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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.lasvegasnevada.gov

AGENDA

DATE: January 12, 2005
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 December 8, 2004

IV. APPROVAL OF MINUTES: Teleconference Meeting of December 22, 2004

V. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED:

1. Control Center & Communications Supervisor – Promotional
2. Cultural Leader II (Visual Arts) – Open
3. EMS Educator – Open
4. Legal Technician I – Open
5. Legal Technician II – Promotional
6. Municipal Court Office Supervisor – Promotional
7. Planner II (Comp/Current) – Promotional
8. Senior Citizens Center Coordinator – Promotional
9. Senior Graphic Artist – Promotional
10. Senior Graphic Artist – Open
11. Sewer Services Supervisor – Promotional
12. Sewer Services Supervisor – Open
13. Structural Plans Examiner – Promotional
14. Structural Plans Examiner – Open

B. EXTENSION OF ELIGIBLE LISTS:

1. Accounting Technician II – Promotional
2. Cultural Activities Specialist – Promotional
3. Cultural Activities Specialist – Open
4. Maintenance Worker I – Open
5. Motor Sweeper Operator – Promotional
6. Senior Court Clerk – Promotional
7. Senior Office Specialist – Promotional
8. Senior Office Specialist – Open
9. Street Light Maintenance Electrician – Promotional
10. Street Light Maintenance Electrician – Open

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C. CLASSIFICATION SPECIFICATIONS:

1. Building Services Electrician II – Revised
2. Data Communications Electrician – Revised
3. Field Electrician II – Revised
4. Fire Equipment Service Technician – Revised
5. Industrial Electrician II – Revised
6. Permits Supervisor – Revised
7. Senior Building Services Electrician – Revised
8. Senior Data Communications Electrician – Revised
9. Senior Field Electrician – Revised
10. Senior Industrial Electrician – Revised
11. Senior Traffic Signal Electrician – Revised
12. Traffic Signal Electrician II – Revised
13. Neighborhood Services Technician – New
14. Senior Neighborhood Services Specialist – New

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST:

1. Permits Technician – Promotional
2. Permits Technician – Open

E. NOTICE OF APPEAL HEARING:

1. Robert Everett

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

VII. CITIZEN PARTICIPATION

PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS WITHIN THE JURISDICTION OF THE CIVIL SERVICE BOARD. NO SUBJECT MAY BE ACTED UPON BY THE CIVIL SERVICE BOARD UNLESS THAT SUBJECT IS ON THE AGENDA AND IS SCHEDULELD FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD. THE AMOUNT OF DISCUSSION ON ANY SINGLE SUBJECT, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED.

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: 1-12-2005 Reg. Mtg.

PLEASE PRINT

NAME	ORGANIZATION
Robert Everett	NS - RRT
Benet Vega	Detention
Cathe Miller	H/R
~~Sandy Gandy~~ x	~~H/R~~
Lon Grasmick	LVCEA
Sandra Santamaria	muni Court
KATHY GENTILE	CLV
Colenna WORTHINGTON	CLV
Ed FARLEY	MUNI CT
MELVIN ALAN BRUS	O & E C.L.V.
Billy G. Sluder	F. O., F. M.

CITY OF LAS VEGAS

CIVIL SERVICE BOARD
AGENDA DOCUMENTATION

January 12, 2005

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

I. CALL TO ORDER: December 8, 2004, at 4:37 p.m. in the Human Resources Department.

ROLL CALL:
E. Lavonne Lewis – Absent
Johan Aliseo – Present
Ed Miramontes – Present
Priscilla Rocha – Absent
Barbara Loupe – Present

STAFF PRESENT	OTHERS PRESENT
Judy Tuttle	Benet Vega
Ann Rubertino-Beck	
Kathy Gentile	
Sandy Gandy	

In the absence of Chairperson Lavonne Lewis, Vice-Chair Johan Aliseo served as acting Chairperson for the meeting.

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

III. APPROVAL OF MINUTES of Regular Meeting of November 10, 2004: A motion was made by Trustee Barbara Loupe that the minutes of the Regular Meeting of November 10, 2004 be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of Teleconference Meeting of November 24, 2004: A motion was made by Trustee Ed Miramontes that the minutes of the Teleconference Meeting of November 24, 2004 be approved. Trustee Barbara Loupe seconded the motion. Motion carried.

V. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

1. Administrative Assistant – Open
2. Caseworker – Open
3. Fire Battalion Chief – Promotional
4. Senior Systems Analyst – Promotional
5. Senior Systems Analyst – Open

A motion was made by Trustee Barbara Loupe that items 1 through 5 of the Eligible Lists To Be Certified be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

1. Deputy City Marshal – Open
2. Firefighter Trainee – Open

A motion was made by Trustee Barbara Loupe that items 1 and 2 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

C. CLASSIFICATION SPECIFICATIONS:

1. Communications Specialist – Revised
2. Legal Secretary – Revised
3. Law Enforcement Support Technician – New
4. Neighborhood Planner – New
5. Parking Operations Laborer – New

A motion was made by Trustee Ed Miramontes that item 1 through 5 of the Classification Specifications be approved. The motion was seconded by Trustee Barbara Loupe. Motion carried.

D. NOTICE OF APPEAL HEARING:

1. Robert Everett

Prior to a motion being made, the Board Secretary informed the Trustees that a request was received from Mr. Robert Everett to postpone his appeal hearing until the January 12, 2005 regular meeting. Mr. Everett's wife had surgery that was scheduled for the date of the appeal hearing (December 8, 2004). A motion was made by Trustee Barbara Loupe to postpone the appeal hearing until January 12, 2005. The motion was seconded by Trustee Ed Miramontes. Motion carried.

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

VII. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:41 p.m.

F. Claudette Enus

F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS

CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
January 12, 2004

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER: December 22, 2004 at 11:35 a.m. via Teleconference

ROLL CALL: E. Lavonne Lewis – Present
Johan Aliseo – Present
Ed Miramontes – Present
Barbara Loupe – Present
Priscilla Rocha - Present

STAFF PRESENT
Ann Rubertino-Beck
Judy Tuttle

OTHERS PRESENT

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

III. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

1) Leisure Services Coordinator/Tennis – Open
2) Painter I – Promotional
3) Painter I – Open
4) Planner II (Comprehensive/Current) – Promotional
5) Senior Communications Specialist – Promotional
6) Senior Fire Investigator – Promotional

Prior to the motion being made, Secretary to the Board Claudette Enus informed the trustees that item 4 of the Eligible Lists is to be pulled. Trustee Ed Miramontes made a motion to approve Item number 1 through 3, and Item number 5 and 6 of the Eligible Lists to be certified. Trustee Barbara Loupe seconded the motion. Motion carried.

IV. DISCUSSION ITEMS

None.

V. CITIZEN PARTICIPATION:

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:38 a.m.

