex principles and techniques of building plumbing and mechanical 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 plumbing and mechanical construction for commercial, ~~industrial~~ and residential buildings structures.

Ability to:

Interpret and apply pertinent federal, state and local laws, codes and regulations.
Read and interpret complex building plans, specifications and building plumbing and mechanical codes.
Determine ~~if whether~~ 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 applicable codes, regulations, policies and procedures with firmness and tact.
~~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:

CITY OF LAS VEGAS

Plumbing/Mechanical Inspector/Combination Inspector (Continued)

- *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.*

Experience and Training Requirements

Inspector

Experience:

Two years of increasingly responsible plumbing or mechanical inspection experience;

OR

Four years of verifiable journey level experience as a plumber or heating, ventilation and air conditioning (HVAC) technician.

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 plumbing or HVAC trades or code enforcement is desirable.

License or Certificate

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

CITY OF LAS VEGAS

Plumbing/Mechanical Inspector/Combination Inspector (Continued)

~~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. Within six months of the date of appointment, possession of the International Association of Plumbing and Mechanical Officials (IAPMO) Plumbing Inspector and Mechanical Inspector certifications based on the Uniform Plumbing and Uniform Mechanical Codes.~~

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.

CITY OF LAS VEGAS

Plumbing/Mechanical Inspector/Combination Inspector (Continued)

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.

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

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

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

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

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

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

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

KAGARB

REV -06/11/03-11/13/03

FLSA and City: nonexempt

CSB -7/9/03

CITY OF LAS VEGAS
Records Technician I/II (continued)

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

Essential Functions:

1. Provide records imaging services; act as a contact point for all document imaging software applications and issues, including scanning, control and retrieval.
2. Maintain document storage databases using specialized imaging software applications and equipment.
3. Apply indexing and retrieval terminology according to established parameters.
4. Scan current and archived documents; perform image manipulation as required by the limits of the imaging system.
5. Answer telephones; Respond to inquiries from City staff and the general public regarding public records, search for and provide information and copies of public records; solve routine problems associated with locating records and documents.
6. Order, file, distribute and research microfiche, microfilm and hard copy documents.
7. Confer and coordinate with Information Technologies staff on the document imaging process and systems.
8. Convert source documents into computer acceptable form by use of an on-line remote terminal; key alphabetic and numeric information in prescribed format to meet established standards.
9. May assist in developing and implementing procedures and work standards for document imaging processes.
10. Demonstrate the use of basic and specialized document imaging and related applications.
11. Perform duties associated with reformatting original archival records onto microform using computer hardware and software technology, and duties relating to the long-term management and preservation of digital image files.
12. Input data and data elements and verify accuracy of data entry according to procedures.
13. Support City Clerk's Office Records Division staff, as needed.
14. Distribute output to specified departments and other entities using an established distribution list.
15. Prepare paper documents and maps for scanning according to established procedures.
16. Perform routine maintenance and cleaning of scanners for optimal operation of equipment.

CITY OF LAS VEGAS
Records Technician I/II (*continued*)

Essential Functions:

17. Compile information used to prepare reports.
18. May prepare reports of activities, as requested; may assist in the drafting of procedure manuals.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Records Technician I

Knowledge of:

Basic principles and methods of personal computer, peripheral and accessory operation.
Customer service techniques, both in person and on the telephone.
Standard office practices and procedures, including filing.
Record keeping principles and practices.

Ability to:

Learn basic electronic document imaging software.
Learn to operate basic electronic document imaging equipment.
Learn to operate related computer equipment and alphabetic and numeric data entry equipment and its uses in electronic document processing.
Learn the location and organization of the assigned work unit's documents and files.
Learn the operations and documentation of the assigned work unit.
Learn basic microfilm equipment and processes.
Learn the basic principles of data communication standards and implementation.
Learn the capabilities of imaging equipment and software related to quality control.
Learn the pertinent federal, state and local laws, codes and regulations.
Organize assignments.
Meet deadlines.
Maintain filing systems, both alphabetic and numeric.
Accurately sort materials in alphabetic, numeric or chronological order.
Learn to explain and apply city policies and procedures applicable to public records.
Cope with changing priorities.
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
Records Technician I/II (*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 for extended periods of time; and*
- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

Two years of general clerical experience;

OR

One year of experience in records handling as the primary assignment, or in the central file operation of a large company, public agency or large work unit within an organization.

Training:

Equivalent to graduation from high school.

License or Certificate

Must type 35 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.

Records Technician II

In addition to the qualifications for Records Technician I:

Knowledge of:

Electronic document imaging software.

Specialized electronic document imaging equipment.

Related computer equipment and alphabetic and numeric data entry equipment and its uses in electronic document management.

Microfilm equipment and processes.

Principles and methods of personal computer, peripheral and accessory operation.

Principles of data communication standards and implementation.

The capabilities of imaging equipment and software related to quality control.

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

The location and organization of the assigned work unit's documents and files.

The operations and documentation of the assigned work unit.

City policies and procedures applicable to public records.

Proper business English usage, including sentence structure, punctuation, spelling and grammar.

CITY OF LAS VEGAS
Records Technician I/II (*continued*)

Ability to:

Exercise sound judgment and initiative within established guidelines.
Solve routine problems.
Work without direct supervision.
Set priorities.
Interpret and apply established procedures, guidelines, precedents and work practices.

Experience and Training Requirements

Experience:

Two years experience in electronic document processes;

OR

One year of experience in records handling as the primary assignment, or in a central file operation of a large company, or public agency or large work unit within an organization plus one year of electronic document processing.

Training:

Equivalent to graduation from high school.

License or Certificate

Must type 35 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

ARB
NEW 10/1/02
FLSA & City: nonexempt

CSB 11/13/02

SENIOR LEGAL TECHNICIAN

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

DEFINITION

To provide a wide variety of routine to the most difficult, technical and complex legal office support to the Office of the City Attorney which is often confidential and may include reception duties, document processing, typing, word processing, computer entry, record keeping and filing; to lead a group of legal office support staff

DISTINGUISHING CHARACTERISTICS

Sr. Legal Technician: This is the advanced journey level class of the Legal Technician series. This class is distinguished from the Legal Technician II by the level of technical knowledge and skill, the level of responsibility assumed and the independence with which employees are expected to perform. Duties include assigning, overseeing and reviewing the work of a small legal office support staff. Employees 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. Further, employees in this class are required to be fully trained and proficient in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED

Receives general supervision from supervisory staff.

Exercises functional and technical supervision over lower level clerical staff.

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

Essential Functions:

1. Perform the most difficult, technical, complex and specialized legal office support duties.
2. Lead, plan, prioritize, assign and review the work of staff responsible for the full range of legal and clerical support for the Office of the City Attorney; ensure that assigned staff meets schedules and timelines.
3. Train assigned staff in all reas of legal office support,including the policies and procedures of the City, Office of the City Attorney and Municipal Court.

CITY OF LAS VEGAS
Senior Legal Technician

Essential Functions:

4. Provide information in a professional and courteous manner to the general public regarding court procedures and schedules; assist in responding to the more difficult inquiries; intake and process all matters submitted for prosecution including citations, arrests, requests for prosecution and others.
5. Create, amend or delete entries in computer database, including the most complex and difficult.
6. Ensure that a variety of files, legal documentation and records are assembled and maintained in a timely manner; verify and order agency documentation as required; research problems with documentation for Deputy City Attorneys, submitting agencies or court; perform data entry; understand, explain and oversee such procedures.
7. Update court calendar; enter and update into Municipal Court mainframe computer database; locate cases; lend support for high volume workload areas; prepare and disseminate legally mandated information as required.
8. Collect money from the public for payment of fees; balance cash receipts at the end of shift; assist assigned staff to balance cash receipts.
9. Compile daily and weekly statistics and reports for management.
10. Format, prepare and proofread a variety of documents and forms including general and legal correspondence, reports and memoranda.
11. Operate a variety of office equipment including a switchboard, calculator, copier, facsimile machine, shredder, microfilm machine, computer terminal and personal computer; input and retrieve data and text; organize and maintain disk storage and filing.

Marginal Functions:

1. May be required to be a notary
2. Receive, sort and distribute incoming and outgoing correspondence and other related materials.
3. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Senior Legal Technician

QUALIFICATIONS

Knowledge of:

Principles of lead supervision and training.
Services, methods and techniques of clerical legal office support.
Advanced principles and procedures of legal record keeping and responsible financial control.
Principles and techniques of customer service.
English usage, spelling, grammar and punctuation.
Mathematical principles.
Modern office procedures, methods and computer equipment.
Personal computer operations and common office software used in a legal office.
Methods and procedures of data entry.
Occupational hazards and standard safety practices.
Methods and principles of data collection and basic statistical report preparation.

Ability to:

Explain and enforce City and department policies and procedures.
Work independently without direct supervision.
Maintain confidentiality of work performed.
Make decisions involving sensitive situations.
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 and 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.*

Experience and Training Requirements

Experience:

Three years of increasingly responsible court or legal operations support experience.

Training:

Equivalent to graduation from high school.

CITY OF LAS VEGAS
Senior Legal Technician

License or Certificate:

Must type 45 net words per minute as demonstrated by a typing certificate dated no more than one year prior to the date of application.

May be required to be bi-lingual.

WORKING CONDITIONS

Environmental Conditions:

Office and courtroom environments; exposure to computer screens and potentially hostile individuals.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for standing, sitting, bending and moderate to light lifting for prolonged periods of time.

ARB
NEW 4/23/02
FLSA & City: nonexempt

CSB 11/13/02

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: December 10, 2003

TIME: 4:30 p.m.

4:30 pm
4:33 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 November 12, 2003

IV. APPROVAL OF MINUTES: Teleconference Meeting of November 26, 2003

V. BUSINESS

A. CERTIFICATION OF ELIGIBLE LISTS:

1. Contracts Specialist – Open
2. Corrections Officer – Open — Remove & put on next agenda
3. Deputy City Marshal – Open
4. GIS Analyst I – Promotional
5. GIS Analyst I – Open
6. Neighborhood Programs Officer – Promotional
7. Neighborhood Programs Officer – Open
8. Provisional Office Specialist II – Open
9. Statistical Analyst II – Promotional
10. Survey Technician – Promotional
11. Survey Technician – Open

1, 3-11 } EM-M/JA-2nd } pass

B. EXTENSION OF ELIGIBLE LISTS:

1. Electrical Services Field Supervisor – Promotional
2. Engineering Associate I – Land Development – Promotional
3. Engineering Associate I – Land Development – Open
4. Engineering Technician II (Traffic) – Promotional
5. Engineering Technician II (Traffic) – Open
6. Field Electrician II – Open
7. Fire Battalion Chief – Promotional
8. Firefighter Trainee – Open
9. Graphic Equipment Operator I – Promotional
10. Graphic Equipment Operator I – Open
11. Senior Communications Specialist – Promotional
12. Senior Traffic Signal Technician – Promotional
13. Senior Traffic Signal Technician – Open
14. Street Light Maintenance Electrician – Promotional
15. Technical Systems Analyst – Promotional
16. Technical Systems Analyst – Open

EM-M
JA-2nd } pass

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

DATE: December 10, 2003

Page Two

C. CLASSIFICATION SPECIFICATIONS:

1. Building Inspector – Revised
2. Combination Inspector – Revised
3. Electrical Inspector – Revised
4. Fire Investigator I/II – Revised
5. Plumbing/Mechanical Inspector – Revised
6. Carpenter/Playground Specialist – New

JA - M } pass
EM - 2nd }

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

December 10, 2003

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: November 12, 2003, at 4:30 p.m. in the Human Resources Department.

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

In the absence of Chairman Mark Larson, Trustee E. Lavonne Lewis acted as Chairman during this meeting.

STAFF PRESENT

Tina Ramsey
Pam Robertson
John Williams

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 October 8, 2003: A motion was made by Trustee Tony Dorf that the minutes of the Regular Meeting of October 8, 2003 be approved. Trustee Ed Miramontes seconded the motion. Motion carried.
- IV. APPROVAL OF MINUTES of Teleconference Meeting of October 22, 2003: A motion was made by Trustee Johan Aliseo that the minutes of the Teleconference Meeting of October 22, 2003 be approved. Trustee Tony Dorf seconded the motion. Motion carried.

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

V. BUSINESS:

A. CERTIFICATION OF ELIGIBLE LISTS:

1. Code Enforcement Officer I – Promotional
2. Code Enforcement Officer I – Open
3. Fire Health and Safety Training Officer – Promotional
4. Fire Investigator I – Promotional
5. Personnel Technician – Promotional
6. Personnel Technician – Open
7. Planning Technician – Promotional
8. Planning Technician – Open
9. Sr. Neighborhood Programs Officer – Promotional
10. Sr. Neighborhood Programs Officer – Open
11. Traffic Signal Technician I – Promotional
12. Traffic Signal Technician I – Open

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

B. EXTENSION OF ELIGIBLE LISTS:

1. Cultural Activities Specialist – Open
2. Deputy City Marshal Sergeant – Promotional
3. Firefighter/Paramedic – Open
4. Maintenance Worker I – Open
5. Parking Enforcement Officer – Promotional
6. Parking Enforcement Officer – Open
7. Senior Office Specialist – Promotional
8. Senior Office Specialist – Open
9. Traffic Barricade Inspector I – Promotional
10. Traffic Barricade Inspector I – Open
11. Traffic Communications Technician I – Promotional
12. Traffic Communications Technician I – Open

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

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

C. CLASSIFICATION SPECIFICATIONS:

1. Caseworker – Revised
2. Collections Officer – Revised
3. Collections Supervisor – Revised
4. Maintenance Worker I/II – Revised
5. Senior Custodian – Revised
6. Leisure Facilities Coordinator – New
7. Senior Judicial Enforcement Officer – New
8. Training Specialist – New

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

C. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST:

1. Structural Plans Examiner – Promotional
2. Structural Plans Examiner – Open

A motion was made by Trustee Aliseo that items 1 through 2 of the Abolishing Eligible List be approved. The motion was seconded by Trustee Dorf. Motion carried.

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 4:37 p.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
December 10, 2003

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: November 26, 2003, at 11:30 a.m. via Teleconference

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

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

STAFF PRESENT

Claudette Enus
Judy Tuttle
Kathy Gentile
Louisa Tuilagi

OTHERS PRESENT

None

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

III. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1) Information Technologies Project Coordinator – Promotional
- 2) Information Technologies Project Coordinator – Open
- 3) Provisional Office Specialist II – Open

Secretary Claudette Enus stated that Item 3 will be pulled from the eligible list to be certified and will be brought forward at a future meeting. Trustee Lavonne Lewis made a motion to approve Item numbers 1 and 2 only of the Eligible Lists to be certified. Trustee Tony Dorf seconded the motion. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: November 26, 2003
PAGE 2**

IV. DISCUSSION ITEMS

None.

V. CITIZEN PARTICIPATION:

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:36 a.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: December 10, 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: 11

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Contracts Specialist - Open	47	27	12
2. Corrections Officer – Open	243	181	113
3. Deputy City Marshal – Open	234	180	43
4. GIS Analyst I – Promotional	4	3	2
5. GIS Analyst I – Open	28	19	10
6. Neighborhood Programs Officer – Promotional	6	2	0
7. Neighborhood Programs Officer – Open	54	30	3
8. Provisional Office Specialist II - Open	37	32	31
9. Statistical Analyst II – Promotional	4	2	1
10. Survey Technician – Promotional	0	0	0
11. Survey Technician – Open	19	12	5

CITY OF LAS VEGAS

ELIGIBLE LIST

Contracts Specialist
Examination

November 5, 2003
Date of Test

032301090
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	32	GROUP 1	2
REJECTED	15	GROUP 2	4
<i>TOTAL RECEIVED</i>	47	GROUP 3	6
		<i>TOTAL ON LIST</i>	12

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	12			
FAILED	15			
<i>TOTAL TESTED</i>	27			
<i>DID NOT APPEAR</i>	5			

CITY OF LAS VEGAS

ELIGIBLE LIST

Corrections Officer
Examination

Written Test: November 6, 2003
Physical Agility Test: November 17, 2003
Date of Test

035250100
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	238	GROUP 1	8
REJECTED	5	GROUP 2	68
<i>TOTAL RECEIVED</i>	243	GROUP 3	37
		<i>TOTAL ON LIST</i>	113

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%		P/F Physical Agility	
PASSED	177		113	
FAILED	4		41	
<i>TOTAL TESTED</i>	181		154	
<i>DID NOT APPEAR</i>	57		23	

CITY OF LAS VEGAS

ELIGIBLE LIST

Deputy City Marshal
Examination

Written Test: November 7, 2003
Physical Agility Test: November 17, 2003
Date of Test

035252100
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	232	GROUP 1	1
REJECTED	2	GROUP 2	8
<i>TOTAL RECEIVED</i>	234	GROUP 3	34
		<i>TOTAL ON LIST</i>	43

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%		P/F Physical Agility	
PASSED	57		43	
FAILED	123		7	
<i>TOTAL TESTED</i>	180		50	
<i>DID NOT APPEAR</i>	52		7	

CITY OF LAS VEGAS

ELIGIBLE LIST

GIS Analyst I
Examination

November 19, 2003
Date of Test

03281710P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

GIS Analyst I
Examination

November 19, 2003
Date of Test

032817100
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	27	GROUP 1	0
REJECTED	1	GROUP 2	3
<i>TOTAL RECEIVED</i>	28	GROUP 3	7
		<i>TOTAL ON LIST</i>	10

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	10			
FAILED	9			
<i>TOTAL TESTED</i>	19			
<i>DID NOT APPEAR</i>	8			

CITY OF LAS VEGAS

ELIGIBLE LIST

Neighborhood Programs Officer
Examination

November 24, 2003
Date of Test

037950210P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	0			
FAILED	2			
<i>TOTAL TESTED</i>	2			
<i>DID NOT APPEAR</i>	4			

CITY OF LAS VEGAS

ELIGIBLE LIST

Neighborhood Programs Officer
Examination

November 24, 2003
Date of Test

0379502100
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	45	GROUP 1	0
REJECTED	9	GROUP 2	1
<i>TOTAL RECEIVED</i>	54	GROUP 3	2
		<i>TOTAL ON LIST</i>	3

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	3			
FAILED	27			
<i>TOTAL TESTED</i>	30			
<i>DID NOT APPEAR#</i>	6			
<i>WITHDREW#</i>	9			

CITY OF LAS VEGAS

ELIGIBLE LIST

Provisional Office Specialist II
Examination

November 4, 2003
Date of Test

03366209OP
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	36	GROUP 1	5
REJECTED	1	GROUP 2	19
TOTAL RECEIVED	37	GROUP 3	7
		TOTAL ON LIST	31

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	31			
FAILED	1			
TOTAL TESTED	32			
DID NOT APPEAR	4			

CITY OF LAS VEGAS

ELIGIBLE LIST

Statistical Analyst II
Examination

November 25, 2003
Date of Test

03256610P
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	1	GROUP 2	1
<i>TOTAL RECEIVED</i>	4	GROUP 3	0
		<i>TOTAL ON LIST</i>	1

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Survey Technician
Examination

October 30, 2003
Date of Test

03298809P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

APPLICATIONS		ELIGIBLE LIST	
ACCEPTED	0	GROUP 1	0
REJECTED	0	GROUP 2	0
TOTAL RECEIVED	0	GROUP 3	0
		TOTAL ON LIST	0

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Survey Technician
Examination

October 30, 2003
Date of Test

032988090
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS		ELIGIBLE LIST	
ACCEPTED	14	GROUP 1	2
REJECTED	5	GROUP 2	1
TOTAL RECEIVED	19	GROUP 3	2
		TOTAL ON LIST	5

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	5			
FAILED	7			
TOTAL TESTED	12			
DID NOT APPEAR	2			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date December 10, 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: 16

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Electrical Services Field Supervisor - Promotional	1	12/11/03	6/11/04	2
2. Engineering Associate I – Land Development – Promotional	1	12/25/03	6/25/04	1
3. Engineering Associate I – Land Development – Open	11	12/25/03	6/25/04	1
4. Engineering Technician II (Traffic) – Promotional	1	12/12/03	6/12/04	2
5. Engineering Technician II (Traffic) – Open	7	12/12/03	6/12/04	2
6. Field Electrician II – Open	2	12/25/03	6/25/04	1
7. Fire Battalion Chief – Promotional	1	12/11/03	6/11/04	2
8. Firefighter Trainee – Open	627	12/12/03	6/12/04	3
9. Graphic Equipment Operator I – Promotional	1	12/25/03	6/25/04	1
10. Graphic Equipment Operator I – Open	12	12/25/03	6/25/04	1
11. Senior Communications Specialist – Promotional	5	12/11/03	6/11/04	2
12. Senior Traffic Signal Technician – Promotional	1	12/11/03	6/11/04	1
13. Senior Traffic Signal Technician – Open	1	12/11/03	6/11/04	1
14. Street Light Maintenance Electrician – Promotional	1	12/25/03	6/25/04	1
15. Technical Systems Analyst – Promotional	4	12/11/03	6/11/04	1
16. Technical Systems Analyst – Open	6	12/11/03	6/11/04	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date December 10, 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. Building Inspector
2. Combination Inspector
3. Electrical Inspector
4. Fire Investigator I/II
5. Plumbing/Mechanical Inspector

Building Inspector, Combination Inspector, Electrical Inspector, and Mechanical/Plumbing Inspector were revised and separated into individual disciplines at the request of the department.

Fire Investigator I/II was revised to include a re-certification requirement.

NEW:

6. Carpenter/Playground Specialist

Carpenter/Playground Specialist was created for the Parks Division's need to maintain safe playgrounds and equipment.

RECOMMENDATION

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

BUILDING 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 architectural and structural 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 a full journey level class within the Inspector series. Employees within this class are distinguished from the other Inspectors by the performance of architectural and structural inspections of residential and commercial structures. Employees within this class are distinguished from the Combination Inspector in that the latter is required to have certifications in all four fields of construction, to perform residential inspections in all four fields, and to perform commercial inspections in one field of expertise. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from the assigned Inspections Supervisor.

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

Essential Functions:

1. Inspect commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable building codes, ordinances and regulations.
2. Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering and a large variety of other complex and routine architectural and structural system elements.
3. Inspect footings and grout for block walls and retaining walls.
4. Inspect fire-damaged property for structural safety.
5. Inspect mobile home set-up for code compliance.

CITY OF LAS VEGAS
Building Inspector (Continued)

Essential Functions:

6. Conduct examination of plans and specifications of new construction, additions and alterations to residential and commercial buildings to determine compliance with the provisions of applicable construction codes, ordinances and regulations.
7. Enforce planning and zoning regulations by inspecting existing buildings and premises for change of use or occupancy, or compliance with applicable codes and ordinances.
8. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
9. Issue notices to comply when violations are identified; maintain records of history of facts for possible legal actions.
10. Investigate complaints forwarded from the supervisor or Building Official.
11. Confer with architects, engineers, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
12. Maintain files and reports regarding inspection and plan check activities and findings.

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.

QUALIFICATIONS

Knowledge of:

Building related codes and ordinances enforced by the city.
Complex principles and techniques of building inspection and plans examining work.
Principles of architectural and 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 and residential structures.

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 whether 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.

CITY OF LAS VEGAS
Building Inspector (*Continued*)

Ability to:

Make mathematical computations rapidly and accurately.

Enforce applicable codes, regulations, policies and procedures 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.*

Experience and Training Requirements

Experience:

Two years of increasingly responsible structural inspection experience;

OR

Four years of verifiable journey level experience in one of the following fields:

Carpentry/Framing
Reinforced Masonry
Reinforced Concrete
Ironworker/Structural Steel

Training:

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

License or Certificate

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

Within six months of the date of appointment, possession of the International Code Council (ICC) Building Inspector certification, which requires successful completion of the residential and commercial building inspector examinations.

CITY OF LAS VEGAS
Building Inspector (Continued)

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, telephone and computer.

Safety Equipment: Safety shoes, hard hat.

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.

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

Climbing: Occasionally, up and down ladders, walking sloped roof sheathing, 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.

ARB
REV 11/13/03
FLSA and City: nonexempt

CSB 12/10/03

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 the full range of technical combination building inspection of single family dwellings to enforce compliance with building, electrical, plumbing and mechanical codes, regulations and ordinances; to perform inspections of commercial structures within a field of expertise; to work with developers, superintendents and contractors to maintain code requirements and resolve problems relating to code compliance.

DISTINGUISHING CHARACTERISTICS

Combination Inspector: This is the advanced journey level class in the Inspector series. Employees at this level are distinguished from other classes within the series by the performance of single family dwelling inspections in all areas of construction, and commercial inspections in a field of expertise. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED

Combination Inspector

Receives general supervision from the Inspections Supervisor.

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

Essential Functions:

1. Inspect single family dwelling structures during all stages of construction and remodeling to ensure compliance with applicable building, electrical and plumbing/mechanical codes, ordinances and regulations; inspect commercial structures in one field of expertise: electrical, building or plumbing/mechanical.
2. Examine plans and specifications of new construction, additions and alterations to single family dwellings to determine compliance with applicable construction codes, ordinances and regulations; examine plans and specifications of new construction, additions and alterations to commercial structures in one field of expertise.
3. Enforce planning and zoning regulations by inspecting new and existing buildings and premises for change of use or occupancy, or compliance with applicable codes and ordinances.

CITY OF LAS VEGAS
Combination Inspector (*Continued*)

Essential Functions:

4. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
5. Issue notices to comply when violations are identified; maintain records of history of facts for possible legal actions.
6. Investigate complaints forwarded from the supervisor or Building Official.
7. Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
8. 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 structural and architectural system elements.
2. Inspect footings and grout for block walls, fences and retaining walls.
3. Inspect fire-damaged single family dwellings for safety.
4. Conduct and witness smoke detector tests.

When performing electrical inspections:

1. Inspect electrical installations for single family dwellings.
2. Inspect fire-damaged single family dwellings for electrical safety.

When performing plumbing/mechanical inspections:

1. Conduct hydrostatic tests on water systems.
2. Perform plumbing/mechanical inspections on single family dwellings.
3. Inspect ground plumbing for sizing and proper slope.
4. Inspect plumbing fixtures for proper sizing and to verify that approved materials were used.
5. Inspect air conditioning and heating installations for code compliance.

CITY OF LAS VEGAS
Combination Inspector (Continued)

Marginal Functions:

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

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 architectural and 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 single family dwellings.

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 whether 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 codes, regulations, policies and procedures 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;*
- *Distinguishing colors;*
- *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
Combination Inspector (Continued)

Experience and Training Requirements

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 any two of the following certifications on the date of application. Remaining two certifications must be obtained within six months of the date of appointment.

Building: International Code Council (ICC) Building Inspector, which requires successful completion of the residential and commercial building inspector examinations;

Electrical: International Association of Electrical Inspectors (IAEI) Certified Electrical Inspector - Commercial or - Residential, or International Code Council Commercial Electrical Inspector; both certifications are to be based on the currently adopted National Electrical Code;

Plumbing and Mechanical: International Association of Plumbing and Mechanical Officials (IAPMO) Plumbing Inspector and Mechanical Inspector certifications based on the Uniform Plumbing and Uniform Mechanical Codes.

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, telephone and computer.

Safety Equipment: Safety shoes, hardhat.

CITY OF LAS VEGAS
Combination Inspector (Continued)

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.

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.

ARB
REV 10/20/03
FLSA and City: nonexempt

CSB 12/10/03

ELECTRICAL 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 electrical inspection work in enforcing compliance with electrical 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 a full journey level class within the Inspector series. Employees within this class are distinguished from the other Inspectors by the performance of electrical inspections of residential and commercial structures. Employees within this class are distinguished from the Combination Inspector in that the latter is required to have certifications in all four fields of construction, to perform residential inspections in all four fields, and to perform commercial inspections in one field of expertise. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from the assigned Inspections Supervisor.

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

Essential Functions:

1. Inspect industrial, commercial and residential structures during various stages of construction and remodeling to ensure compliance with applicable electrical codes, ordinances and regulations.
2. Inspect and witness load bank testing of emergency generators.
3. Inspect electrical connections at carnivals or fairs.
4. Inspect fire-damaged buildings for electrical safety.
5. 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.

CITY OF LAS VEGAS
Electrical Inspector (*Continued*)

Essential Functions:

6. Enforce planning and zoning regulations by inspecting existing buildings and premises for change of use or occupancy, or compliance with applicable codes and ordinances.
7. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
8. Inspect sign foundations and electrical wiring.
9. Issue notices to comply when violations are identified; maintain records of history of facts for possible legal actions.
10. Investigate complaints forwarded from the supervisor or Building Official.
11. Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
12. Maintain files and reports regarding inspection and plan check activities and findings.

Marginal Functions:

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

QUALIFICATIONS

Knowledge of:

Electrical codes and ordinances enforced by the city, including the National Electrical Code and zoning codes.

Complex principles and techniques of electrical inspection and plans examining work.

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

Major types of construction, materials and methods.

Accepted safety standards and methods of electrical construction for commercial and residential structures.

Ability to:

Interpret and apply pertinent federal, state and local laws, codes and regulations.

Read and interpret complex building plans, specifications and electrical codes.

Determine whether 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.

CITY OF LAS VEGAS
Electrical Inspector (*Continued*)

Ability to:

Enforce applicable codes, regulations, policies and procedures 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;*
- *Distinguishing colors;*
- *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.*

Experience and Training Requirements

Experience:

Two years of increasingly responsible electrical inspection experience;

OR

Four years of verifiable journey level experience as an electrician.

Training:

Equivalent to graduation from high school. Specialized training in the electrical trade is desirable.

License or Certificate

Possession and maintenance of an appropriate, valid driver's license on the date of application. Within six months of the date of appointment, possession of the International Association of Electrical Inspectors (IAEI) Certified Electrical Inspector - Commercial certification or International Code Council Commercial Electrical Inspector certification; both certifications are to be based on the currently adopted National Electrical Code.

CITY OF LAS VEGAS
Electrical Inspector (*Continued*)

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, telephone and computer.

Safety Equipment: Safety shoes, hard hat.

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.

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.

ARB

REV 11/13/03

FLSA and City: nonexempt

CSB 12/10/03

**FIRE INVESTIGATOR I
FIRE INVESTIGATOR II**

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

DEFINITION

To investigate the origin and cause of fires and explosions; to respond to and participate in incidents involving explosive devices; to enforce laws and ordinances pertaining to arson and related offenses; to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

Fire Investigator I: This is the entry level classification in the Fire Investigator series. This class is distinguished from the Fire Investigator II by the performance of the more routine tasks and duties assigned to positions within the series and by the lack of an FBI Bomb Technician certification. This class is used as a training class.