F. Claudette Enus
Secretary to the Board

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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: January 12, 2005

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: 14

		APPLIED	TESTED	PASSED & PLACED ON ELIGIBLE LISTS
1.	Control Center & Communications Supervisor – Promotional	3	2	2
2.	Cultural Leader II (Visual Arts) – Open	17	9	9
3.	EMS Educator – Open	13	6	6
4.	Legal Technician I – Open	24	18	18
5.	Legal Technician II – Promotional	6	6	6
6.	Municipal Court Office Supervisor – Promotional	16	11	11
7.	Planner II (Comp/Current) – Promotional	8	8	6
8.	Senior Citizens Center Coordinator - Promotional	11	5	5
9.	Senior Graphic Artist – Promotional	2	2	2
10.	Senior Graphic Artist – Open	12	9	6
11.	Sewer Services Supervisor – Promotional	7	7	7
12.	Sewer Services Supervisor - Open	14	7	7
13.	Structural Plans Examiner – Promotional	1	1	1
14.	Structural Plans Examiner – Open	3	1	1

CITY OF LAS VEGAS

ELIGIBLE LIST

Control Center & Communications Supervisor
Examination

December 21, 2004
Date of Test

047958211P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

APPLICATIONS	
ACCEPTED	2
REJECTED	1
TOTAL RECEIVED	3

ELIGIBLE LIST	
GROUP 1	0
GROUP 2	0
GROUP 3	2
TOTAL ON LIST	2

	TESTS			
	WRITTEN	***ORAL***	***PERFORMANCE***	***OTHER***
(Weight)		100%		
PASSED		2		
FAILED		0		
TOTAL TESTED		2		
DID NOT APPEAR		0		

CITY OF LAS VEGAS

ELIGIBLE LIST

Cultural Leader II (Visual Arts)
Examination

December 29, 2004
Date of Test

043421120
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS	
ACCEPTED	9
REJECTED	8
TOTAL RECEIVED	17

ELIGIBLE LIST	
GROUP 1	4
GROUP 2	3
GROUP 3	2
TOTAL ON LIST	9

	TESTS			
	WRITTEN	***ORAL***	***PERFORMANCE***	***OTHER***
				T & E
(Weight)				100%
PASSED				9
FAILED				0
TOTAL TESTED				9
DID NOT APPEAR				0

CITY OF LAS VEGAS

ELIGIBLE LIST

EMS Educator
Examination

December 21, 2004
Date of Test

0479574100
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS	
ACCEPTED	9
REJECTED	4
TOTAL RECEIVED	13

ELIGIBLE LIST	
GROUP 1	4
GROUP 2	1
GROUP 3	1
TOTAL ON LIST	6

	TESTS			
	WRITTEN	***ORAL***	***PERFORMANCE***	***OTHER***
(Weight)		100%		
PASSED		6		
FAILED		0		
TOTAL TESTED		6		
DID NOT APPEAR		3		

CITY OF LAS VEGAS

ELIGIBLE LIST

Legal Technician I
Examination

December 20, 2004
Date of Test

0479517120
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS	
ACCEPTED	19
REJECTED	5
TOTAL RECEIVED	24

ELIGIBLE LIST	
GROUP 1	10
GROUP 2	7
GROUP 3	1
TOTAL ON LIST	18

	TESTS			
	WRITTEN	***ORAL***	***PERFORMANCE***	***OTHER***
(Weight)	100%			
PASSED	18			
FAILED	0			
TOTAL TESTED	18			
DID NOT APPEAR	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Legal Technician II
Examination

December 20, 2004
Date of Test

047951812P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS	
ACCEPTED	6
REJECTED	0
TOTAL RECEIVED	6

ELIGIBLE LIST	
GROUP 1	2
GROUP 2	2
GROUP 3	2
TOTAL ON LIST	6

TESTS

	WRITTEN	***ORAL***	***PERFORMANCE***	***OTHER***
(Weight)	100%			
PASSED	6			
FAILED	0			
TOTAL TESTED	6			
DID NOT APPEAR	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Municipal Court Office Supervisor
Examination

January 5, 2005
Date of Test

04296311P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	16
REJECTED	0
TOTAL RECEIVED	16

ELIGIBLE LIST

GROUP 1	0
GROUP 2	8
GROUP 3	3
TOTAL ON LIST	11

TESTS

	WRITTEN	***ORAL***	***PERFORMANCE***	***OTHER***
(Weight)		100%		
PASSED		11		
FAILED		0		
TOTAL TESTED		11		
DID NOT APPEAR		5		

CITY OF LAS VEGAS

ELIGIBLE LIST

Planner II (Comp/Current)
Examination

December 15, 2004
Date of Test

04276411P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	8
REJECTED	0
TOTAL RECEIVED	8

ELIGIBLE LIST

GROUP 1	2
GROUP 2	4
GROUP 3	0
TOTAL ON LIST	6

TESTS

	WRITTEN	***ORAL***	***PERFORMANCE***	***OTHER***
(Weight)				**T & E Assessment**
PASSED				6
FAILED				2
TOTAL TESTED				8
DID NOT APPEAR				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Citizens Center Coordinator
Examination

December 17, 2004
Date of Test

04298511P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

	APPLICATIONS
ACCEPTED	5
REJECTED	6
TOTAL RECEIVED	11

	ELIGIBLE LIST
GROUP 1	1
GROUP 2	3
GROUP 3	1
TOTAL ON LIST	5

		TESTS		
	WRITTEN	***ORAL***	***PERFORMANCE***	***OTHER***
(Weight)		100%		
PASSED		5		
FAILED		0		
TOTAL TESTED		5		
WITHDREW		0		

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Graphic Artist
Examination

December 15, 2004
Date of Test

04283510P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	2
REJECTED	0
TOTAL RECEIVED	2

ELIGIBLE LIST

GROUP 1	0
GROUP 2	1
GROUP 3	1
TOTAL ON LIST	2

TESTS

	WRITTEN	***ORAL***	***PERFORMANCE***	***OTHER***
(Weight)	100%			
PASSED	2			
FAILED	0			
TOTAL TESTED	2			
DID NOT APPEAR	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Graphic Artist
Examination

December 15, 2004
Date of Test

042835110
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS	
ACCEPTED	11
REJECTED	1
TOTAL RECEIVED	12

ELIGIBLE LIST	
GROUP 1	0
GROUP 2	2
GROUP 3	4
TOTAL ON LIST	6

TESTS

	WRITTEN	***ORAL***	***PERFORMANCE***	***OTHER***
(Weight)	100%			
PASSED	6			
FAILED	3			
TOTAL TESTED	9			
DID NOT APPEAR	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Sewer Services Supervisor
Examination

December 20-21, 2004
Date of Test

04233611P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

	APPLICATIONS
ACCEPTED	7
REJECTED	0
TOTAL RECEIVED	7

	ELIGIBLE LIST
GROUP 1	1
GROUP 2	4
GROUP 3	2
TOTAL ON LIST	7

		TESTS		
	WRITTEN	***ORAL***	***PERFORMANCE***	***OTHER***
(Weight)		100%		
PASSED		7		
FAILED		0		
TOTAL TESTED		7		
DID NOT APPEAR		0		

CITY OF LAS VEGAS

ELIGIBLE LIST

Sewer Services Supervisor
Examination

December 20-21, 2004
Date of Test

04233611O
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS	
ACCEPTED	10
REJECTED	4
TOTAL RECEIVED	14

ELIGIBLE LIST	
GROUP 1	3
GROUP 2	3
GROUP 3	1
TOTAL ON LIST	7

	TESTS			
	WRITTEN	***ORAL***	***PERFORMANCE***	***OTHER***
(Weight)		100%		
PASSED		7		
FAILED		0		
TOTAL TESTED		7		
DID NOT APPEAR		3		

CITY OF LAS VEGAS

ELIGIBLE LIST

Structural Plans Examiner
Examination

December 22, 2004
Date of Test

04223310P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	1
REJECTED	0
TOTAL RECEIVED	1

ELIGIBLE LIST

GROUP 1	0
GROUP 2	0
GROUP 3	1
TOTAL ON LIST	1

TESTS

	WRITTEN	***ORAL***	***PERFORMANCE***	***OTHER***
(Weight)		100%		
PASSED		1		
FAILED		0		
TOTAL TESTED		1		
DID NOT APPEAR		0		

CITY OF LAS VEGAS

ELIGIBLE LIST

Structural Plans Examiner
Examination

December 22, 2004
Date of Test

04223310O
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

APPLICATIONS	
ACCEPTED	2
REJECTED	1
TOTAL RECEIVED	3

ELIGIBLE LIST	
GROUP 1	1
GROUP 2	0
GROUP 3	0
TOTAL ON LIST	1

	TESTS			
	WRITTEN	***ORAL***	***PERFORMANCE***	***OTHER***
(Weight)		100%		
PASSED		1		
FAILED		0		
TOTAL TESTED		1		
DID NOT APPEAR		1		