Fire Investigator II: This is the full journey level classification within the Fire Investigator series. This class is distinguished from the Fire Investigator I by the performance of the full range of duties as assigned, by the level of independence with which employees accomplish their responsibilities, by the possession of an FBI Bomb Technician certification and by the level of experience attained. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are filled by advancement from the Fire Investigator I level.

SUPERVISION RECEIVED AND EXERCISED

Fire Investigator I

Receives general supervision from higher level and supervisory and management staff.

Fire Investigator II

Receives general supervision from supervisory and management staff.

May exercise functional and technical supervision over Fire Investigator Is.

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

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

Essential Functions:

1. Investigate the origin, cause and circumstances of fires and explosions occurring within the city of Las Vegas, determining whether fires or explosions were the result of carelessness or criminal intent; investigate for mechanical and incendiary devices.
2. Coordinate fire investigation activities with other city, county, state and federal departments and agencies.
3. Conduct the investigation of adults and juveniles suspected of involvement with arsons or attempts thereof; enforce state arson statutes by preparing affidavits to the District Attorney's Office or Juvenile Court Services; make felony arrests when and where deemed necessary.
4. Gather evidence at the fire scene for presentation in courts of law; interview firefighters, victims, witnesses and suspects as to the origin and cause of a fire or explosion; measure, sketch diagrams and take photographs at fire scenes; testify as an expert witness in court on the origin and cause of fires and explosions.
5. Throughout southern Nevada, respond to and participate in resolving incidents involving explosive devices; participate in the disposal of explosives; maintain and update training in handling explosive devices.
6. Consult with and report to the Supervisor of Fire Investigations; write extensive reports and documentation.
7. Retrieve information from and input information into the National Crime Information Center (NCIC) and the Nevada Criminal Justice Information Systems (NCJIS).

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Fire Investigator I

Knowledge of:

Fire and explosion investigation guidelines to include basic methodology.
Basic fire science principles.
Fire patterns.
Principles of fire and explosion injuries and death.
Building systems.
Properties of electricity and fire.
Applicable safety precautions and practices.

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

Ability to:

Learn departmental policy, procedures, rules and regulations and the limitations of departmental authority.

Learn the principles, practices and methods employed in arson detection, fire investigations and bomb investigations.

Learn court procedures in trials dealing with arson cases.

Learn pertinent state and local laws regarding the apprehension, arrest and prosecution of arsonists and those pertaining to admissible evidence.

Obtain information through interviews, interrogations and observations.

Analyze situations quickly and objectively and determine the proper course of action.

Cope with situations firmly, courteously and objectively with respect for the rights of others.

Qualify with a department duty weapon as required.

Understand and carry out oral and written instructions.

Enforce laws in a professional manner.

Learn explosive device disposal skills.

Use and care for cameras and other investigative equipment.

Use and care for firearms.

Meet the selection criteria of the FBI Hazardous Device School for training and certification as a Bomb Technician.

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

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

Experience and Training Requirements

Experience:

Five years experience with the Las Vegas Fire & Rescue Department to include a minimum of:

Three years assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations;

OR

Five years experience in any, or a combination, of the following classifications with the City of Las Vegas:

Fire Prevention Inspector II;
Fire Prevention Inspection Supervisor; or
Deputy Fire Marshal.

Training:

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

License or Certificate

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

Possession of Firefighter II certification or Uniform Fire Code or equivalent certification on the date of application.

Possession of Nevada P.O.S.T. Category I or II certification within one year of the date of appointment.

Must attend training and pass background investigation and test required by the FBI National Crime Information Center within one year of the date of appointment, and proficiency must be affirmed every two years thereafter by the designated Terminal Agency Coordinator.

Must qualify, attend and successfully complete the FBI Hazardous Device School Basic Course for training and certification as a Bomb Technician as soon as school scheduling permits.

Special Requirements

Must be a citizen of the United States on the date of application.

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

Fire Investigator II

In addition to the qualifications for Fire Investigator I:

Knowledge of:

Departmental policy, procedures, rules and regulations and the limitations of departmental authority.
Principles, practices and methods employed in arson detection, fire investigations and bomb investigations.
Characteristics of hazardous and explosive materials.
Techniques and methods for resolving incidents involving explosive devices.
Court procedures in trials dealing with arson cases.
Pertinent state and local laws regarding the apprehension, arrest and prosecution of arsonists and those pertaining to admissible evidence.
NCIC and NCJIS systems.
Techniques and practices of lead supervision.
Operation and care of cameras and other investigation equipment.
The science of explosions.
The science of incendiary fires.
Sources of information for investigating fires and explosions.
Techniques and legal considerations of recording the details and gathering evidence of a fire or explosion scene.
Pertinent federal, state and local laws, codes and regulations.
Legal ramifications of fire investigation.
Principles and techniques of planning an investigation.
Techniques and methods of determining the cause of a fire or explosion.
Techniques and methods of determining the origin of a fire or explosion.
Bureau of Fire Investigation Bomb Squad standard operating procedures.

Ability to:

Maintain explosive device disposal skills.

Experience and Training Requirements

Experience:

One year experience as a Fire Investigator I with the City of Las Vegas.

Training:

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

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

License or Certificate

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

Possession of P.O.S.T. Category I or II certification on the date of application.

Possession of FBI Bomb Technician certification on the date of application.

Must attend and successfully complete the FBI Hazardous Device School Recertification Course for training and recertification as a Bomb Technician every three years, or as soon as school scheduling permits.

WORKING CONDITIONS

Environmental Conditions:

Work in office and field environments, including structurally unstable buildings; exposure to computer screens; exposure to dust, noise, smoke, fumes, water, chemicals, hazardous materials, explosive devices; may inspect in restricted spaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, crawling, climbing, stooping, lifting, reaching or sitting for prolonged periods of time while wearing a protective bomb suit weighing approximately 80 pounds.

ARB
REV 10/14/03
FLSA & City: nonexempt

CSB 12/10/03

PLUMBING/MECHANICAL 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 plumbing and mechanical codes, regulations and ordinances; to work with developers, superintendents, contractors and homeowners to maintain code requirements and resolve problems relating to code compliance.

DISTINGUISHING CHARACTERISTICS

Inspector: This is a full journey level class within the Inspector series. Employees within this class are distinguished from the other Inspectors by the performance of plumbing and mechanical inspections of residential and commercial structures. Employees within this class are distinguished from the Combination Inspector in that the latter is required to have certifications in all four fields of construction, to perform residential inspections in all four fields, and to perform commercial inspections in one field of expertise. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from the assigned Inspections Supervisor.

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

Essential Functions:

1. Inspect commercial and residential structures during various stages of construction and remodeling to ensure compliance with applicable plumbing and mechanical codes, ordinances and regulations.
2. Conduct hydrostatic tests on water systems.
3. Conduct and witness smoke detector tests.
4. Inspect medical gas systems.
5. Inspect ground plumbing for sizing and proper slope.
6. Inspect on-site sewer lines, storm drains and manholes.

CITY OF LAS VEGAS
Plumbing/Mechanical Inspector (Continued)

Essential Functions:

7. Inspect plumbing fixtures for proper sizing and to verify that approved materials were used.
8. Inspect air conditioning and heating installations for code compliance.
9. 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.
10. Enforce planning and zoning regulations by inspecting existing buildings and premises for change of use or occupancy, or compliance with applicable codes and ordinances.
11. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
12. Issue notices to comply when violations are identified; maintain records of history of facts for possible legal actions.
13. Investigate complaints forwarded from the supervisor or Building Official.
14. Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
15. Maintain files and reports regarding inspection and plan check activities and findings.

Marginal Functions:

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

QUALIFICATIONS

Knowledge of:

Plumbing and mechanical codes and ordinances enforced by the city, including the Uniform Plumbing and Mechanical Codes and zoning codes.
Complex principles and techniques of plumbing and mechanical inspection and plans examining work.
Pertinent federal, state and local laws, codes and regulations.
Major types of construction, materials and methods.
Accepted safety standards and methods of plumbing and mechanical construction for commercial and residential structures.

CITY OF LAS VEGAS
Plumbing/Mechanical Inspector (Continued)

Ability to:

- Interpret and apply pertinent federal, state and local laws, codes and regulations.
- Read and interpret complex building plans, specifications and plumbing and mechanical codes.
- Determine whether 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 applicable codes, regulations, policies and procedures 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.*

Experience and Training Requirements

Experience:

Two years of increasingly responsible plumbing or mechanical inspection experience;
OR
Four years of verifiable journey level experience as a plumber or heating, ventilation and air conditioning (HVAC) technician.

Training:

Equivalent to graduation from high school. Specialized training in the plumbing or HVAC trades is desirable.

License or Certificate

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

Within six months of the date of appointment, possession of the International Association of Plumbing and Mechanical Officials (IAPMO) Plumbing Inspector and Mechanical Inspector certifications based on the Uniform Plumbing and Uniform Mechanical Codes.

CITY OF LAS VEGAS
Plumbing/Mechanical Inspector (Continued)

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, telephone and computer.

Safety Equipment: Safety shoes, hard hat.

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.

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.

ARB

REV 11/13/03

FLSA and City: nonexempt

CSB 12/10/03

CARPENTER/PLAYGROUND SPECIALIST

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

DEFINITION

To perform a variety of skilled carpentry work in the construction, repair and maintenance of City park buildings and facilities; to install, inspect and repair playgrounds and equipment; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is a full journey level class within the Carpenter series. Employees within this class are distinguished from the Carpenter II by the performance of specialized duties required by the Parks and Open Spaces Division, including constructing, inspecting and maintaining playgrounds and park facilities. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives technical and functional supervision from the Park Construction Crew Leader, and general supervision from the Facilities Maintenance Supervisor, the Park Maintenance Supervisor and the Park Maintenance Manager.

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 all playgrounds and equipment at least once per week; repair, maintain and remove worn and vandalized playground equipment; order or fabricate required components; install major components.
2. Install new playgrounds and modular play systems, ensuring that Americans with Disabilities Act guidelines are met.
3. Construct forms for concrete.
4. Hang doors; install door closures and hardware.
5. Develop plans, designs and layouts; read and interpret plans and blueprints.
6. Repair damaged dry wall, plaster, roofing, doors, broken tiles.
7. Construct complete window frames; repair or replace window frames and broken windows.

CITY OF LAS VEGAS
Carpenter/Playground Specialist (*continued*)

Essential Functions:

8. Install acoustical or other ceiling tiles; hang and tape drywall and install other types and forms of paneling.
9. Erect shelters, storage sheds rest rooms; inspect and maintain existing buildings; install and maintain city signs.
10. Construct, repair, maintain and remove baseball diamonds, horseshoe pits, bocce ball courts, tennis courts, basketball standards, exercise courts, shade structures and other park features.
11. Install, repair and renovate existing equipment and facilities to conform with Americans with Disabilities Act standards, manufacturers' warranties, City specifications and regulatory codes.
12. Estimate time, materials, and equipment required for jobs assigned; requisition materials as required.

Marginal Functions:

1. Perform general cleanup at job sites.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Occupational hazards and standard safety practices.
Tools, equipment and materials used in custom carpentry.
Methods, principles, terminology and procedures in building construction repair and remodeling.
Blueprints, plans and layout work.
Current public playground safety standards as published by the American Society for Testing and Materials and the U.S. Consumer Product Safety Commission.
American with Disabilities Act standards as applicable to playgrounds and equipment.

Ability to:

Correctly use and apply a variety of carpentry skills.
Read and interpret mechanical drawings, layouts, plans and blueprints.
Repair or replace damaged windows, drywall, tiles, roofing, playground equipment and other related carpentry maintenance tasks.
Perform design and layout work.
Estimate time, materials and equipment required for jobs.
Inspect, repair, construct and install play systems in accordance with current playground safety standards and the Americans with Disabilities Act.
Shoot grades.

CITY OF LAS VEGAS
Carpenter/Playground Specialist (*continued*)

Ability to:

Climb and work at least six (6) feet above the floor on ladders, scaffolding and electric lifts.

Work independently without direct supervision.

Understand and follow oral and written instructions.

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

Communicate clearly and concisely, both orally and in writing.

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

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

Maintain effective audio-visual discrimination and perception needed for:

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

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:

Two years of increasingly responsible carpentry experience.

Training:

Equivalent to graduation from high school, plus additional specialized training in carpentry.

License or Certificate

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

Possession, and maintenance, of a Certified Playground Safety Inspector designation from the National Playground Safety Institute within six months of the date of appointment.

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 performed 80% indoors and 20% outdoors subject to typical weather conditions, not climate controlled, including travel from site to site.

Hazards: Working around shop equipment, working at heights, exposure to dust, noise, odors, fumes, wet or oily slippery surfaces, toxic or caustic chemicals, moving objects and equipment, sharp objects, blades, pinch points, cramped and confined spaces, electrical shock, burns.

CITY OF LAS VEGAS
Carpenter/Playground Specialist (*continued*)

Environmental Conditions:

Equipment Used: Variety of hand and power tools, saws, sanders, grinders, hoist, sharpeners, jointers, drills, telephone, motor vehicles.

Safety Equipment: Safety harness, hard hat, safety glasses, respirator, face shield, safety shoes, gloves, hearing protection, back support belt.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Constantly, throughout shift in various locations. May walk up to 1 mile per shift.

Sitting: Infrequently, while working in shop, driving, or performing construction, repair at floor level.

Lift/carry: Frequently, up to 50 lbs. for distances up to 100 ft., lumber, tools, equipment. Occasionally, 50-100 lbs., heavy materials and equipment for distances up to 50 ft. Assistive devices available for heavy lifting and carrying.

Push/pull: Frequently, using both hands or arms, exerting force of up to 10-50 lbs.; operating saws, sanders, other hand tools and power equipment. Occasionally, exerting greater force while constructing and repairing items.

Climbing: Occasionally, stairs, ladders, scaffolding up to 40 ft. May work extended periods on ladders depending on assignment.

Bending/twisting: Frequently, at waist, knees, neck while performing work, often in cramped and awkward positions. May work for extended periods with tools overhead.

Kneeling/crouching/crawling: Occasionally, while building forms or repairing other items on ground or floor level.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, and fingering while using hand and power tools throughout shift. Frequent overhead reaching required.

Sight: Constantly, to detect, analyze and complete repairs and construction assignments. Visual requirements include color vision, peripheral vision, depth perception, hand, eye and foot coordination, and visual acuity in near-, mid- and far-ranges.

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

Other physical demands: Frequently handles large size materials, 4 ft. x 8 ft. sheets, up to 4 ft. x 12 ft. sheet rock.

ARB
REV 10/6/03
FLSA and City: nonexempt

CSB 12/10/03

BUILDING 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 architectural and structural 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~~ a full journey level class within the Inspector series. Employees within this class are distinguished from the other Combination Inspectors by the performance of the full range of duties assigned to positions within the series including performing architectural and structural inspections of residential and commercial structures in one of the areas of construction: building structures, electrical, plumbing or mechanical. Employees within this class are distinguished from the Combination Inspector in that the latter is required to have certifications in all four fields of construction, to perform residential inspections in all four fields, and to perform commercial inspections in one field of expertise. 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 general supervision from the assigned Inspections Supervisor.