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date January 12, 2005

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

SUBJECT: B. EXTENSION OF ELIGIBLE LISTS

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

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 10

	REMAINING CANDIDATES ON LIST	LIST EXPIRES	EXT. TO	NUMBER OF THIS EXT.
1. Accounting Technician II - Promotional	8	01/09/05	07/09/05	3
2. Cultural Activities Specialist – Promotional	4	01/28/05	07/28/05	1
3. Cultural Activities Specialist – Open	26	01/28/05	07/28/05	1
4. Maintenance Worker I - Open	67	01/14/05	07/14/05	1
5. Motor Sweeper Operator – Promotional	7	01/14/05	07/14/05	1
6. Senior Court Clerk – Promotional	8	01/28/05	07/28/05	1
7. Senior Office Specialist – Promotional	29	01/28/05	07/28/05	1
8. Senior Office Specialist – Open	18	01/28/05	07/28/05	1
9. Street Light Maintenance Electrician – Promotional	1	01/28/05	07/28/05	1
10. Street Light Maintenance Electrician – Open	3	01/28/05	07/28/05	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date January 12, 2005

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 Services Electrician II
2. Data Communications Electrician
3. Field Electrician II
4. Fire Equipment Service Technician
5. Industrial Electrician II
6. Permits Supervisor
7. Senior Building Services Electrician
8. Senior Data Communications Electrician
9. Senior Field Electrician
10. Senior Industrial Electrician
11. Senior Traffic Signal Electrician
12. Traffic Signal Electrician II

Building Services Electrician II, Data Communications Electrician, Field Electrician II were revised to accommodate the new Clark County journeyman electrician ID card.

Fire Equipment Service Technician was revised to update the essential functions.

Industrial Electrician II was revised to accommodate the new Clark County journeyman electrician ID card.

Permits Supervisor was revised to update the certifying agency.

Senior Building Services Electrician, Senior Data Communications Electrician, Senior Field Electrician, Senior Industrial Electrician, Senior Traffic Signal Electrician, Traffic Signal Electrician II were revised to accommodate the new Clark County journeyman electrician ID card.

NEW:

13. Neighborhood Services Technician
14. Senior Neighborhood Services Specialist

Neighborhood Services Technician and Senior Neighborhood Services Specialist were created to accurately reflect the unique duties performed in the Neighborhood Services Department.

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

BUILDING SERVICES ELECTRICIAN II

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

DEFINITION

To perform skilled maintenance, repair, and installation of electrical systems including building, conduit systems for telecommunications, security, life safety, motors, and other electrical systems; to provide solutions for problems on all systems serviced; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Building Services Electrician series. Employees within this class are distinguished from the Sr. Building Services Electrician by level of experience required to perform the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from a Facilities Field Supervisor and higher level staff.

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

Essential Functions:

1. Install, repair and maintain building electrical, conduit for telecommunications, security and life safety (fire alarms, emergency lighting, exit signs) systems. Participate in the design and fabrication of control circuits.

2. Operate circuit testing equipment, pneumatic tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, small power tools, hand tools and related equipment.

3. Troubleshoot electrical, security, life safety, and related systems, and perform scheduled maintenance. Bring any regulatory, specification or procedural infractions into compliance.

4. Read and interpret blueprints, schematic drawings and related symbols and markings.

Essential Functions:

5. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

6. Adhere to all related codes, regulations, specifications and procedures for duties assigned including obtaining required permits. Adhere to safe work practices and procedures.

7. Respond to electrical emergencies during evenings and weekends.

Marginal Functions:

1. Estimate time, materials and equipment required to complete assigned jobs; requisition materials as required. Verify manifests upon receipt and inspection of new materials delivered by vendors; move materials into storage.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services, and activities of electrical systems.
Current National Electrical Code.
Life safety code.
Occupational hazards and standard safety practices.
Electrical calculation and design techniques.
Properties and principles of electricity.
Methods, techniques, operations, services and activities of electrical, life safety, security and telecommunications systems and their interaction with other building systems.
Operational characteristics of equipment and tools used in electrical repair and installation.
Preventive maintenance techniques and procedures.
Principles and practices of electrical construction.
Principles of mathematics applying to electrical and related work.

Ability to:

Independently perform electrical installation, maintenance and repair work.
Read and interpret department policies and procedures.
Operate a variety of electrical repair equipment in a safe and effective manner.
Perform maintenance on the electrical systems in the City.
Work near connected electrical circuits.
Distinguish colors.
Work on ladders and at heights.
Troubleshoot and solve problems on systems serviced.
Understand and follow oral and written instructions and sketches.
Work independently without direct supervision.
Communicate effectively, both orally and in writing.

Ability to:

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

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

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

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; 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 journey-level electrical experience.

Training:

Equivalent to graduation from high school, supplemented by specialized training in the electrical field.

License or Certificate

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

By the date of application, must possess or have completed any one of the following four:

1. A journeyman electrician card from a recognized union, such as the International Brotherhood of Electrical Workers (IBEW).
2. An apprenticeship from an organization such as a chapter of the Associated Builders and Contractors (ABC), or a union such as the IBEW.
3. Official mailed test results from the International Code Council indicating a passing score on the Standard Journeyman Electrician or Standard Master Electrician examination. Examination must have been taken within three years of the date of application. The Standard Journeyman Sign Electrician and the Standard Journeyman Residential Electrician examinations are not acceptable.
4. A current Clark County, Nevada, Journeyman Electrician or Master Electrician ID card.

Possession, and maintenance, of a current Clark County Journeyman Electrician or Master Electrician ID card within 6 months of the date of appointment.

Possession of an Explosive Tool Use certificate within 6 months of appointment.

License or Certificate

Possession of a Fire Alarm certificate within one year of date of appointment.

Possession of a Forklift Certificate from the City of Las Vegas within 6 months of appointment.

Possession of an appropriate aerial lift certification from the City of Las Vegas within 6 months of 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 may be indoors or outdoors depending on assignment, including travel from site to site.

Hazards: Exposure to electric shock with high voltage, burns, toxic or caustic chemicals, odors, fumes, dust, sparks, extremes of heat and cold, wet, oily and slippery surfaces, sharp edges, pinch points, moving equipment, machinery, vehicles, vibration, noise, work at heights on ladders and in confined spaces.

Equipment Used: Manlifts, hand and power tools, electrical testing equipment, pneumatic tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, forklift, truck, computer.

Safety Equipment: Safety shoes, hearing and eye protection, hardhat, gloves, apron.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently-constantly on all types of surfaces throughout shift, up to 2-3 miles per day depending on assignment.

Sitting: Occasionally, while working on equipment, at workbench, completing paperwork, driving vehicle.

Lift/carry: Frequently, 1-50 lbs., hand and power tools, equipment, panels, distances up to 100 ft. Infrequent lifting up to 100 lbs., motors, controls, materials.

Push/pull: Frequently, using both hands and arms in removing panels on equipment, moving equipment and supplies, tightening connections, exerting up to 30-50 lbs. force. Infrequently, up to 75 lbs. force.

Climbing: Frequently stairs and ladders, depending on location. May involve extensive work on ladders balancing equipment, up to 50%, at 8-30 ft. heights.

Bending/twisting: Frequently, at waist, knees, neck depending on task assigned. Repairs may require work in awkward positions, extended reaching and leaning.

Kneeling/crouching/crawling: Occasionally, up to 10%, while working in attics, tunnels, under work structures.

Physical Conditions:

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering while performing various duties. Work can be highly repetitive and may require excessive gripping, fingering in pulling wire, handling large and small parts. Frequent overhead reaching required.