Combination Inspector

CITY OF LAS VEGAS

Building Inspector/Combination Inspector (Continued)

~~Receives general supervision from the Inspections Supervisor.~~

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

Essential Functions:

1. ~~Inspect industrial, commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable building codes, ordinances and regulations.~~
2. Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering and a large variety of other complex and routine architectural and structural system elements.
3. Inspect footings and grout for block walls and retaining walls.
4. Inspect fire-damaged property for structural safety.
5. Inspect mobile home set-up for code compliance.
- 2.6. Conduct examination of plans and specifications of new construction, additions and alterations to residential, and commercial and industrial buildings to determine compliance with the provisions of applicable construction codes, ordinances and regulations.
- 3.7. Enforce planning and zoning regulations by inspecting existing buildings and premises for change of use, or occupancy, or compliance with applicable codes and ordinances.
8. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
- 4.9. Issue notices to comply on when violations are identified; maintain records of history of facts for possible legal actions.
- 5.10. Investigate complaints forwarded from the Code Compliance section supervisor or Building Official.
- 6.11. Confer with architects, engineers, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
- 7.12. 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.~~

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

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.~~

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.~~

CITY OF LAS VEGAS

Building Inspector/Combination Inspector (Continued)

~~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.

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 architectural and 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 structures.~~

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 whether~~ 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 applicable codes, regulations, policies and procedures with firmness and tact.

~~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.*

CITY OF LAS VEGAS

Building Inspector/Combination Inspector (Continued)

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.*

Experience and Training Requirements

Inspector

Experience:

Two years of increasingly responsible structural inspection experience;

OR

Four years of verifiable journey level experience in one of the following fields:

Carpentry/Framing

Reinforced Masonry

Reinforced Concrete

Ironworker/Structural Steel

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.

CITY OF LAS VEGAS

Building Inspector/Combination Inspector (Continued)

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.~~

Within six months of the date of appointment, possession of the International Code Council (ICC) Building Inspector certification, which requires successful completion of the residential and commercial building inspector examinations.

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.

CITY OF LAS VEGAS

Building Inspector/Combination Inspector (Continued)

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.

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

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

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

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

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

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

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

KAGARB

REV -06/11/03-11/13/03

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 the full range of technical combination building inspection work of single family dwellings into enforcing compliance with building , electrical, plumbing and mechanical codes, regulations and ordinances; to perform inspections of commercial structures within a field of expertise; 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~~ Employees at this level are distinguished from other classes within the series by the performance of single family dwelling inspections in all areas of construction, and commercial inspections in a field of expertise. ~~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 single family dwelling structures during various all stages of construction and remodeling to ensure compliance with applicable building, electrical and plumbing/mechanical codes, ordinances and regulations; inspect commercial structures in one field of expertise: electrical, building or plumbing/mechanical.
2. Conduct examination of plans and specifications of new construction, additions and alterations to residential, commercial and industrial buildings single family dwellings to determine compliance with the provisions of applicable construction codes, ordinances and regulations; examine plans and specifications of new construction, additions and alterations to commercial structures in one field of expertise.
3. Enforce planning and zoning regulations by inspecting new and existing buildings and premises for change of use, or occupancy, or compliance with applicable codes and ordinances.
4. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
- 4.5. Issue notices to comply on when violations are identified; maintain records of history of facts for possible legal actions.
- 5.6. Investigate complaints forwarded from the Code Compliance section supervisor or Building Official.
- 6.7. Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
- 7.8. 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 structural and architectural system elements.
2. Inspect footings and grout for block walls, fences and retaining walls.
3. Inspect fire-damaged property single family dwellings for safety.
4. Conduct and witness smoke detector tests.
4. Inspect mobile home set-up for code compliance.

When performing electrical inspections:

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

1. Inspect electrical installations for ~~residential housing and commercial buildings~~ single family dwellings.

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.~~

When performing electrical inspections:

5. ~~Inspect and witness load bank testing of emergency generators.~~

6. ~~Inspect electrical connections at carnivals or fairs.~~

7.2. Inspect fire-damaged ~~buildings~~ single family dwellings for electrical safety.

When performing plumbing/mechanical inspections:

1. Conduct hydrostatic tests on ~~fire and~~ water systems.

2. ~~Conduct and witness smoke detector tests.~~

3.2. Perform plumbing/mechanical inspections on ~~commercial buildings and custom homes~~ single family dwellings.

4. ~~Inspect fire hydrant water systems.~~

5.3. Inspect ground plumbing for sizing and proper slope.

6. ~~Inspect on-site sewer lines, storm drains and manholes.~~

7.4. Inspect plumbing fixtures for proper sizing and ~~radius fittings~~ and to verify that approved materials were used.

8.5. 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.~~

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

Marginal Functions:

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

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 architectural and 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~~ single family dwellings.

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 whether~~ 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 codes~~, regulations, policies and procedures 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;*
-- *Distinguishing colors;*
-- *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*

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

- Operating assigned equipment.

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.~~

Combination Inspector

Experience:

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

Training:

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

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.~~

Possession of any two of the following certifications on the date of application. Remaining two certifications must be obtained within six months of the date of appointment.

Building: International Code Council (ICC) Building Inspector, which requires successful completion of the residential and commercial building inspector examinations;

Electrical: International Association of Electrical Inspectors (IAEI) Certified Electrical Inspector - Commercial or - Residential, or International Code Council Commercial Electrical Inspector; both certifications are to be based on the currently adopted National Electrical Code;

Plumbing and Mechanical: International Association of Plumbing and Mechanical Officials (IAPMO) Plumbing Inspector and Mechanical Inspector certifications based on the Uniform Plumbing and Uniform Mechanical Codes.

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.

CITY OF LAS VEGAS

Inspector/Combination Inspector (Continued)

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

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

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

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

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

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

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

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

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

KAGARB

REV -06/11/03-10/20/03

FLSA and City: nonexempt

CSB -7/9/03 12/10/03

ELECTRICAL 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~~ electrical inspection work in enforcing compliance with ~~building~~ electrical 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 a~~ full journey level class within the Inspector series. Employees within this class are distinguished from the other ~~Combination Inspectors~~ by the performance of ~~the full range of duties assigned to positions within the series including performing electrical inspections of residential and commercial structures in one of the areas of construction: building structures, electrical, plumbing or mechanical.~~ Employees within this class are distinguished from the Combination Inspector in that the latter is required to have certifications in all four fields of construction, to perform residential inspections in all four fields, and to perform commercial inspections in one field of expertise. 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 general~~ supervision from the assigned Inspections Supervisor.

Combination Inspector

Receives ~~general~~ supervision from the Inspections Supervisor.

CITY OF LAS VEGAS

Electrical 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~~ structures during various stages of construction and remodeling to ensure compliance with applicable electrical codes, ordinances and regulations.
2. Inspect and witness load bank testing of emergency generators.
3. Inspect electrical connections at carnivals or fairs.
4. Inspect fire-damaged buildings for electrical safety.
- ~~2.5.~~ 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.
- ~~3.6.~~ Enforce planning and zoning regulations by ~~inspecting~~ existing buildings and premises for change of use, or occupancy, or compliance with applicable codes and ordinances.
7. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
8. Inspect sign foundations and electrical wiring.
- ~~4.9.~~ Issue notices to comply ~~on when~~ violations are identified; maintain records of history of facts for possible legal actions.
- ~~5.10.~~ Investigate complaints forwarded from the ~~Code Compliance section~~ supervisor or Building Official.
- ~~6.11.~~ Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
- ~~7.12.~~ 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:

CITY OF LAS VEGAS

Electrical Inspector/Combination Inspector (Continued)

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.~~

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.~~

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

Marginal Functions:

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

QUALIFICATIONS

Knowledge of:

~~Building related~~Electrical codes and ordinances enforced by the city, including the ~~uniform building, electrical, plumbing and mechanical~~ National Electrical Codes and zoning codes.

Complex principles and techniques of building electrical 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 electrical construction for commercial, ~~industrial and residential buildings structures.~~

Ability to:

Interpret and apply pertinent federal, state and local laws, codes and regulations.

Read and interpret complex building plans, specifications and building electrical codes.

Determine ~~if whether~~ 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 applicable codes, regulations, policies and procedures with firmness and tact.

~~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;*
- *Distinguishing colors;*
- *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

Electrical Inspector/Combination Inspector (Continued)

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.

Experience and Training Requirements

Inspector

Experience:

Two years of increasingly responsible electrical inspection experience;

OR

Four years of verifiable journey level experience as an electrician.

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 electrical 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.~~
Within six months of the date of appointment, possession of the International Association of Electrical Inspectors (IAEI) Certified Electrical Inspector - Commercial certification or

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

International Code Council Commercial Electrical Inspector certification; both certifications are to be based on the currently adopted National Electrical Code.

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.

CITY OF LAS VEGAS

Electrical Inspector/Combination Inspector (Continued)

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

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

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

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

Requires sense of balance.

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

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

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

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

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

KAGARB

REV -06/11/03-11/13/03

FLSA and City: nonexempt

CSB -7/9/03-12/10/03

**FIRE INVESTIGATOR I
FIRE INVESTIGATOR II**

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

DEFINITION

To investigate the origin and cause of fires and explosions; to respond to and participate in incidents involving explosive devices; to enforce laws and ordinances pertaining to arson and related offenses; to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

Fire Investigator I: This is the entry level classification in the Fire Investigator series. This class is distinguished from the Fire Investigator II by the performance of the more routine tasks and duties assigned to positions within the series and by the lack of an FBI Bomb Technician certification. This class is used as a training class.

Fire Investigator II: This is the full journey level classification within the Fire Investigator series. This class is distinguished from the Fire Investigator I by the performance of the full range of duties as assigned, by the level of independence with which employees accomplish their responsibilities, by the possession of an FBI Bomb Technician certification and by the level of experience attained. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are filled by advancement from the Fire Investigator I level.

SUPERVISION RECEIVED AND EXERCISED

Fire Investigator I

Receives general supervision from higher level and supervisory and management staff.

Fire Investigator II

Receives general supervision from supervisory and management staff.

May exercise functional and technical supervision over Fire Investigator Is.

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

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

Essential Functions:

1. Investigate the origin, cause and circumstances of fires and explosions occurring within the city of Las Vegas, determining whether fires or explosions were the result of carelessness or criminal intent; investigate for mechanical and incendiary devices.
2. Coordinate fire investigation activities with other city, county, state and federal departments and agencies.
3. Conduct the investigation of adults and juveniles suspected of involvement with arsons or attempts thereof; enforce state arson statutes by preparing affidavits to the District Attorney's Office or Juvenile Court Services; make felony arrests when and where deemed necessary.
4. Gather evidence at the fire scene for presentation in courts of law; interview firefighters, victims, witnesses and suspects as to the origin and cause of a fire or explosion; measure, sketch diagrams and take photographs at fire scenes; testify as an expert witness in court on the origin and cause of fires and explosions.
5. Throughout southern Nevada, respond to and participate in resolving incidents involving explosive devices; participate in the disposal of explosives; maintain and update training in handling explosive devices.
6. Consult with and report to the Supervisor of Fire Investigations; write extensive reports and documentation.
7. Retrieve information from and input information into the National Crime Information Center (NCIC) and the Nevada Criminal Justice Information Systems (NCJIS).

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Fire Investigator I

Knowledge of:

Fire and explosion investigation guidelines to include basic methodology.
Basic fire science principles.
Fire patterns.
Principles of fire and explosion injuries and death.
Building systems.
Properties of electricity and fire.
Applicable safety precautions and practices.

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

Ability to:

Learn departmental policy, procedures, rules and regulations and the limitations of departmental authority.

Learn the principles, practices and methods employed in arson detection, fire investigations and bomb investigations.

Learn court procedures in trials dealing with arson cases.

Learn pertinent state and local laws regarding the apprehension, arrest and prosecution of arsonists and those pertaining to admissible evidence.

Obtain information through interviews, interrogations and observations.

Analyze situations quickly and objectively and determine the proper course of action.

Cope with situations firmly, courteously and objectively with respect for the rights of others.

Qualify with a department duty weapon as required.

Understand and carry out oral and written instructions.

Enforce laws in a professional manner.

Learn explosive device disposal skills.

Use and care for cameras and other investigative equipment.

Use and care for firearms.

Meet the selection criteria of the FBI Hazardous Device School for training and certification as a Bomb Technician.

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

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

Experience and Training Requirements

Experience:

Five years experience with the Las Vegas Fire & Rescue Department to include a minimum of:

Three years assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations;

OR

Five years experience in any, or a combination, of the following classifications with the City of Las Vegas:

Fire Prevention Inspector II;

Fire Prevention Inspection Supervisor; or

Deputy Fire Marshal.

Training:

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

License or Certificate

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

Possession of Firefighter II certification or Uniform Fire Code or equivalent certification on the date of application.

Possession of Nevada P.O.S.T. Category I or II certification within one year of the date of appointment.

Must attend training and pass background investigation and test required by the FBI National Crime Information Center within one year of the date of appointment, and proficiency must be affirmed every two years thereafter by the designated Terminal Agency Coordinator.

Must qualify, attend and successfully complete the FBI Hazardous Device School Basic Course for training and certification as a Bomb Technician as soon as school scheduling permits.

Special Requirements

Must be a citizen of the United States on the date of application.

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

Fire Investigator II

In addition to the qualifications for Fire Investigator I:

Knowledge of:

Departmental policy, procedures, rules and regulations and the limitations of departmental authority.
Principles, practices and methods employed in arson detection, fire investigations and bomb investigations.
Characteristics of hazardous and explosive materials.
Techniques and methods for resolving incidents involving explosive devices.
Court procedures in trials dealing with arson cases.
Pertinent state and local laws regarding the apprehension, arrest and prosecution of arsonists and those pertaining to admissible evidence.
NCIC and NCJIS systems.
Techniques and practices of lead supervision.
Operation and care of cameras and other investigation equipment.
The science of explosions.
The science of incendiary fires.
Sources of information for investigating fires and explosions.
Techniques and legal considerations of recording the details and gathering evidence of a fire or explosion scene.
Pertinent federal, state and local laws, codes and regulations.
Legal ramifications of fire investigation.
Principles and techniques of planning an investigation.
Techniques and methods of determining the cause of a fire or explosion.
Techniques and methods of determining the origin of a fire or explosion.
Bureau of Fire Investigation Bomb Squad standard operating procedures.

Ability to:

Maintain explosive device disposal skills.

Experience and Training Requirements

Experience:

One year experience as a Fire Investigator I with the City of Las Vegas.

Training:

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

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

License or Certificate

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

Possession of P.O.S.T. Category I or II certification on the date of application.

Possession of FBI Bomb Technician certification on the date of application.

Must attend and successfully complete the FBI Hazardous Device School Recertification Course for training and recertification as a Bomb Technician every three years, or as soon as school scheduling permits.

WORKING CONDITIONS

Environmental Conditions:

Work in office and field environments, including structurally unstable buildings; exposure to computer screens; exposure to dust, noise, smoke, fumes, water, chemicals, hazardous materials, explosive devices; may inspect in restricted spaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, crawling, climbing, stooping, lifting, reaching or sitting for prolonged periods of time while wearing a protective bomb suit weighing approximately 80 pounds.

ARB

REV 4/15/0210/14/03

FLSA & City: nonexempt

CSB 6/12/0212/10/03

PLUMBING/MECHANICAL 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 plumbing and mechanical codes, regulations and ordinances; to work with developers, superintendents, and contractors and homeowners to maintain code requirements and resolve problems relating to code compliance.

DISTINGUISHING CHARACTERISTICS

Inspector: This is ~~the~~ a full journey level class within the Inspector series. Employees within this class are distinguished from the other Combination-Inspectors by the performance of the full range of duties assigned to positions within the series including performing plumbing and mechanical inspections of residential and commercial structures in one of the areas of construction: building structures, electrical, plumbing or mechanical. Employees within this class are distinguished from the Combination Inspector in that the latter is required to have certifications in all four fields of construction, to perform residential inspections in all four fields, and to perform commercial inspections in one field of expertise. 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 general~~ supervision from the assigned Inspections Supervisor.

Combination Inspector

CITY OF LAS VEGAS

Plumbing/Mechanical Inspector/Combination Inspector (Continued)

Receives general supervision from the Inspections Supervisor.

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

Essential Functions:

1. Inspect industrial, commercial and residential buildings-structures during various stages of construction and remodeling to ensure compliance with applicable plumbing and mechanical codes, ordinances and regulations.
2. Conduct hydrostatic tests on water systems.
3. Conduct and witness smoke detector tests.
4. Inspect medical gas 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 to verify that approved materials were used.
8. Inspect air conditioning and heating installations for code compliance.
- 2.9. 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.
- 3.10. Enforce planning and zoning regulations by inspecting existing buildings and premises for change of use, or occupancy, or compliance with applicable codes and ordinances.
11. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
- 4.12. Issue notices to comply on-when violations are identified; maintain records of history of facts for possible legal actions.
- 5.13. Investigate complaints forwarded from the Code Compliance sections supervisor or Building Official.
- 6.14. Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
- 7.15. 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.

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

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.

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:

CITY OF LAS VEGAS

Plumbing/Mechanical Inspector/Combination Inspector (Continued)

- ~~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-plumbing and mechanical inspections.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

~~Building related~~Plumbing and mechanical codes and ordinances enforced by the city, including the ~~u~~Uniform building, electrical, ~~p~~Plumbing and ~~m~~Mechanical ~~e~~Codes and zoning codes.

Complex principles and techniques of building-plumbing and mechanical 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-plumbing and mechanical construction for commercial, ~~industrial~~ and residential ~~buildings~~ structures.

Ability to:

Interpret and apply pertinent federal, state and local laws, codes and regulations.

Read and interpret complex building plans, specifications and building-plumbing and mechanical codes.

Determine ~~if whether~~ 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 applicable codes, regulations, policies and procedures with firmness and tact.

~~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:

CITY OF LAS VEGAS

Plumbing/Mechanical Inspector/Combination Inspector (Continued)

- *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.*

Experience and Training Requirements

Inspector

Experience:

Two years of increasingly responsible plumbing or mechanical inspection experience;

OR

Four years of verifiable journey level experience as a plumber or heating, ventilation and air conditioning (HVAC) technician.

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 plumbing or HVAC trades ~~or code enforcement~~ is desirable.

License or Certificate

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

CITY OF LAS VEGAS

Plumbing/Mechanical Inspector/Combination Inspector (Continued)

~~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. Within six months of the date of appointment, possession of the International Association of Plumbing and Mechanical Officials (IAPMO) Plumbing Inspector and Mechanical Inspector certifications based on the Uniform Plumbing and Uniform Mechanical Codes.~~

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.

CITY OF LAS VEGAS

Plumbing/Mechanical Inspector/Combination Inspector (Continued)

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.

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

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

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

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

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

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

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

KAGARB

REV ~~06/11/03~~ 11/13/03

FLSA and City: nonexempt

CSB ~~7/9/03~~

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION

December 10, 2003

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: November 12, 2003, at 4:30 p.m. in the Human Resources Department.

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

In the absence of Chairman Mark Larson, Trustee E. Lavonne Lewis acted as Chairman during this meeting.

STAFF PRESENT
Tina Ramsey
Pam Robertson
John Williams

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 October 8, 2003: A motion was made by Trustee Tony Dorf that the minutes of the Regular Meeting of October 8, 2003 be approved. Trustee Ed Miramontes seconded the motion. Motion carried.
- IV. APPROVAL OF MINUTES of Teleconference Meeting of October 22, 2003: A motion was made by Trustee Johan Aliseo that the minutes of the Teleconference Meeting of October 22, 2003 be approved. Trustee Tony Dorf seconded the motion. Motion carried.

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

V. BUSINESS:

A. CERTIFICATION OF ELIGIBLE LISTS:

1. Code Enforcement Officer I – Promotional
2. Code Enforcement Officer I – Open
3. Fire Health and Safety Training Officer – Promotional
4. Fire Investigator I – Promotional
5. Personnel Technician – Promotional
6. Personnel Technician – Open
7. Planning Technician – Promotional
8. Planning Technician – Open
9. Sr. Neighborhood Programs Officer – Promotional
10. Sr. Neighborhood Programs Officer – Open
11. Traffic Signal Technician I – Promotional
12. Traffic Signal Technician I – Open

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

B. EXTENSION OF ELIGIBLE LISTS:

1. Cultural Activities Specialist – Open
2. Deputy City Marshal Sergeant – Promotional
3. Firefighter/Paramedic – Open
4. Maintenance Worker I – Open
5. Parking Enforcement Officer – Promotional
6. Parking Enforcement Officer – Open
7. Senior Office Specialist – Promotional
8. Senior Office Specialist – Open
9. Traffic Barricade Inspector I – Promotional
10. Traffic Barricade Inspector I – Open
11. Traffic Communications Technician I – Promotional
12. Traffic Communications Technician I – Open

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

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

C. CLASSIFICATION SPECIFICATIONS:

1. Caseworker – Revised
2. Collections Officer – Revised
3. Collections Supervisor – Revised
4. Maintenance Worker I/II – Revised
5. Senior Custodian – Revised
6. Leisure Facilities Coordinator – New
7. Senior Judicial Enforcement Officer – New
8. Training Specialist – New

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

C. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST:

1. Structural Plans Examiner – Promotional
2. Structural Plans Examiner – Open

A motion was made by Trustee Aliseo that items 1 through 2 of the Abolishing Eligible List be approved. The motion was seconded by Trustee Dorf. Motion carried.

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 4:37 p.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
December 10, 2003

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: November 26, 2003, at 11:30 a.m. via Teleconference

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

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

STAFF PRESENT

Claudette Enus
Judy Tuttle
Kathy Gentile
Louisa Tuilagi

OTHERS PRESENT

None

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

III. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1) Information Technologies Project Coordinator – Promotional
- 2) Information Technologies Project Coordinator – Open
- 3) Provisional Office Specialist II – Open

Secretary Claudette Enus stated that Item 3 will be pulled from the eligible list to be certified and will be brought forward at a future meeting. Trustee Lavonne Lewis made a motion to approve Item numbers 1 and 2 only of the Eligible Lists to be certified. Trustee Tony Dorf seconded the motion. Motion carried.

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: November 26, 2003
PAGE 2

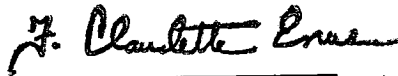
IV. DISCUSSION ITEMS

None.

V. CITIZEN PARTICIPATION:

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:36 a.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION**

December 10, 2003

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
**F. CLAUDETTE ENUS
SECRETARY TO THE BOARD**

I. CALL TO ORDER: November 12, 2003, at 4:30 p.m. in the Human Resources Department.

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

In the absence of Chairman Mark Larson, Trustee E. Lavonne Lewis acted as Chairman during this meeting.

STAFF PRESENT
Tina Ramsey
Pam Robertson
John Williams

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 October 8, 2003: A motion was made by Trustee Tony Dorf that the minutes of the Regular Meeting of October 8, 2003 be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of Teleconference Meeting of October 22, 2003: A motion was made by Trustee Johan Aliseo that the minutes of the Teleconference Meeting of October 22, 2003 be approved. Trustee Tony Dorf seconded the motion. Motion carried.

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

V. BUSINESS:

A. CERTIFICATION OF ELIGIBLE LISTS:

1. Code Enforcement Officer I – Promotional
2. Code Enforcement Officer I – Open
3. Fire Health and Safety Training Officer – Promotional
4. Fire Investigator I – Promotional
5. Personnel Technician – Promotional
6. Personnel Technician – Open
7. Planning Technician – Promotional
8. Planning Technician – Open
9. Sr. Neighborhood Programs Officer – Promotional
10. Sr. Neighborhood Programs Officer – Open
11. Traffic Signal Technician I – Promotional
12. Traffic Signal Technician I – Open

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

B. EXTENSION OF ELIGIBLE LISTS:

1. Cultural Activities Specialist – Open
2. Deputy City Marshal Sergeant – Promotional
3. Firefighter/Paramedic – Open
4. Maintenance Worker I – Open
5. Parking Enforcement Officer – Promotional
6. Parking Enforcement Officer – Open
7. Senior Office Specialist – Promotional
8. Senior Office Specialist – Open
9. Traffic Barricade Inspector I – Promotional
10. Traffic Barricade Inspector I – Open
11. Traffic Communications Technician I – Promotional
12. Traffic Communications Technician I – Open

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

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

C. CLASSIFICATION SPECIFICATIONS:

1. Caseworker – Revised
2. Collections Officer – Revised
3. Collections Supervisor – Revised
4. Maintenance Worker I/II – Revised
5. Senior Custodian – Revised
6. Leisure Facilities Coordinator – New
7. Senior Judicial Enforcement Officer – New
8. Training Specialist – New

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

C. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST:

1. Structural Plans Examiner – Promotional
2. Structural Plans Examiner – Open

A motion was made by Trustee Aliseo that items 1 through 2 of the Abolishing Eligible List be approved. The motion was seconded by Trustee Dorf. Motion carried.

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 4:37 p.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION**

December 10, 2003

TO:

CIVIL SERVICE BOARD OF TRUSTEES

FROM:

**F. CLAUDETTE ENUS
SECRETARY TO THE BOARD**

I. CALL TO ORDER: November 26, 2003, at 11:30 a.m. via Teleconference

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

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

STAFF PRESENT

Claudette Enus
Judy Tuttle
Kathy Gentile
Louisa Tuilagi

OTHERS PRESENT

None

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

III. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1) Information Technologies Project Coordinator – Promotional
- 2) Information Technologies Project Coordinator – Open
- 3) Provisional Office Specialist II – Open

Secretary Claudette Enus stated that Item 3 will be pulled from the eligible list to be certified and will be brought forward at a future meeting. Trustee Lavonne Lewis made a motion to approve Item numbers 1 and 2 only of the Eligible Lists to be certified. Trustee Tony Dorf seconded the motion. Motion carried.

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: November 26, 2003
PAGE 2

IV. DISCUSSION ITEMS

None.

V. CITIZEN PARTICIPATION:

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:36 a.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: December 10, 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: 11

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Contracts Specialist - Open	47	27	12
2. Corrections Officer – Open	243	181	113
3. Deputy City Marshal – Open	234	180	43
4. GIS Analyst I – Promotional	4	3	2
5. GIS Analyst I – Open	28	19	10
6. Neighborhood Programs Officer – Promotional	6	2	0
7. Neighborhood Programs Officer – Open	54	30	3
8. Provisional Office Specialist II - Open	37	32	31
9. Statistical Analyst II – Promotional	4	2	1
10. Survey Technician – Promotional	0	0	0
11. Survey Technician – Open	19	12	5

CITY OF LAS VEGAS

ELIGIBLE LIST

Contracts Specialist
Examination

November 5, 2003
Date of Test

032301090
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	32	GROUP 1	2
REJECTED	15	GROUP 2	4
<i>TOTAL RECEIVED</i>	47	GROUP 3	6
		<i>TOTAL ON LIST</i>	12

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	12			
FAILED	15			
<i>TOTAL TESTED</i>	27			
<i>DID NOT APPEAR</i>	5			

CITY OF LAS VEGAS

ELIGIBLE LIST

Corrections Officer
Examination

Written Test: November 6, 2003
Physical Agility Test: November 17, 2003
Date of Test

035250100
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	238	GROUP 1	8
REJECTED	5	GROUP 2	68
<i>TOTAL RECEIVED</i>	243	GROUP 3	37
		<i>TOTAL ON LIST</i>	113

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%		P/F Physical Agility	
PASSED	177		113	
FAILED	4		41	
<i>TOTAL TESTED</i>	181		154	
<i>DID NOT APPEAR</i>	57		23	

CITY OF LAS VEGAS

ELIGIBLE LIST

Deputy City Marshal
Examination

Written Test: November 7, 2003
Physical Agility Test: November 17, 2003
Date of Test

035252100
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	232	GROUP 1	1
REJECTED	2	GROUP 2	8
TOTAL RECEIVED	234	GROUP 3	34
		TOTAL ON LIST	43

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%		P/F Physical Agility	
PASSED	57		43	
FAILED	123		7	
TOTAL TESTED	180		50	
DID NOT APPEAR	52		7	

CITY OF LAS VEGAS

ELIGIBLE LIST

GIS Analyst I
Examination

November 19, 2003
Date of Test

03281710P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

GIS Analyst I
Examination

November 19, 2003
Date of Test

032817100
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	27	GROUP 1	0
REJECTED	1	GROUP 2	3
TOTAL RECEIVED	28	GROUP 3	7
		TOTAL ON LIST	10

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	10			
FAILED	9			
TOTAL TESTED	19			
DID NOT APPEAR	8			

CITY OF LAS VEGAS

ELIGIBLE LIST

Neighborhood Programs Officer
Examination

November 24, 2003
Date of Test

037950210P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	0			
FAILED	2			
<i>TOTAL TESTED</i>	2			
<i>DID NOT APPEAR</i>	4			

CITY OF LAS VEGAS

ELIGIBLE LIST

Neighborhood Programs Officer
Examination

November 24, 2003
Date of Test

0379502100
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	45	GROUP 1	0
REJECTED	9	GROUP 2	1
TOTAL RECEIVED	54	GROUP 3	2
		TOTAL ON LIST	3

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	3			
FAILED	27			
TOTAL TESTED	30			
DID NOT APPEAR#	6			
WITHDREW#	9			

CITY OF LAS VEGAS

ELIGIBLE LIST

Provisional Office Specialist II
Examination

November 4, 2003
Date of Test

03366209OP
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	36	GROUP 1	5
REJECTED	1	GROUP 2	19
<i>TOTAL RECEIVED</i>	37	GROUP 3	7
		<i>TOTAL ON LIST</i>	31

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	31			
FAILED	1			
<i>TOTAL TESTED</i>	32			
<i>DID NOT APPEAR</i>	4			

CITY OF LAS VEGAS

ELIGIBLE LIST

Statistical Analyst II
Examination

November 25, 2003
Date of Test

03256610P
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	1	GROUP 2	1
<i>TOTAL RECEIVED</i>	4	GROUP 3	0
		<i>TOTAL ON LIST</i>	1

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Survey Technician
Examination

October 30, 2003
Date of Test

03298809P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Survey Technician
Examination

October 30, 2003
Date of Test

032988090
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	14	GROUP 1	2
REJECTED	5	GROUP 2	1
TOTAL RECEIVED	19	GROUP 3	2
		TOTAL ON LIST	5

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	5			
FAILED	7			
TOTAL TESTED	12			
DID NOT APPEAR	2			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date December 10, 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: 16

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Electrical Services Field Supervisor - Promotional	1	12/11/03	6/11/04	2
2. Engineering Associate I -- Land Development -- Promotional	1	12/25/03	6/25/04	1
3. Engineering Associate I -- Land Development -- Open	11	12/25/03	6/25/04	1
4. Engineering Technician II (Traffic) -- Promotional	1	12/12/03	6/12/04	2
5. Engineering Technician II (Traffic) -- Open	7	12/12/03	6/12/04	2
6. Field Electrician II -- Open	2	12/25/03	6/25/04	1
7. Fire Battalion Chief -- Promotional	1	12/11/03	6/11/04	2
8. Firefighter Trainee -- Open	627	12/12/03	6/12/04	3
9. Graphic Equipment Operator I -- Promotional	1	12/25/03	6/25/04	1
10. Graphic Equipment Operator I -- Open	12	12/25/03	6/25/04	1
11. Senior Communications Specialist -- Promotional	5	12/11/03	6/11/04	2
12. Senior Traffic Signal Technician -- Promotional	1	12/11/03	6/11/04	1
13. Senior Traffic Signal Technician -- Open	1	12/11/03	6/11/04	1
14. Street Light Maintenance Electrician -- Promotional	1	12/25/03	6/25/04	1
15. Technical Systems Analyst -- Promotional	4	12/11/03	6/11/04	1
16. Technical Systems Analyst -- Open	6	12/11/03	6/11/04	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date December 10, 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. Building Inspector
2. Combination Inspector
3. Electrical Inspector
4. Fire Investigator I/II
5. Plumbing/Mechanical Inspector

Building Inspector, Combination Inspector, Electrical Inspector, and Mechanical/Plumbing Inspector were revised and separated into individual disciplines at the request of the department.