Sight: Constantly, required to perform repairs in a safe, efficient manner. Visual requirements include color vision, depth perception, peripheral vision, hand, eye and foot coordination, visual acuity in near-, mid- and far-ranges.

Speech/hearing: Constantly, in communicating and performing work in a safe, efficient manner.

Other physical demands: Must possess sense of smell and tactile feeling. Ability to work in confined spaces and awkward positions.

ARB
REV 11/29/04
FLSA and City: nonexempt
CSB 1/12/05

DATA COMMUNICATIONS ELECTRICIAN

*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

Perform the installation, inspection, upgrading, repair and maintenance of data communications systems, network wiring systems, fiber optic communications systems, special power systems such as uninterruptable power supply, power and communications conduit and video wiring; to perform a variety of technical duties related to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Data Communications Electrician series. Employees perform the mainstream types of duties assigned to classes within the series. Employees at this level are required to be fully trained in all procedures related to the assigned area of responsibility.

SUPERVISION RECEIVED

Receives general supervision from the Information Technologies Operations Manager.

Receives technical and functional supervision from the Senior Data Communications Electrician.

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 installation, inspection, upgrading, repair and maintenance of data communications systems, network wiring systems, fiber optic communications systems and special power systems such as uninterruptable power supply, power and communications conduit and video wiring.

2. Assist in producing, updating and verifying electrical blueprints and schematic drawings.

3. Perform preventive maintenance on the data communications systems, city-wide.

4. Adhere to all established policies, codes and standards.

5. Perform troubleshooting and repair of all communications systems.

6. Operate power and hand operated equipment and tools.

Essential Functions:

7. Read and interpret blueprints, schematic drawings and related symbols and markings.

8. Use established work methods and techniques in the set-up and use of equipment; adhere to safe work practices and procedures.

9. Estimate time, materials and equipment required for assigned jobs and coordinate requisition of materials as needed.

10. Respond to data communications emergencies during evenings and weekends.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

National Electrical Code.
City codes, policies and standards.
Applicable premise wiring standards.
Trade-related hand and power tools and equipment.
Operations, services and activities of a data communications system.
Properties and principles of electricity.
Preventive maintenance techniques and procedures.
Principles and practices of electrical construction as it relates to data systems.
Principles of mathematics applicable to electrical work.
Occupational hazards and standard safety practices.
Wiring requirements and basic operation of personal computers, mainframe terminals, printers and other peripheral devices.
Troubleshooting and diagnostic techniques in data communications systems.
Blueprints, schematics, symbols, drawings and related materials.
Fiber optic media.
National Fire Protection Agency standards.

Ability to:

Independently perform data communications installations and repairs.
Interpret, explain and adhere to department policies and procedures.
Work on ladders and at heights.
Work near connected electrical circuits.
Distinguish colors.
Select and safely use appropriate hand and power tools and equipment.
Identify electrical hazards and use appropriate safety practices.
Build and maintain computer networks and communications systems.

Ability to:

Operate personal computers, mainframe terminals and peripheral equipment to verify proper connections.
Install, certify, terminate, maintain and repair fiber optic cabling.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

Experience and Training Requirements

Experience:

Two years of increasingly responsible data communications installation and maintenance experience.

Training:

Equivalent to graduation from high school, supplemented by specialized training in the data communications or electrical fields.

License or Certificate:

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

By the date of application, must possess or have completed any one of the following four:

1. A journeyman electrician card from a recognized union, such as the International Brotherhood of Electrical Workers (IBEW).
2. An apprenticeship from an organization such as a chapter of the Associated Builders and Contractors (ABC), or a union such as the IBEW.
3. Official mailed test results from the International Code Council indicating a passing score on the Standard Journeyman Electrician or Standard Master Electrician examination. Examination must have been taken within three years of the date of application. The Standard Journeyman Sign Electrician and the Standard Journeyman Residential Electrician examinations are not acceptable.
4. A current Clark County, Nevada, Journeyman Electrician or Master Electrician ID card.

License or Certificate:

Possession, and maintenance, of a current Clark County Journeyman Electrician or Master Electrician ID card within 6 months of the date of appointment.

Possession of category 5 cable termination and installation certificate on the date of application is desirable.

Possession of fiber optic termination and installation certificate on the date of application is desirable.

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 indoors in City Hall complex or other City facilities as assigned.
Hazards: Working at heights, exposure to electrical shock, cramped or confined spaces and awkward positions.
Equipment Used: Assorted hand and power tools, variety of electronic testing equipment, computer control testing, blueprints, schematics.
Safety Equipment: Hearing and eye protection as required, safety shoes as required, gloves.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, in office or shop areas while installing and maintaining systems, short durations throughout shift.
Sitting: Occasionally-frequently, at desk and workbench while reviewing plans, operating computer and completing administrative tasks.
Lift/carry: Frequently, 1-25 lbs., cabling, conduit, tools and equipment. Infrequently, 26-50 lbs., computers, printers, monitors.
Push/pull: Frequently, using one or both arms and hands while moving office furniture, computers, printers, to install and repair various data communications systems. Must exert force of 10-50 lbs. pulling cable through conduit in attics and subfloors.
Climbing: Frequently, on and off ladders while working overhead installing and troubleshooting cabling systems.
Bending/twisting: Frequently, at waist, knees and neck throughout shift while working overhead and at floor level while cabling, installing jacks and performing repairs to system.
Kneeling/crouching/crawling: May occasionally kneel while performing work at floor level and working cabling through subflooring. Rarely crawls.

Physical Conditions:

Hands/arms: Frequent-constant use of both hands and arms while performing administrative duties, installing cable, troubleshooting and maintaining system. Requires reaching, handling, grasping, fingering. Some projects may require extended overhead work while installing or maintaining overhead cabling systems. Overhead work can vary between 2-8 hours daily depending on assignment.

Sight: Constant use of sight in identifying, diagnosing and installing data systems. Visual requirements include color vision, depth perception, hand and eye coordination, visual acuity in near-, mid- and far-ranges.

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

Other physical demands: Physical demands vary by assignment.

ARB
REV 11/29/04
FLSA and City: nonexempt
CSB 1/12/05

FIELD ELECTRICIAN II

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

DEFINITION

To perform skilled maintenance, repair and installation of electrical systems including street lighting and park lighting; to provide solutions for equipment problems; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Field Electrician series. Positions at this level are distinguished from the Sr. Field Electrician by the level of experience required to perform the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from the Electrical Services Field Supervisor or higher-level staff.

May receive functional and technical supervision from a Senior Field Electrician.

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

Essential Functions:

1. Install, repair and maintain street lighting and park lighting systems.

2. Operate circuit testing equipment, aerial lift equipment, pneumatic tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, small power tools, hand tools and related equipment.

3. Troubleshoot street lighting and park lighting systems and perform scheduled maintenance.

4. Read and interpret blueprints, schematic drawings and related symbols and markings; locate, identify and mark underground utilities; locate and upgrade code infractions.

5. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Essential Functions:

6. Adhere to all related codes and regulations for duties assigned, including obtaining required permits. Adhere to safe work practices and procedures. Maintain, repair and set up devices for work zone traffic control and worker safety.

7. Install and remove poles, light fixtures, electronic eyes, gloves and floodlights for streetlights and park lighting; install underground cable for streetlights and other electrical devices; install service entrance equipment for all voltages and phases.

8. Retrieve and resolve work orders using office and field computer systems.

Marginal Functions:

1. Perform related duties and responsibilities as required.

2. Estimate time, materials and equipment required for jobs assigned and requisition materials as required. Verify manifests upon receipt and inspect materials delivered by vendors; move materials into storage.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of electrical systems.
National Electrical Code.
Properties and principles of electricity.
Preventive maintenance techniques and procedures.
Principles and practices of electrical construction.
Principles of mathematics applying to electrical and related work.
Occupational hazards and standard safety practices.
Electrical calculation and design techniques.
Methods, techniques, operations, services and activities of street lighting and park lighting systems.
Operational characteristics of materials, equipment and tools used in electrical repair and installation.
Troubleshooting and diagnostic techniques in street lighting and park lighting systems.
Blueprints, schematics, symbols, drawings and related materials.
Principles of lineman work.
Traffic work zone safety practices.
Heavy equipment operation.
Modern office procedures, methods and computer equipment, including common office software.

Ability to:

Independently perform electrical installation and repair work.
Repair and interpret department policies and procedures.
Operate a variety of electrical repair equipment in a safe and effective manner.
Perform maintenance on the street lighting and park lighting systems in the City.
Drive and operate aerial lift equipment.
Work near live electrical circuits.
Distinguish colors.
Work in aerial lift equipment, on poles and at heights up to 80 feet.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain 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.*

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

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

Experience and Training Requirements

Experience:

Two years of increasingly responsible journey-level experience.

Training:

Equivalent to graduation from high school, supplemented by specialized training in the electrical field.

License or Certificate

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

By the date of application, must possess or have completed any one of the following four:

1. A journeyman electrician card from a recognized union, such as the International Brotherhood of Electrical Workers (IBEW).
2. An apprenticeship from an organization such as a chapter of the Associated Builders and Contractors (ABC), or a union such as the IBEW.
3. Official mailed test results from the International Code Council indicating a passing score on the Standard Journeyman Electrician or Standard Master Electrician examination. Examination must have been taken within three years of the date of application. The Standard Journeyman Sign Electrician and the Standard Journeyman Residential Electrician examinations are not acceptable.
4. A current Clark County, Nevada, Journeyman Electrician or Master Electrician ID card.

Possession, and maintenance, of a current Clark County Journeyman Electrician or Master Electrician ID card within 6 months of the date of appointment.

Possession of a Fork Lift Certificate from the City of Las Vegas within 6 months of the date of appointment.

Possession of an appropriate aerial lift certification from the City of Las Vegas within 6 months of the date of appointment.

Possession of Work Zone Safety Certificate from the International Municipal Signal Association or equivalent 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 is primarily performed out of doors, subject to typical Nevada weather.

Hazards: Exposure to noise, high voltage, extreme heat, electrical energy, working at heights on aerial lift equipment, working above ground in confined spaces, slippery and uneven surfaces, and work around moving equipment and heavy traffic in public right of way.

Equipment Used: City aerial lift truck, forklift, asphalt and concrete cutter, jackhammer, variety of hand and power tools.

Safety Equipment: Steel-toed shoes, gloves, safety glasses, goggles, back brace, hearing protection, safety vest, safety lanyard while working at heights.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, throughout work shift, up to 1-2 miles per shift. Can be extended based on assignment.

Sitting: Occasionally, while operating vehicle to and from job assignments.

Lift/carry: Frequently, between 1-80 lbs., hand/power tools, aluminaire arms, street light poles. Usual carry between 20-30 ft. Infrequently, up to and exceeding 100 lbs., while lifting and carrying spools of wire, adapter plates, jackhammers.

Push/pull: Frequently-constantly, using one or both arms and hands, exerting a force (typically 5-75 lbs.) moving heavy or awkward equipment onto boom truck lift bucket, moving steel rebar and bolts while setting new street poles at ground level, using jackhammers and other power tools.

Climbing: Frequently, on and off boom truck, in and out of vehicle steps (16-18"), climbing in and out of lift bucket and ladders throughout work shift. Requires balance while working in lift bucket, and working at heights up to 80 ft. Must be able to balance heavy load while climbing ladders and in lift truck.

Bending/twisting: Frequently-constantly, at waist, knees and neck throughout work shift, depending on assignments. Some assignments may require constant bending and stooping while working at street level. Worker must be able to crawl in and out of lift bucket up to several times per shift.

*Kneeling/crouching/*crawling: Frequently, while working at street level, installing and maintaining equipment. Crawling, infrequently.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering and gripping while handling heavy and awkward materials, hand and power tools. Subject to excessive gripping/vibration. Work is frequently at or above shoulder height.

Sight: Constantly, with ability to distinguish colors, depth perception, hand/eye/foot coordination. Visual acuity in near-, mid- and far-range required, as worker is exposed to extreme traffic hazards.

Speech/hearing: Constantly, must be able to communicate clearly on two-way radio, work with co-workers throughout shift.

Other physical demands: Some work assignments require extended stooping and bending while working at lower levels throughout work shift. May involve movement of heavy steel while installing streetlights. Worker must exercise good judgment and an ability to lift heavy items.

ARB
REV 11/29/04
FLSA and City: nonexempt
CSB: 1/12/05

FIRE EQUIPMENT SERVICE TECHNICIAN

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

DEFINITION

To test and service life support equipment and other specialized equipment used by fire fighting personnel and in the fire equipment mechanic shop.

SUPERVISION RECEIVED

Receives general supervision from supervisory 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. Repair, test, inspect and maintain self-contained breathing apparatus (SCBA) equipment and other specialized life support and associated communications equipment used by department staff.

2. Schedule and perform SCBA fit test on all fire suppression personnel.

3. Repair and test oxygen regulators and associated equipment; perform monthly breathing air test on shop compressor and Squad 1 Air/Light Vehicle.

4. Repair air cylinders and transport to and from contractor for hydro testing. Inspect and restore fiberglass finish. Perform cylinder hydro test on ladder trucks.

5. Set the T-pass personnel accountability system so it properly identifies each individual user.

6. Repair other equipment and hand and power tools such as nozzles, fire hoses, axes, pike poles, saw blades, hammers, tool chests, equipment carrying cases, back vacuums, flashlights, lanterns, bolt cutters, hydrant wrenches, air chucks, educators, creepers and gurneys.

7. Draft revised lesson plans for field use of SCBA equipment when needed due to equipment modifications; draft revised standard operating procedures for service testing and maintenance; may demonstrate the proper use of new equipment for field staff.

8. Test, repair and calibrate, if appropriate, blood pressure cuffs, Personnel Alert Safety Systems and oxygen cascade systems.

9. Maintain records of all testing and repairs.

Marginal Functions:

1. Requisition and pick up materials as required.

2. Repair, test, inspect and maintain self-contained breathing apparatus (SCBA) equipment for other departments and agencies.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operation, care, maintenance and testing techniques of various types of breathing apparatus and other life support and associated communication equipment.
Operation, testing techniques and maintenance of air regulators and pressure gauges.
Occupational hazards and standard safety practices.
Basic English grammar, punctuation and spelling.

Ability to:

Locate and eliminate defects in fire support equipment.
Operate a variety of hand and power tools and equipment in a safe and effective manner.
Write basic instructions.
Work independently without direct supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain 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 and standing 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.*

Experience and Training Requirements

Experience:

One year of experience in the repair and maintenance of self-contained breathing apparatus and related life support equipment.

Training:

Equivalent to graduation from high school.

License or Certificate:

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

Obtain and maintain all required factory certifications from applicable equipment manufacturers, initially within six months of the date of appointment, and thereafter, within six months of any change requiring recertification.

WORKING CONDITIONS

Environmental Conditions:

Shop environment; exposure to noise, dust, grease, smoke, fumes, gases, toxic materials, work or inspect in confined spaces; travel from site to site.

Physical Conditions:

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

ARB
REV 11/29/04
FLSA & City: nonexempt
CSB 1/12/05

INDUSTRIAL ELECTRICIAN II

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

DEFINITION

To perform skilled maintenance, repair and installation of industrial electrical systems at the Water Pollution Control Facility and other City facilities; to provide solutions for equipment problems; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Industrial Electrician series. Positions at this level are distinguished from the Sr. Industrial Electrician by the level of experience required to perform the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from a Facilities Field Supervisor or Facilities Maintenance Supervisor and higher-level staff.