Fire Investigator I/II was revised to include a re-certification requirement.

NEW:

6. Carpenter/Playground Specialist

Carpenter/Playground Specialist was created for the Parks Division's need to maintain safe playgrounds and equipment.

RECOMMENDATION

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

BUILDING 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 architectural and structural 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 a full journey level class within the Inspector series. Employees within this class are distinguished from the other Inspectors by the performance of architectural and structural inspections of residential and commercial structures. Employees within this class are distinguished from the Combination Inspector in that the latter is required to have certifications in all four fields of construction, to perform residential inspections in all four fields, and to perform commercial inspections in one field of expertise. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from the assigned Inspections Supervisor.

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

Essential Functions:

1. Inspect commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable building codes, ordinances and regulations.
2. Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering and a large variety of other complex and routine architectural and structural system elements.
3. Inspect footings and grout for block walls and retaining walls.
4. Inspect fire-damaged property for structural safety.
5. Inspect mobile home set-up for code compliance.

CITY OF LAS VEGAS
Building Inspector (Continued)

Essential Functions:

6. Conduct examination of plans and specifications of new construction, additions and alterations to residential and commercial buildings to determine compliance with the provisions of applicable construction codes, ordinances and regulations.
7. Enforce planning and zoning regulations by inspecting existing buildings and premises for change of use or occupancy, or compliance with applicable codes and ordinances.
8. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
9. Issue notices to comply when violations are identified; maintain records of history of facts for possible legal actions.
10. Investigate complaints forwarded from the supervisor or Building Official.
11. Confer with architects, engineers, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
12. Maintain files and reports regarding inspection and plan check activities and findings.

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.

QUALIFICATIONS

Knowledge of:

Building related codes and ordinances enforced by the city.
Complex principles and techniques of building inspection and plans examining work.
Principles of architectural and 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 and residential structures.

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 whether 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.

CITY OF LAS VEGAS
Building Inspector (*Continued*)

Ability to:

Make mathematical computations rapidly and accurately.

Enforce applicable codes, regulations, policies and procedures 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.*

Experience and Training Requirements

Experience:

Two years of increasingly responsible structural inspection experience;

OR

Four years of verifiable journey level experience in one of the following fields:

Carpentry/Framing
Reinforced Masonry
Reinforced Concrete
Ironworker/Structural Steel

Training:

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

License or Certificate

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

Within six months of the date of appointment, possession of the International Code Council (ICC) Building Inspector certification, which requires successful completion of the residential and commercial building inspector examinations.

CITY OF LAS VEGAS
Building Inspector (Continued)

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, telephone and computer.

Safety Equipment: Safety shoes, hard hat.

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.

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

Climbing: Occasionally, up and down ladders, walking sloped roof sheathing, 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.

ARB
REV 11/13/03
FLSA and City: nonexempt

CSB 12/10/03

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 the full range of technical combination building inspection of single family dwellings to enforce compliance with building, electrical, plumbing and mechanical codes, regulations and ordinances; to perform inspections of commercial structures within a field of expertise; to work with developers, superintendents and contractors to maintain code requirements and resolve problems relating to code compliance.

DISTINGUISHING CHARACTERISTICS

Combination Inspector: This is the advanced journey level class in the Inspector series. Employees at this level are distinguished from other classes within the series by the performance of single family dwelling inspections in all areas of construction, and commercial inspections in a field of expertise. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED

Combination Inspector

Receives general supervision from the Inspections Supervisor.

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

Essential Functions:

1. Inspect single family dwelling structures during all stages of construction and remodeling to ensure compliance with applicable building, electrical and plumbing/mechanical codes, ordinances and regulations; inspect commercial structures in one field of expertise: electrical, building or plumbing/mechanical.
2. Examine plans and specifications of new construction, additions and alterations to single family dwellings to determine compliance with applicable construction codes, ordinances and regulations; examine plans and specifications of new construction, additions and alterations to commercial structures in one field of expertise.
3. Enforce planning and zoning regulations by inspecting new and existing buildings and premises for change of use or occupancy, or compliance with applicable codes and ordinances.

CITY OF LAS VEGAS
Combination Inspector (*Continued*)

Essential Functions:

4. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
5. Issue notices to comply when violations are identified; maintain records of history of facts for possible legal actions.
6. Investigate complaints forwarded from the supervisor or Building Official.
7. Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
8. 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 structural and architectural system elements.
2. Inspect footings and grout for block walls, fences and retaining walls.
3. Inspect fire-damaged single family dwellings for safety.
4. Conduct and witness smoke detector tests.

When performing electrical inspections:

1. Inspect electrical installations for single family dwellings.
2. Inspect fire-damaged single family dwellings for electrical safety.

When performing plumbing/mechanical inspections:

1. Conduct hydrostatic tests on water systems.
2. Perform plumbing/mechanical inspections on single family dwellings.
3. Inspect ground plumbing for sizing and proper slope.
4. Inspect plumbing fixtures for proper sizing and to verify that approved materials were used.
5. Inspect air conditioning and heating installations for code compliance.

CITY OF LAS VEGAS
Combination Inspector (*Continued*)

Marginal Functions:

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

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 architectural and 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 single family dwellings.

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 whether 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 codes, regulations, policies and procedures 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;*
- *Distinguishing colors;*
- *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
Combination Inspector (Continued)

Experience and Training Requirements

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 any two of the following certifications on the date of application. Remaining two certifications must be obtained within six months of the date of appointment.

Building: International Code Council (ICC) Building Inspector, which requires successful completion of the residential and commercial building inspector examinations;

Electrical: International Association of Electrical Inspectors (IAEI) Certified Electrical Inspector - Commercial or - Residential, or International Code Council Commercial Electrical Inspector; both certifications are to be based on the currently adopted National Electrical Code;

Plumbing and Mechanical: International Association of Plumbing and Mechanical Officials (IAPMO) Plumbing Inspector and Mechanical Inspector certifications based on the Uniform Plumbing and Uniform Mechanical Codes.

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, telephone and computer.

Safety Equipment: Safety shoes, hardhat.

CITY OF LAS VEGAS
Combination Inspector (*Continued*)

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.

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.

ARB

REV 10/20/03

FLSA and City: nonexempt

CSB 12/10/03

ELECTRICAL 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 electrical inspection work in enforcing compliance with electrical 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 a full journey level class within the Inspector series. Employees within this class are distinguished from the other Inspectors by the performance of electrical inspections of residential and commercial structures. Employees within this class are distinguished from the Combination Inspector in that the latter is required to have certifications in all four fields of construction, to perform residential inspections in all four fields, and to perform commercial inspections in one field of expertise. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from the assigned Inspections Supervisor.

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

Essential Functions:

1. Inspect industrial, commercial and residential structures during various stages of construction and remodeling to ensure compliance with applicable electrical codes, ordinances and regulations.
2. Inspect and witness load bank testing of emergency generators.
3. Inspect electrical connections at carnivals or fairs.
4. Inspect fire-damaged buildings for electrical safety.
5. 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.

CITY OF LAS VEGAS
Electrical Inspector (*Continued*)

Essential Functions:

6. Enforce planning and zoning regulations by inspecting existing buildings and premises for change of use or occupancy, or compliance with applicable codes and ordinances.
7. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
8. Inspect sign foundations and electrical wiring.
9. Issue notices to comply when violations are identified; maintain records of history of facts for possible legal actions.
10. Investigate complaints forwarded from the supervisor or Building Official.
11. Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
12. Maintain files and reports regarding inspection and plan check activities and findings.

Marginal Functions:

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

QUALIFICATIONS

Knowledge of:

Electrical codes and ordinances enforced by the city, including the National Electrical Code and zoning codes.
Complex principles and techniques of electrical inspection and plans examining work.
Pertinent federal, state and local laws, codes and regulations.
Major types of construction, materials and methods.
Accepted safety standards and methods of electrical construction for commercial and residential structures.

Ability to:

Interpret and apply pertinent federal, state and local laws, codes and regulations.
Read and interpret complex building plans, specifications and electrical codes.
Determine whether 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.

CITY OF LAS VEGAS
Electrical Inspector (*Continued*)

Ability to:

Enforce applicable codes, regulations, policies and procedures 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;*
- *Distinguishing colors;*
- *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.*

Experience and Training Requirements

Experience:

Two years of increasingly responsible electrical inspection experience;

OR

Four years of verifiable journey level experience as an electrician.

Training:

Equivalent to graduation from high school. Specialized training in the electrical trade is desirable.

License or Certificate

Possession and maintenance of an appropriate, valid driver's license on the date of application. Within six months of the date of appointment, possession of the International Association of Electrical Inspectors (IAEI) Certified Electrical Inspector - Commercial certification or International Code Council Commercial Electrical Inspector certification; both certifications are to be based on the currently adopted National Electrical Code.

CITY OF LAS VEGAS
Electrical Inspector (*Continued*)

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, telephone and computer.

Safety Equipment: Safety shoes, hard hat.

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.

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.

ARB
REV 11/13/03
FLSA and City: nonexempt

CSB 12/10/03

**FIRE INVESTIGATOR I
FIRE INVESTIGATOR II**

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

DEFINITION

To investigate the origin and cause of fires and explosions; to respond to and participate in incidents involving explosive devices; to enforce laws and ordinances pertaining to arson and related offenses; to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

Fire Investigator I: This is the entry level classification in the Fire Investigator series. This class is distinguished from the Fire Investigator II by the performance of the more routine tasks and duties assigned to positions within the series and by the lack of an FBI Bomb Technician certification. This class is used as a training class.

Fire Investigator II: This is the full journey level classification within the Fire Investigator series. This class is distinguished from the Fire Investigator I by the performance of the full range of duties as assigned, by the level of independence with which employees accomplish their responsibilities, by the possession of an FBI Bomb Technician certification and by the level of experience attained. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are filled by advancement from the Fire Investigator I level.

SUPERVISION RECEIVED AND EXERCISED

Fire Investigator I

Receives general supervision from higher level and supervisory and management staff.

Fire Investigator II

Receives general supervision from supervisory and management staff.

May exercise functional and technical supervision over Fire Investigator Is.

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

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

Essential Functions:

1. Investigate the origin, cause and circumstances of fires and explosions occurring within the city of Las Vegas, determining whether fires or explosions were the result of carelessness or criminal intent; investigate for mechanical and incendiary devices.
2. Coordinate fire investigation activities with other city, county, state and federal departments and agencies.
3. Conduct the investigation of adults and juveniles suspected of involvement with arsons or attempts thereof; enforce state arson statutes by preparing affidavits to the District Attorney's Office or Juvenile Court Services; make felony arrests when and where deemed necessary.
4. Gather evidence at the fire scene for presentation in courts of law; interview firefighters, victims, witnesses and suspects as to the origin and cause of a fire or explosion; measure, sketch diagrams and take photographs at fire scenes; testify as an expert witness in court on the origin and cause of fires and explosions.
5. Throughout southern Nevada, respond to and participate in resolving incidents involving explosive devices; participate in the disposal of explosives; maintain and update training in handling explosive devices.
6. Consult with and report to the Supervisor of Fire Investigations; write extensive reports and documentation.
7. Retrieve information from and input information into the National Crime Information Center (NCIC) and the Nevada Criminal Justice Information Systems (NCJIS).

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Fire Investigator I

Knowledge of:

Fire and explosion investigation guidelines to include basic methodology.
Basic fire science principles.
Fire patterns.
Principles of fire and explosion injuries and death.
Building systems.
Properties of electricity and fire.
Applicable safety precautions and practices.

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

Ability to:

Learn departmental policy, procedures, rules and regulations and the limitations of departmental authority.

Learn the principles, practices and methods employed in arson detection, fire investigations and bomb investigations.

Learn court procedures in trials dealing with arson cases.

Learn pertinent state and local laws regarding the apprehension, arrest and prosecution of arsonists and those pertaining to admissible evidence.

Obtain information through interviews, interrogations and observations.

Analyze situations quickly and objectively and determine the proper course of action.

Cope with situations firmly, courteously and objectively with respect for the rights of others.

Qualify with a department duty weapon as required.

Understand and carry out oral and written instructions.

Enforce laws in a professional manner.

Learn explosive device disposal skills.

Use and care for cameras and other investigative equipment.

Use and care for firearms.

Meet the selection criteria of the FBI Hazardous Device School for training and certification as a Bomb Technician.

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

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

Experience and Training Requirements

Experience:

Five years experience with the Las Vegas Fire & Rescue Department to include a minimum of:

Three years assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations;

OR

Five years experience in any, or a combination, of the following classifications with the City of Las Vegas:

Fire Prevention Inspector II;

Fire Prevention Inspection Supervisor; or

Deputy Fire Marshal.

Training:

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

License or Certificate

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

Possession of Firefighter II certification or Uniform Fire Code or equivalent certification on the date of application.

Possession of Nevada P.O.S.T. Category I or II certification within one year of the date of appointment.

Must attend training and pass background investigation and test required by the FBI National Crime Information Center within one year of the date of appointment, and proficiency must be affirmed every two years thereafter by the designated Terminal Agency Coordinator.

Must qualify, attend and successfully complete the FBI Hazardous Device School Basic Course for training and certification as a Bomb Technician as soon as school scheduling permits.

Special Requirements

Must be a citizen of the United States on the date of application.

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

Fire Investigator II

In addition to the qualifications for Fire Investigator I:

Knowledge of:

Departmental policy, procedures, rules and regulations and the limitations of departmental authority.