May receive technical and functional supervision from a Sr. Industrial Electrician.

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

Essential Functions:

1. Install, repair and maintain electrical and control systems for motors, pumps, fans, blowers, pump lift stations, conveyors, bar screens, uninterruptible power supply (UPS) and emergency generators and transfer switches at the Water Pollution Control Facility (WPCF) and other city facilities.

2. Install, repair, replace and maintain all wiring for the WPCF buildings, wastewater treatment plant, programmable logic controllers (PLC), computers and peripherals. Maintain plant lighting including lamps, poles, conduit, wiring, fuses, mast arms and fixtures.

3. Operate circuit testing equipment, pneumatic tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, small power tools, hand tools and related equipment.

Essential Functions:

4. Maintain systems and equipment such as variable frequency drives, silicon controlled rectifier drives, low and medium voltage 3-phase switchgear and motor starters, chlorine gas and sulfur dioxide storage and delivery systems, chemical batching, mixing and delivery systems. Clean, adjust, tighten, lubricate and inspect motor control center cubicles and switchgear and perform annual inspections on PLCs and relay control panels for cleanliness and tightness. Outside the WPCF, maintain motors and pumps servicing swimming pools, park irrigation systems and roadway underpasses.

5. Participate in the design and fabrication of various specialized electrical control panels for pumps and related systems within the chemical delivery systems.

6. Assist in trouble shooting electrical systems including controls, motors, generators and pumps and perform scheduled maintenance.

7. Pull motors and pumps for overhaul and reinstallation, including tear down, repair and re-assembly.

8. Read and interpret blueprints, schematic drawings and related symbols and markings.

9. Adhere to all related codes and regulations for duties assigned including obtaining required permits; adhere to established safety-related work practices and procedures.

10. Perform routine maintenance of systems.

Marginal Functions:

1. Perform related duties and responsibilities as required.

2. Estimate time, materials and equipment required for jobs assigned and requisition materials as required. Verify manifests upon receipt and inspection of new materials delivered by vendors; move materials into storage.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of industrial electrical systems.
National Electrical Code.
Properties and principles of electricity.
Preventive maintenance techniques and procedures.
Basic principles and practices of electrical construction.
Principles of mathematics.
Occupational hazards and standard safety practices.
Electrical calculation and basic design techniques.
Methods, techniques, operations, services and activities of heavy industrial, high voltage systems.

Knowledge of:

Operational characteristics of materials, equipment and tools used in electrical repair, maintenance and installation of heavy industrial, high voltage systems.
Basic troubleshooting and diagnostic techniques in heavy industrial, high voltage systems.
Blueprints, schematics, symbols, drawings and related materials.
Safe work practices in a heavy industrial setting.

Ability to:

Independently perform electrical installation and repair work.
Read and interpret department policies and procedures.
Operate a variety of electrical repair equipment in a safe and effective manner.
Drive and operate boom truck and aerial lift equipment.
Work at heights up to 40 feet.
Work in confined spaces.
Perform maintenance and repairs on the wastewater treatment plant systems.
Design and fabricate specialized controls for chemical delivery systems.
Work near connected electrical circuits.
Distinguish colors.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- -- *Walking, standing or sitting for extended periods of time; and*
- -- *Operating assigned equipment and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:
- -- *Making observations;*
- -- *Communicating with others;*
- -- *Reading and writing; 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 journey-level electrical experience, preferably in an industrial environment.

Training:

Equivalent to graduation from high school, supplemented by specialized training in the electrical field.

License or Certificate

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

By the date of application, must possess or have completed any one of the following four:

1. A journeyman electrician card from a recognized union, such as the International Brotherhood of Electrical Workers (IBEW).
2. An apprenticeship from an organization such as a chapter of the Associated Builders and Contractors (ABC), or a union such as the IBEW.
3. Official mailed test results from the International Code Council indicating a passing score on the Standard Journeyman Electrician or Standard Master Electrician examination. Examination must have been taken within three years of the date of application. The Standard Journeyman Sign Electrician and the Standard Journeyman Residential Electrician examinations are not acceptable.
4. A current Clark County, Nevada, Journeyman Electrician or Master Electrician ID card.

Possession, and maintenance, of a current Clark County Journeyman Electrician or Master Electrician ID card within 6 months of the date of appointment.

Possession of an Explosive Tool Use certificate within 6 months of appointment.

Possession of a Fork Lift Certificate from the City of Las Vegas within 6 months of appointment.

Possession of an appropriate aerial lift certification from the City of Las Vegas within 6 months of 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 may be indoors or outdoors depending on assignment, including travel from site to site.

Hazards: Exposure to electric shock with high voltage, burns, toxic and caustic chemicals, biological hazards, odors, fumes, dust, sparks, extremes of heat and cold, wet, oily or slippery surfaces, sharp edges, pinch points, moving equipment, machinery and vehicles, vibration, noise, work at heights on ladders and lifts and in confined spaces.

Equipment Used: Manlifts, hand and power tools, electrical testing equipment, pneumatic tools, jackhammers, cutting torch, explosive tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, forklift, truck, computer.

Safety Equipment: Safety shoes, hearing and eye protection, hardhat, gloves, apron, rubber b

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for:

Standing/walking: Frequently-constantly on all types of surfaces throughout shift, up to 1-2 miles per day depending on assignment.

Sitting: Occasionally, while working on equipment, at workbench, completing paperwork, driving vehicle.

Lift/carry: Frequently, 1-50 lbs., hand and power tools, equipment, panels for distances up to 100 ft. May wear 10-15 lb. tool belt. Infrequent lifting up to 100 lbs., motors, controls, materials. Assistance available for lifting over 50 lbs.

Push/pull: Frequently, using both hands and arms in performing manual labor (pick and shovel), removing panels on equipment, moving equipment and supplies, tightening connections, exerting up to 30-75 lbs. force to pull wire, bend conduit.

Climbing: Frequently, stairs, ladders, lifts, depending on location. May involve extensive work on ladders, up to 50%, at 8-50 ft. heights. Balancing required.

Bending/twisting: Frequently, throughout shift at waist, knees and neck depending on task assigned. Repairs may require work in awkward positions, extended reaching and leaning.

*Kneeling/*crouching*/crawling:* Occasionally, up to 10%, while working in attics, tight spaces, in underground pipes, tunnels.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering while performing various duties. Work can be highly repetitive and may require excessive gripping and fingering in pulling wire, handling large and small parts. Frequent overhead reaching required while working with tools.

Sight: Constantly, required to perform repairs in a safe, efficient manner. Visual requirements include color vision, depth perception, peripheral vision, hand/eye/foot coordination, visual acuity in near-, mid- and far-ranges.

*Speech/*hearing*:* Constantly, in communicating and performing work in a safe, efficient manner.

Other physical demands: Must possess sense of smell and tactile feeling. Ability to work in confined spaces and awkward positions.

ARB
REV 12/2/04
FLSA & City: nonexempt
CSB 1/12/05

PERMITS SUPERVISOR

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

DEFINITION

To supervise, assign and review the work of staff responsible for processing building permits and plans; and to perform a variety of technical and administrative tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy Building and Safety Director or other management staff.

Exercises direct supervision over technical and clerical staff.

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

Essential Functions:

1. Plan, prioritize, assign, review and supervise the work of staff responsible for processing building permits and plans.

2. Personally process the most complex or sensitive building plans.

3. Develop, recommend and assist in the implementation of goals and objectives; develop, recommend and implement policies, procedures, new programs and techniques and revise existing ones.

4. Evaluate the permit processing program, its effectiveness and the services it provides.

5. Establish schedules and methods for providing appropriate services; identify resource needs and review needs with appropriate senior management and management staff, allocate resources accordingly.

6. Select and motivate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.

Essential Functions:

7. Verify the work of employees for accuracy, proper work methods and techniques and compliance with applicable policy and procedure.

8. Ensure that employees adhere to safe work practices and procedures.

9. Answer code questions from general public and contractors; answer questions about submitting plans, fee schedules and regulations. Manage the more difficult customers at the counter.

10. Lead the planning process for the section's transition to a fully automated, integrated single permit operation; provide information and guidance to Information Technologies personnel to be used in developing computer fields and technical procedures.

11. Participate in the preparation and administration of the section budget, submit budget recommendations and monitor expenditures.

12. Prepare analytical and statistical reports on operations and activities.

Marginal Functions:

1. Estimate time, materials, and equipment required for jobs assigned; requisition materials as required.

2. Determine costs, district numbers, ward numbers and fire map numbers for park impact fees; determine zones, fees and completeness of forms for processing interim mitigation fees; determine costs and use for transportation fees. Check water commitment form letters for completeness, stamp, date forms and transmit forms to proper department when necessary. Update truss list as changes occur and republish quarterly.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of permits processing and plans check programs.
Principles and practices of supervision, training and performance evaluation.
Methods and techniques of general construction used in buildings and related structures.
Building related codes and ordinances enforced by the city, including the uniform building, electrical, plumbing and mechanical codes and zoning codes.
City ordinances pertaining to building permits and park impact fees.
Principles and techniques of program planning, development and evaluation.
Accepted permit processing practices, techniques and procedures.
Pertinent federal, state and local laws, codes and regulations.
Operational characteristics of computer systems and databases.
Occupational hazards and standard safety practices.

Ability to:

Independently perform the most difficult or sensitive plans checks.
Make objective analyses and sound recommendations.
Interpret, explain and enforce department policies and procedures.
Read and interpret building plans and specifications.
Prepare clear and concise reports.
Use initiative and independent judgment within established guidelines.
Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.
Define issues, collect and analyze pertinent data, identify alternative solutions, project consequences of proposed actions, draw valid conclusions, propose sound recommendations, and implement approved solution in support of goals.
Demonstrate respect and sensitivity for cultural differences.
Communicate with individuals from a variety of social, cultural, economic and educational backgrounds.
Compile and maintain permanent and temporary records.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:
- -- *Making observations;*
- -- *Communicating with others;*
- -- *Reading and writing; and*
- -- *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:
- -- *Making sound decisions;*
- -- *Effective interaction and communication with others; and*
- -- *Demonstrating intellectual capabilities.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- -- *Walking, standing or sitting for extended periods of time; and*
- -- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

Four years of increasingly responsible experience within the building construction trades or in building code administration, including one year of lead or supervisory experience.

Training:

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

License or Certificate

Possession of certification as a Building Inspector (combination certification) from the International Code Council on the date of application.

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

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

ARB
REV 11/30/04
FLSA: exempt; City: nonexempt
CSB 1/12/05

SENIOR BUILDING SERVICES ELECTRICIAN

*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 skilled maintenance, repair and installation of electrical systems including building, conduit systems for telecommunications, security, life safety, motors and other electrical systems; to provide solutions for problems on all systems serviced; to plan, coordinate, lead and participate in the work assigned; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Facilities Field Supervisor and higher-level staff.

May exercise functional and technical supervision over lower level staff.

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

Essential Functions:

1. Plan, direct, coordinate, lead and participate in the installation, repair and maintenance of building electrical, conduit for telecommunications, security and life safety systems (fire alarms, emergency lighting, exit signs). Design and build control circuits.

2. Operate circuit testing equipment, pneumatic tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, small power tools, hand tools and related equipment.

3. Perform advanced troubleshooting of electrical, security, life safety and related systems and perform scheduled maintenance. Bring any regulatory, specification or procedural infractions into compliance.

Essential Functions:

4. Read and interpret blueprints, schematic drawings and related symbols and markings; ensure that underground utilities are located, identified and marked.

5. Train assigned employees in work methods and techniques and the set-up and use of equipment.

6. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

7. Adhere to all related codes, regulations, specifications and procedures for duties assigned, including obtaining required permits. Ensure the adherence to safe work practices and procedures.

8. Estimate time, materials and equipment required for jobs assigned and requisition materials as required.

9. Respond to electrical emergencies during evenings and weekends.

Marginal Functions:

1. Perform related duties and responsibilities as required.

2. Perform routine maintenance of systems.

3. Perform minor installation, maintenance and repair of motors and controls.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of electrical systems.
National Electrical Code at an advanced level.
Life safety code.
Properties and principles of electricity.
Preventive maintenance techniques and procedures.
Principles and practices of electrical construction.
Principles of mathematics applying to electrical and related work.
Occupational hazards and standard safety practices.
Electrical calculation and design techniques.
Methods, techniques, operations, services and activities of electrical, life safety, security and telecommunications systems and their interaction with other building systems.
Operational characteristics of materials, equipment and tools used in electrical repair and installation.
Troubleshooting and diagnostic techniques in electrical, life safety and security systems.
Blueprints, schematics, symbols, drawings and related materials.
Basic knowledge of methods and techniques of electronic, heating and air conditioning and mechanical systems.

Ability to:

Lead, organize, coordinate and review the work of staff in the area of work assigned.
Independently perform the most difficult electrical installation and repair work.
Interpret, explain and enforce department policies and procedures.
Operate a variety of electrical repair equipment in a safe and effective manner.
Perform maintenance on the electrical systems in the city.
Work on ladders and at heights.
Work near connected electrical circuits.
Distinguish colors.
Troubleshoot and solve problems on systems serviced.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- -- *Walking, standing or sitting for extended periods of time; and*
- -- *Operating assigned equipment and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:
- -- *Making observations;*
- -- *Communicating with others;*
- -- *Reading and writing; 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:

Three years of increasingly responsible journey-level electrical experience.

Training:

Equivalent to graduation from high school, supplemented by specialized training in the electrical field.

License or Certificate

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

Possession, and maintenance, of a current Clark County Journeyman Electrician or Master Electrician ID card on the date of application.

Possession of an Explosive Tool Use certificate within 6 months of the date of appointment.

License or Certificate

Possession of a Fire Alarm certificate within one year of the date of appointment.

Possession of a Fork Lift Certificate from the City of Las Vegas within 6 months of the date of appointment.

Possession of an appropriate aerial lift certification from the City of Las Vegas within 6 months of 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 indoors in City Hall complex or other City facilities as assigned.

Hazards: Work at heights, exposure to electrical shock, cramped or confined spaces and awkward positions.

Equipment Used: Assorted hand and power tools, variety of electronic testing equipment, computer control testing, blueprints, schematics.

Safety Equipment: Hearing and eye protection as required, safety shoes as required, gloves.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, in office or shop areas while installing and maintaining systems, for short durations throughout shift.

Sitting: Occasionally-frequently, at desk or workbench while reviewing plans, operating computer & completing administrative tasks.

Lift/carry: Frequently, 1-25 lbs., cabling, conduit, tools, equipment. Infrequently, 26-50 lbs., computers, printers, monitors.

Push/pull: Frequently, using one or both arms or hands while moving office furniture, computers, printers, to install or repair various data communications systems. Must exert force of 10-50 lbs. pulling cable through conduit in attics and sub floors.

Climbing: Frequently, on and off ladders while working overhead installing or troubleshooting cabling systems.

Bending/twisting: Frequently, at waist, knees or neck throughout shift while working overhead and at floor level while cabling, installing jacks and performing repairs to system.

Kneeling/crouching/crawling: May occasionally kneel while performing work at floor level and working cabling through sub flooring. Rarely crawls.