Principles, practices and methods employed in arson detection, fire investigations and bomb investigations.

Characteristics of hazardous and explosive materials.

Techniques and methods for resolving incidents involving explosive devices.

Court procedures in trials dealing with arson cases.

Pertinent state and local laws regarding the apprehension, arrest and prosecution of arsonists and those pertaining to admissible evidence.

NCIC and NCJIS systems.

Techniques and practices of lead supervision.

Operation and care of cameras and other investigation equipment.

The science of explosions.

The science of incendiary fires.

Sources of information for investigating fires and explosions.

Techniques and legal considerations of recording the details and gathering evidence of a fire or explosion scene.

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

Legal ramifications of fire investigation.

Principles and techniques of planning an investigation.

Techniques and methods of determining the cause of a fire or explosion.

Techniques and methods of determining the origin of a fire or explosion.

Bureau of Fire Investigation Bomb Squad standard operating procedures.

Ability to:

Maintain explosive device disposal skills.

Experience and Training Requirements

Experience:

One year experience as a Fire Investigator I with the City of Las Vegas.

Training:

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

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

License or Certificate

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

Possession of P.O.S.T. Category I or II certification on the date of application.

Possession of FBI Bomb Technician certification on the date of application.

Must attend and successfully complete the FBI Hazardous Device School Recertification Course for training and recertification as a Bomb Technician every three years, or as soon as school scheduling permits.

WORKING CONDITIONS

Environmental Conditions:

Work in office and field environments, including structurally unstable buildings; exposure to computer screens; exposure to dust, noise, smoke, fumes, water, chemicals, hazardous materials, explosive devices; may inspect in restricted spaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, crawling, climbing, stooping, lifting, reaching or sitting for prolonged periods of time while wearing a protective bomb suit weighing approximately 80 pounds.

ARB
REV 10/14/03
FLSA & City: nonexempt

CSB 12/10/03

PLUMBING/MECHANICAL 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 plumbing and mechanical codes, regulations and ordinances; to work with developers, superintendents, contractors and homeowners to maintain code requirements and resolve problems relating to code compliance.

DISTINGUISHING CHARACTERISTICS

Inspector: This is a full journey level class within the Inspector series. Employees within this class are distinguished from the other Inspectors by the performance of plumbing and mechanical inspections of residential and commercial structures. Employees within this class are distinguished from the Combination Inspector in that the latter is required to have certifications in all four fields of construction, to perform residential inspections in all four fields, and to perform commercial inspections in one field of expertise. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from the assigned Inspections Supervisor.

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

Essential Functions:

1. Inspect commercial and residential structures during various stages of construction and remodeling to ensure compliance with applicable plumbing and mechanical codes, ordinances and regulations.
2. Conduct hydrostatic tests on water systems.
3. Conduct and witness smoke detector tests.
4. Inspect medical gas systems.
5. Inspect ground plumbing for sizing and proper slope.
6. Inspect on-site sewer lines, storm drains and manholes.

CITY OF LAS VEGAS
Plumbing/Mechanical Inspector (*Continued*)

Essential Functions:

7. Inspect plumbing fixtures for proper sizing and to verify that approved materials were used.
8. Inspect air conditioning and heating installations for code compliance.
9. 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.
10. Enforce planning and zoning regulations by inspecting existing buildings and premises for change of use or occupancy, or compliance with applicable codes and ordinances.
11. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
12. Issue notices to comply when violations are identified; maintain records of history of facts for possible legal actions.
13. Investigate complaints forwarded from the supervisor or Building Official.
14. Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
15. Maintain files and reports regarding inspection and plan check activities and findings.

Marginal Functions:

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

QUALIFICATIONS

Knowledge of:

Plumbing and mechanical codes and ordinances enforced by the city, including the Uniform Plumbing and Mechanical Codes and zoning codes.
Complex principles and techniques of plumbing and mechanical inspection and plans examining work.
Pertinent federal, state and local laws, codes and regulations.
Major types of construction, materials and methods.
Accepted safety standards and methods of plumbing and mechanical construction for commercial and residential structures.

CITY OF LAS VEGAS
Plumbing/Mechanical Inspector (*Continued*)

Ability to:

- Interpret and apply pertinent federal, state and local laws, codes and regulations.
- Read and interpret complex building plans, specifications and plumbing and mechanical codes.
- Determine whether 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 applicable codes, regulations, policies and procedures 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.*

Experience and Training Requirements

Experience:

Two years of increasingly responsible plumbing or mechanical inspection experience;
OR
Four years of verifiable journey level experience as a plumber or heating, ventilation and air conditioning (HVAC) technician.

Training:

Equivalent to graduation from high school. Specialized training in the plumbing or HVAC trades is desirable.

License or Certificate

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

Within six months of the date of appointment, possession of the International Association of Plumbing and Mechanical Officials (IAPMO) Plumbing Inspector and Mechanical Inspector certifications based on the Uniform Plumbing and Uniform Mechanical Codes.

CITY OF LAS VEGAS
Plumbing/Mechanical Inspector (Continued)

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, telephone and computer.

Safety Equipment: Safety shoes, hard hat.

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.

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.

ARB

REV 11/13/03

FLSA and City: nonexempt

CSB 12/10/03

CARPENTER/PLAYGROUND SPECIALIST

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

DEFINITION

To perform a variety of skilled carpentry work in the construction, repair and maintenance of City park buildings and facilities; to install, inspect and repair playgrounds and equipment; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is a full journey level class within the Carpenter series. Employees within this class are distinguished from the Carpenter II by the performance of specialized duties required by the Parks and Open Spaces Division, including constructing, inspecting and maintaining playgrounds and park facilities. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives technical and functional supervision from the Park Construction Crew Leader, and general supervision from the Facilities Maintenance Supervisor, the Park Maintenance Supervisor and the Park Maintenance Manager.

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 all playgrounds and equipment at least once per week; repair, maintain and remove worn and vandalized playground equipment; order or fabricate required components; install major components.
2. Install new playgrounds and modular play systems, ensuring that Americans with Disabilities Act guidelines are met.
3. Construct forms for concrete.
4. Hang doors; install door closures and hardware.
5. Develop plans, designs and layouts; read and interpret plans and blueprints.
6. Repair damaged dry wall, plaster, roofing, doors, broken tiles.
7. Construct complete window frames; repair or replace window frames and broken windows.

CITY OF LAS VEGAS
Carpenter/Playground Specialist (*continued*)

Essential Functions:

8. Install acoustical or other ceiling tiles; hang and tape drywall and install other types and forms of paneling.
9. Erect shelters, storage sheds rest rooms; inspect and maintain existing buildings; install and maintain city signs.
10. Construct, repair, maintain and remove baseball diamonds, horseshoe pits, bocce ball courts, tennis courts, basketball standards, exercise courts, shade structures and other park features.
11. Install, repair and renovate existing equipment and facilities to conform with Americans with Disabilities Act standards, manufacturers' warranties, City specifications and regulatory codes.
12. Estimate time, materials, and equipment required for jobs assigned; requisition materials as required.

Marginal Functions:

1. Perform general cleanup at job sites.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Occupational hazards and standard safety practices.
Tools, equipment and materials used in custom carpentry.
Methods, principles, terminology and procedures in building construction repair and remodeling.
Blueprints, plans and layout work.
Current public playground safety standards as published by the American Society for Testing and Materials and the U.S. Consumer Product Safety Commission.
American with Disabilities Act standards as applicable to playgrounds and equipment.

Ability to:

Correctly use and apply a variety of carpentry skills.
Read and interpret mechanical drawings, layouts, plans and blueprints.
Repair or replace damaged windows, drywall, tiles, roofing, playground equipment and other related carpentry maintenance tasks.
Perform design and layout work.
Estimate time, materials and equipment required for jobs.
Inspect, repair, construct and install play systems in accordance with current playground safety standards and the Americans with Disabilities Act.
Shoot grades.

CITY OF LAS VEGAS
Carpenter/Playground Specialist (*continued*)

Ability to:

- Climb and work at least six (6) feet above the floor on ladders, scaffolding and electric lifts.
- Work independently without direct supervision.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - *Walking, standing or sitting for extended periods of time; and*
 - *Operating assigned equipment.*
- Maintain effective audio-visual discrimination and perception needed for:
 - *Making observations;*
 - *Communicating with others;*
 - *Reading and writing; and*
 - *Operating assigned equipment and vehicles.*
- 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:

Two years of increasingly responsible carpentry experience.

Training:

Equivalent to graduation from high school, plus additional specialized training in carpentry.

License or Certificate

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

Possession, and maintenance, of a Certified Playground Safety Inspector designation from the National Playground Safety Institute within six months of the date of appointment.

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 performed 80% indoors and 20% outdoors subject to typical weather conditions, not climate controlled, including travel from site to site.

Hazards: Working around shop equipment, working at heights, exposure to dust, noise, odors, fumes, wet or oily slippery surfaces, toxic or caustic chemicals, moving objects and equipment, sharp objects, blades, pinch points, cramped and confined spaces, electrical shock, burns.

CITY OF LAS VEGAS
Carpenter/Playground Specialist (*continued*)

Environmental Conditions:

Equipment Used: Variety of hand and power tools, saws, sanders, grinders, hoist, sharpeners, jointers, drills, telephone, motor vehicles.

Safety Equipment: Safety harness, hard hat, safety glasses, respirator, face shield, safety shoes, gloves, hearing protection, back support belt.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Constantly, throughout shift in various locations. May walk up to 1 mile per shift.

Sitting: Infrequently, while working in shop, driving, or performing construction, repair at floor level.

Lift/carry: Frequently, up to 50 lbs. for distances up to 100 ft., lumber, tools, equipment. Occasionally, 50-100 lbs., heavy materials and equipment for distances up to 50 ft. Assistive devices available for heavy lifting and carrying.

Push/pull: Frequently, using both hands or arms, exerting force of up to 10-50 lbs.; operating saws, sanders, other hand tools and power equipment. Occasionally, exerting greater force while constructing and repairing items.

Climbing: Occasionally, stairs, ladders, scaffolding up to 40 ft. May work extended periods on ladders depending on assignment.

Bending/twisting: Frequently, at waist, knees, neck while performing work, often in cramped and awkward positions. May work for extended periods with tools overhead.

Kneeling/crouching/crawling: Occasionally, while building forms or repairing other items on ground or floor level.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, and fingering while using hand and power tools throughout shift. Frequent overhead reaching required.

Sight: Constantly, to detect, analyze and complete repairs and construction assignments. Visual requirements include color vision, peripheral vision, depth perception, hand, eye and foot coordination, and visual acuity in near-, mid- and far-ranges.

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

Other physical demands: Frequently handles large size materials, 4 ft. x 8 ft. sheets, up to 4 ft. x 12 ft. sheet rock.

ARB
REV 10/6/03
FLSA and City: nonexempt

CSB 12/10/03

BUILDING 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 architectural and structural 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~~ a full journey level class within the Inspector series. Employees within this class are distinguished from the other Combination Inspectors by the performance of ~~the full range of duties assigned to positions within the series including performing architectural and structural inspections of residential and commercial structures in one of the areas of construction: building structures, electrical, plumbing or mechanical.~~ Employees within this class are distinguished from the Combination Inspector in that the latter is required to have certifications in all four fields of construction, to perform residential inspections in all four fields, and to perform commercial inspections in one field of expertise. 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-general~~ supervision from the assigned Inspections Supervisor.

Combination Inspector

CITY OF LAS VEGAS

Building Inspector/Combination Inspector (Continued)

~~Receives general supervision from the Inspections Supervisor.~~

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

Essential Functions:

1. ~~Inspect industrial, commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable building codes, ordinances and regulations.~~
2. Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering and a large variety of other complex and routine architectural and structural system elements.
3. Inspect footings and grout for block walls and retaining walls.
4. Inspect fire-damaged property for structural safety.
5. Inspect mobile home set-up for code compliance.
- 2.6. Conduct examination of plans and specifications of new construction, additions and alterations to residential, and commercial and industrial buildings to determine compliance with the provisions of applicable construction codes, ordinances and regulations.
- 3.7. Enforce planning and zoning regulations by inspecting existing buildings and premises for change of use, or occupancy, or compliance with applicable codes and ordinances.
8. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
- 4.9. Issue notices to comply on when violations are identified; maintain records of history of facts for possible legal actions.
- 5.10. Investigate complaints forwarded from the Code Compliance section supervisor or Building Official.
- 6.11. Confer with architects, engineers, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
- 7.12. 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.~~

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

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.~~

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.~~

CITY OF LAS VEGAS

Building Inspector/Combination Inspector (Continued)

~~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.

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 architectural and 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~~ structures.

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 whether~~ 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 applicable codes, regulations, policies and procedures with firmness and tact.

~~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.*

CITY OF LAS VEGAS

Building Inspector/Combination Inspector (Continued)

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.*

Experience and Training Requirements

Inspector

Experience:

Two years of increasingly responsible structural inspection experience;

OR

Four years of verifiable journey level experience in one of the following fields:

Carpentry/Framing

Reinforced Masonry

Reinforced Concrete

Ironworker/Structural Steel

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.

CITY OF LAS VEGAS

Building Inspector/Combination Inspector (Continued)

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.~~
Within six months of the date of appointment, possession of the International Code Council (ICC) Building Inspector certification, which requires successful completion of the residential and commercial building inspector examinations.

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.

CITY OF LAS VEGAS

Building Inspector/Combination Inspector (Continued)

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.

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

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

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

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

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

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

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

KAGARB

REV ~~06/11/03~~ 11/13/03

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 the full range of technical combination building inspection work of single family dwellings into enforcing compliance with building , electrical, plumbing and mechanical codes, regulations and ordinances; to perform inspections of commercial structures within a field of expertise; 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~~ Employees at this level are distinguished from other classes within the series by the performance of single family dwelling inspections in all areas of construction, and commercial inspections in a field of expertise. ~~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~~ single family dwelling structures during ~~various~~ all stages of construction and remodeling to ensure compliance with applicable building, electrical and plumbing/mechanical codes, ordinances and regulations; inspect commercial structures in one field of expertise: electrical, building or plumbing/mechanical.
2. ~~Conduct examination of~~ Examine plans and specifications of new construction, additions and alterations to ~~residential, commercial and industrial buildings~~ single family dwellings to determine compliance with ~~the provisions of~~ applicable construction codes, ordinances and regulations; examine plans and specifications of new construction, additions and alterations to commercial structures in one field of expertise.
3. Enforce planning and zoning regulations by inspecting new and existing buildings and premises for change of use, or occupancy, or compliance with applicable codes and ordinances.
4. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
- 4.5. Issue notices to comply on when violations are identified; maintain records of history of facts for possible legal actions.
- 5.6. Investigate complaints forwarded from the Code Compliance section supervisor or Building Official.
- 6.7. Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
- 7.8. 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 structural and architectural system elements.
2. Inspect footings and grout for block walls, fences and retaining walls.
3. Inspect fire-damaged ~~property~~ single family dwellings for safety.
4. Conduct and witness smoke detector tests.
4. Inspect mobile home set-up for code compliance.

When performing electrical inspections:

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

1. Inspect electrical installations for ~~residential housing and commercial buildings~~ single family dwellings.

~~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.~~

When performing electrical inspections:

~~5. Inspect and witness load bank testing of emergency generators.~~

~~6. Inspect electrical connections at carnivals or fairs.~~

~~7.2. Inspect fire-damaged buildings~~ single family dwellings for electrical safety.

When performing plumbing/mechanical inspections:

1. Conduct hydrostatic tests on ~~fire and~~ water systems.

~~2. Conduct and witness smoke detector tests.~~

~~3.2. Perform plumbing/mechanical inspections on commercial buildings and custom homes~~ single family dwellings.

~~4. Inspect fire hydrant water systems.~~

~~5.3. Inspect ground plumbing for sizing and proper slope.~~

~~6. Inspect on-site sewer lines, storm drains and manholes.~~

~~7.4. Inspect plumbing fixtures for proper sizing and radius fittings and to verify that approved materials were used.~~

~~8.5. 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.~~

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

Marginal Functions:

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

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 architectural and 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~~ single family dwellings.

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 whether~~ 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 codes, regulations, policies and procedures~~ 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;*
-- *Distinguishing colors;*
-- *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*

CITY OF LAS VEGAS
Inspector/Combination Inspector (Continued)

-- Operating assigned equipment.

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.~~

Combination Inspector

Experience:

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

Training:

CITY OF LAS VEGAS

Inspector/Combination Inspector (Continued)

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.~~

Possession of any two of the following certifications on the date of application. Remaining two certifications must be obtained within six months of the date of appointment.

Building: International Code Council (ICC) Building Inspector, which requires successful completion of the residential and commercial building inspector examinations;

Electrical: International Association of Electrical Inspectors (IAEI) Certified Electrical Inspector - Commercial or - Residential, or International Code Council Commercial Electrical Inspector; both certifications are to be based on the currently adopted National Electrical Code;

Plumbing and Mechanical: International Association of Plumbing and Mechanical Officials (IAPMO) Plumbing Inspector and Mechanical Inspector certifications based on the Uniform Plumbing and Uniform Mechanical Codes.

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.

CITY OF LAS VEGAS

Inspector/Combination Inspector (Continued)

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

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

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

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

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

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

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

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

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

KAGARB

REV ~~06/11/03~~ 10/20/03

FLSA and City: nonexempt

CSB ~~7/9/03~~ 12/10/03

ELECTRICAL 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~~ electrical inspection work in enforcing compliance with ~~building~~ electrical 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~~ a full journey level class within the Inspector series. Employees within this class are distinguished from the ~~other~~ Combination Inspectors by the performance of the ~~full range of duties assigned to positions within the series including performing electrical inspections of residential and commercial structures in one of the areas of construction: building structures, electrical, plumbing or mechanical.~~ Employees within this class are distinguished from the Combination Inspector in that the latter is required to have certifications in all four fields of construction, to perform residential inspections in all four fields, and to perform commercial inspections in one field of expertise. 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~~ general supervision from the assigned Inspections Supervisor.

Combination Inspector

Receives general supervision from the Inspections Supervisor.

CITY OF LAS VEGAS

Electrical 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~~ structures during various stages of construction and remodeling to ensure compliance with applicable electrical codes, ordinances and regulations.
2. Inspect and witness load bank testing of emergency generators.
3. Inspect electrical connections at carnivals or fairs.
4. Inspect fire-damaged buildings for electrical safety.
- ~~2.5.~~ 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.
- ~~3.6.~~ Enforce planning and zoning regulations by inspecting existing buildings and premises for change of use, or occupancy, or compliance with applicable codes and ordinances.
7. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
8. Inspect sign foundations and electrical wiring.
- ~~4.9.~~ Issue notices to comply ~~on when~~ violations are identified; maintain records of history of facts for possible legal actions.
- ~~5.10.~~ Investigate complaints forwarded from the Code Compliance section supervisor or Building Official.
- ~~6.11.~~ Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
- ~~7.12.~~ 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:

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

- ~~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.~~

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.~~

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

Marginal Functions:

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

QUALIFICATIONS

Knowledge of:

~~Building-related~~ Electrical codes and ordinances enforced by the city, including the ~~uniform building, electrical, plumbing and mechanical~~ National Electrical Codes and zoning codes.
Complex principles and techniques of building electrical 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 electrical construction for commercial, ~~industrial and residential buildings~~ structures.

Ability to:

Interpret and apply pertinent federal, state and local laws, codes and regulations.
Read and interpret complex building plans, specifications and building electrical codes.
Determine ~~if whether~~ 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 applicable codes, regulations, policies and procedures with firmness and tact.
~~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;*
- *Distinguishing colors;*
- *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

Electrical Inspector/Combination Inspector (Continued)

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.*

Experience and Training Requirements

Inspector

Experience:

Two years of increasingly responsible electrical inspection experience;

OR

Four years of verifiable journey level experience as an electrician.

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 electrical 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.~~
Within six months of the date of appointment, possession of the International Association of Electrical Inspectors (IAEI) Certified Electrical Inspector - Commercial certification or

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

International Code Council Commercial Electrical Inspector certification; both certifications are to be based on the currently adopted National Electrical Code.

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.

CITY OF LAS VEGAS

Electrical Inspector/Combination Inspector (Continued)

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

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

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

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

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

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

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

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

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

KAGARB

REV -06/11/03-11/13/03

FLSA and City: nonexempt

CSB -7/9/03-12/10/03

**FIRE INVESTIGATOR I
FIRE INVESTIGATOR II**

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

DEFINITION

To investigate the origin and cause of fires and explosions; to respond to and participate in incidents involving explosive devices; to enforce laws and ordinances pertaining to arson and related offenses; to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

Fire Investigator I: This is the entry level classification in the Fire Investigator series. This class is distinguished from the Fire Investigator II by the performance of the more routine tasks and duties assigned to positions within the series and by the lack of an FBI Bomb Technician certification. This class is used as a training class.

Fire Investigator II: This is the full journey level classification within the Fire Investigator series. This class is distinguished from the Fire Investigator I by the performance of the full range of duties as assigned, by the level of independence with which employees accomplish their responsibilities, by the possession of an FBI Bomb Technician certification and by the level of experience attained. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are filled by advancement from the Fire Investigator I level.

SUPERVISION RECEIVED AND EXERCISED

Fire Investigator I

Receives general supervision from higher level and supervisory and management staff.

Fire Investigator II

Receives general supervision from supervisory and management staff.

May exercise functional and technical supervision over Fire Investigator Is.

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

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

Essential Functions:

1. Investigate the origin, cause and circumstances of fires and explosions occurring within the city of Las Vegas, determining whether fires or explosions were the result of carelessness or criminal intent; investigate for mechanical and incendiary devices.
2. Coordinate fire investigation activities with other city, county, state and federal departments and agencies.
3. Conduct the investigation of adults and juveniles suspected of involvement with arsons or attempts thereof; enforce state arson statutes by preparing affidavits to the District Attorney's Office or Juvenile Court Services; make felony arrests when and where deemed necessary.
4. Gather evidence at the fire scene for presentation in courts of law; interview firefighters, victims, witnesses and suspects as to the origin and cause of a fire or explosion; measure, sketch diagrams and take photographs at fire scenes; testify as an expert witness in court on the origin and cause of fires and explosions.
5. Throughout southern Nevada, respond to and participate in resolving incidents involving explosive devices; participate in the disposal of explosives; maintain and update training in handling explosive devices.
6. Consult with and report to the Supervisor of Fire Investigations; write extensive reports and documentation.
7. Retrieve information from and input information into the National Crime Information Center (NCIC) and the Nevada Criminal Justice Information Systems (NCJIS).

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Fire Investigator I

Knowledge of:

Fire and explosion investigation guidelines to include basic methodology.
Basic fire science principles.
Fire patterns.
Principles of fire and explosion injuries and death.
Building systems.
Properties of electricity and fire.
Applicable safety precautions and practices.

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

Ability to:

Learn departmental policy, procedures, rules and regulations and the limitations of departmental authority.

Learn the principles, practices and methods employed in arson detection, fire investigations and bomb investigations.

Learn court procedures in trials dealing with arson cases.

Learn pertinent state and local laws regarding the apprehension, arrest and prosecution of arsonists and those pertaining to admissible evidence.

Obtain information through interviews, interrogations and observations.

Analyze situations quickly and objectively and determine the proper course of action.

Cope with situations firmly, courteously and objectively with respect for the rights of others.

Qualify with a department duty weapon as required.

Understand and carry out oral and written instructions.

Enforce laws in a professional manner.

Learn explosive device disposal skills.

Use and care for cameras and other investigative equipment.

Use and care for firearms.

Meet the selection criteria of the FBI Hazardous Device School for training and certification as a Bomb Technician.

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

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

Experience and Training Requirements

Experience:

Five years experience with the Las Vegas Fire & Rescue Department to include a minimum of:

Three years assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations;

OR

Five years experience in any, or a combination, of the following classifications with the City of Las Vegas:

Fire Prevention Inspector II;

Fire Prevention Inspection Supervisor; or

Deputy Fire Marshal.

Training:

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

License or Certificate

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

Possession of Firefighter II certification or Uniform Fire Code or equivalent certification on the date of application.

Possession of Nevada P.O.S.T. Category I or II certification within one year of the date of appointment.

Must attend training and pass background investigation and test required by the FBI National Crime Information Center within one year of the date of appointment, and proficiency must be affirmed every two years thereafter by the designated Terminal Agency Coordinator.

Must qualify, attend and successfully complete the FBI Hazardous Device School Basic Course for training and certification as a Bomb Technician as soon as school scheduling permits.

Special Requirements

Must be a citizen of the United States on the date of application.

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

Fire Investigator II

In addition to the qualifications for Fire Investigator I:

Knowledge of:

Departmental policy, procedures, rules and regulations and the limitations of departmental authority.

Principles, practices and methods employed in arson detection, fire investigations and bomb investigations.

Characteristics of hazardous and explosive materials.

Techniques and methods for resolving incidents involving explosive devices.

Court procedures in trials dealing with arson cases.

Pertinent state and local laws regarding the apprehension, arrest and prosecution of arsonists and those pertaining to admissible evidence.

NCIC and NCJIS systems.

Techniques and practices of lead supervision.

Operation and care of cameras and other investigation equipment.

The science of explosions.

The science of incendiary fires.

Sources of information for investigating fires and explosions.

Techniques and legal considerations of recording the details and gathering evidence of a fire or explosion scene.

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

Legal ramifications of fire investigation.

Principles and techniques of planning an investigation.

Techniques and methods of determining the cause of a fire or explosion.

Techniques and methods of determining the origin of a fire or explosion.

Bureau of Fire Investigation Bomb Squad standard operating procedures.

Ability to:

Maintain explosive device disposal skills.

Experience and Training Requirements

Experience:

One year experience as a Fire Investigator I with the City of Las Vegas.

Training:

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

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

License or Certificate

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

Possession of P.O.S.T. Category I or II certification on the date of application.

Possession of FBI Bomb Technician certification on the date of application.

Must attend and successfully complete the FBI Hazardous Device School Recertification Course for training and recertification as a Bomb Technician every three years, or as soon as school scheduling permits.

WORKING CONDITIONS

Environmental Conditions:

Work in office and field environments, including structurally unstable buildings; exposure to computer screens; exposure to dust, noise, smoke, fumes, water, chemicals, hazardous materials, explosive devices; may inspect in restricted spaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, crawling, climbing, stooping, lifting, reaching or sitting for prolonged periods of time while wearing a protective bomb suit weighing approximately 80 pounds.

ARB

REV 4/15/0210/14/03

FLSA & City: nonexempt

CSB 6/12/0212/10/03

PLUMBING/MECHANICAL 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 plumbing and mechanical codes, regulations and ordinances; to work with developers, superintendents, and contractors and homeowners to maintain code requirements and resolve problems relating to code compliance.

DISTINGUISHING CHARACTERISTICS

Inspector: This is ~~the~~ a full journey level class within the Inspector series. Employees within this class are distinguished from the other Combination Inspectors by the performance of the full range of duties assigned to positions within the series including performing plumbing and mechanical inspections of residential and commercial structures in one of the areas of construction: building structures, electrical, plumbing or mechanical. Employees within this class are distinguished from the Combination Inspector in that the latter is required to have certifications in all four fields of construction, to perform residential inspections in all four fields, and to perform commercial inspections in one field of expertise. 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 general supervision from the assigned Inspections Supervisor.

Combination Inspector

CITY OF LAS VEGAS

Plumbing/Mechanical Inspector/Combination Inspector (Continued)

~~Receives general supervision from the Inspections Supervisor.~~

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

Essential Functions:

1. Inspect industrial, commercial and residential buildings-structures during various stages of construction and remodeling to ensure compliance with applicable plumbing and mechanical codes, ordinances and regulations.
2. Conduct hydrostatic tests on water systems.
3. Conduct and witness smoke detector tests.
4. Inspect medical gas 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 to verify that approved materials were used.
8. Inspect air conditioning and heating installations for code compliance.
- ~~2.9.~~ 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.
- ~~3.10.~~ Enforce planning and zoning regulations by inspecting existing buildings and premises for change of use, or occupancy, or compliance with applicable codes and ordinances.
11. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
- ~~4.12.~~ Issue notices to comply on when violations are identified; maintain records of history of facts for possible legal actions.
- ~~5.13.~~ Investigate complaints forwarded from the Code Compliance sections supervisor or Building Official.
- ~~6.14.~~ Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
- ~~7.15.~~ 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.~~

CITY OF LAS VEGAS

Plumbing/Mechanical Inspector/Combination Inspector (Continued)

~~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.~~

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:~~

CITY OF LAS VEGAS

Plumbing/Mechanical Inspector/Combination Inspector (Continued)

- ~~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 plumbing and mechanical inspections.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

~~Building related~~ Plumbing and mechanical codes and ordinances enforced by the city, including the ~~u~~Uniform building, electrical, ~~p~~Plumbing and ~~m~~Mechanical ~~e~~Codes and zoning codes.

Complex principles and techniques of building plumbing and mechanical 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 plumbing and mechanical construction for commercial, ~~industrial~~ and residential ~~buildings~~ structures.

Ability to:

Interpret and apply pertinent federal, state and local laws, codes and regulations.

Read and interpret complex building plans, specifications and building plumbing and mechanical codes.

Determine ~~if whether~~ 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 applicable codes, regulations, policies and procedures with firmness and tact.

~~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:

CITY OF LAS VEGAS

Plumbing/Mechanical Inspector/Combination Inspector (Continued)

- *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.*

Experience and Training Requirements

Inspector

Experience:

Two years of increasingly responsible plumbing or mechanical inspection experience;

OR

Four years of verifiable journey level experience as a plumber or heating, ventilation and air conditioning (HVAC) technician.

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 plumbing or HVAC trades or code enforcement is desirable.~~

License or Certificate

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

CITY OF LAS VEGAS

Plumbing/Mechanical Inspector/Combination Inspector (Continued)

~~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. Within six months of the date of appointment, possession of the International Association of Plumbing and Mechanical Officials (IAPMO) Plumbing Inspector and Mechanical Inspector certifications based on the Uniform Plumbing and Uniform Mechanical Codes.~~

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.

CITY OF LAS VEGAS

Plumbing/Mechanical Inspector/Combination Inspector (Continued)

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.

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

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

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

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

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

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

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

KAGARB

REV 06/11/03-11/13/03

FLSA and City: nonexempt

CSB 7/9/03