Physical Conditions:

Hands/arms: Frequent-constant use of both hands and arms while performing administrative duties, installing cable, troubleshooting and maintaining system. Requires reaching, handling, grasping and fingering. Some projects may require extended overhead work while installing or maintaining overhead cabling systems. Overhead work can vary between 2-8 hours daily depending on assignment.

Sight: Constant use of sight in identifying, diagnosing and installing data systems. Visual requirements include color vision, depth perception, hand/eye coordination, and visual acuity in near-, mid- and far-ranges.

Speech/hearing: Constantly, in interacting with customers, coworkers and supervisors.

Other physical demands: Physical demands vary by assignment. Assigned worker may supervise other individuals in performing construction phase of project, although worker must be able to perform all duties as assigned.

ARB
REV 11/29/04
FLSA & City: nonexempt
CSB: 1/12/05

SENIOR DATA COMMUNICATIONS ELECTRICIAN

*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

Plan, direct, coordinate, lead and participate in the design, installation, inspection, upgrading, repair and maintenance of data communications systems, network wiring systems, fiber optic communications systems, special power systems such as uninterruptable power supply, power and communications conduit and video wiring; to perform a variety of technical duties related to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Data Communications Electrician 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 the series. Employees at this level are required to be fully trained in all procedures related to the assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Information Technologies Operations Manager.

May exercise functional and technical supervision over lower level staff.

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

Essential Functions:

1. Plan, direct, coordinate, lead and participate in the design, installation, inspection, upgrading, repair and maintenance of data communications systems, network wiring systems, fiber optic communications systems, special power systems such as uninterruptable power supply, power and communications conduit and video wiring.

2. Produce, update and verify electrical blueprints and schematic drawings.

3. Set up and execute a preventive maintenance schedule for the data communications systems citywide.

4. Ensure that city data communications systems adhere to all established policies, codes and standards; obtain all required permits.

Essential Functions:

5. Prioritize work assignments according to established criteria or as directed to provide the expected level of customer service.

6. Perform advanced troubleshooting of all communications systems, including printed circuit boards.

7. May direct and review the activities of contract employees.

8. Operate power and hand operated equipment and tools.

9. Read and interpret blueprints, schematic drawings and related symbols and markings.

10. Train assigned employees in work methods and techniques and in the set-up and use of equipment; ensure that assigned employees adhere to safe work practices and procedures.

11. Estimate time, materials and equipment required for assigned jobs and requisition materials as needed.

12. Respond to data communications emergencies during evenings and weekends.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

National Electrical Code, at an advanced level.
City codes, policies and standards.
Applicable premise wiring standards.
Trade-related hand and power tools and equipment.
Operations, services and activities of a complex data communications system.
Properties and principles of electricity.
Preventive maintenance techniques and procedures.
Principles and practices of electrical construction as it relates to data systems.
Principles of mathematics applicable to electrical work.
Occupational hazards and standard safety practices.
Wiring requirements and basic operation of personal computers, mainframe terminals, printers and other peripheral devices.
Printed circuit board technology.
Electrical design techniques.
Troubleshooting and diagnostic techniques in data communications systems.
Blueprints, schematics, symbols, drawings and related materials.
Fiber optic media.
National Fire Protection Agency Standards.

Ability to:

Lead, organize, coordinate and review the work of assigned staff.
Independently perform the most difficult data communications installations and repairs.
Interpret, explain and enforce department policies and procedures.
Work on ladders and at heights.
Work near connected electrical circuits.
Distinguish colors.
Select and safely use appropriate hand and power tools and equipment.
Identify electrical hazards and use appropriate safety practices.
Build and maintain computer networks and communications systems.
Operate personal computers, mainframe terminals and peripheral equipment to verify proper connections.
Remove, troubleshoot and reinstall printed circuit boards.
Install, certify, terminate, maintain and repair fiber optic cabling.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:
- -- *Making observations;*
- -- *Communicating with others;*
- -- *Reading and writing; and*
- -- *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:
- -- *Making sound decisions;*
- -- *Effective interaction and communication with others; and*
- -- *Demonstrating intellectual capabilities.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- -- *Sitting for extended periods of time; and*
- -- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

Three years of increasingly responsible journey-level electrical experience, preferably in the data communications field.

Training:

Equivalent to graduation from high school, supplemented by specialized training in the electrical field.

License or Certificate:

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

Possession, and maintenance, of a current Clark County Journeyman Electrician or Master Electrician ID card on the date of application.

Possession of category 5 cable termination and installation certificate on the date of application.

Possession of fiber optic termination and installation certificate on the date of application.

Possession of an explosive tool use certificate (Hilti Gun) on the date of application.

WORKING CONDITIONS

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

Environmental Conditions:

Location: Work performed indoors in City Hall complex or other City facilities as assigned.
Hazards: Working at heights, exposure to electrical shock, cramped or confined spaces and awkward positions.
Equipment Used: Assorted hand and power tools, variety of electronic testing equipment, computer control testing, blueprints, schematics.
Safety Equipment: Hearing and eye protection as required, safety shoes as required, gloves.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, in office or shop areas while installing and maintaining systems, short durations throughout shift.
Sitting: Occasionally-frequently, at desk and workbench while reviewing plans, operating computer and completing administrative tasks.
Lift/carry: Frequently, 1-25 lbs., cabling, conduit, tools and equipment. Infrequently, 26-50 lbs., computers, printers, monitors.
Push/pull: Frequently, using one or both arms and hands while moving office furniture, computers, printers, to install and repair various data communications systems. Must exert force of 10-50 lbs. pulling cable through conduit in attics and subfloors.
Climbing: Frequently, on and off ladders while working overhead installing and troubleshooting cabling systems.
Bending/twisting: Frequently, at waist, knees and neck throughout shift while working overhead and at floor level while cabling, installing jacks and performing repairs to system.
Kneeling/crouching/crawling: May occasionally kneel while performing work at floor level and working cabling through subflooring. Rarely crawls.

Physical Conditions:

Hands/arms: Frequent-constant use of both hands and arms while performing administrative duties, installing cable, troubleshooting and maintaining system. Requires reaching, handling, grasping, fingering. Some projects may require extended overhead work while installing or maintaining overhead cabling systems. Overhead work can vary between 2-8 hours daily depending on assignment.

Sight: Constant use of sight in identifying, diagnosing and installing data systems. Visual requirements include color vision, depth perception, hand and eye coordination, visual acuity in near-, mid- and far-ranges.

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

Other physical demands: Physical demands vary by assignment.

ARB
REV 11/29/04
FLSA and City: nonexempt
CSB 1/12/05

SENIOR FIELD ELECTRICIAN

*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 skilled maintenance, repair and installation of field electrical systems including streetlighting and park lighting; to provide solutions for equipment problems; to plan, coordinate, lead and participate in the work assigned; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Field Electrician 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 including problem solving and creating, defining and applying preventive maintenance programs. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Electrical Services Field Supervisor or higher-level staff.

May exercise functional and technical supervision over lower level staff.

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

Essential Functions:

1. Plan, direct, coordinate, lead and participate in the installation, repair and maintenance of streetlight and park lighting systems.

2. Operate circuit testing equipment, aerial lift equipment, pneumatic tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, small power tools, hand tools and related equipment.

3. Perform advanced trouble shooting of streetlighting and park lighting systems and perform scheduled maintenance.

4. Read and interpret blueprints, schematic drawings and related symbols and markings; ensure that underground utilities are located, identified and marked; locate and upgrade code infractions.

Essential Functions:

5. Train assigned employees in work methods and techniques and in the set up and use of equipment.

6. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

7. Adhere to all related codes and regulations for duties assigned including obtaining required permits. Ensure assigned employees adhere to safe work practices and procedures, including the use and maintenance of devices for work zone traffic control and worker safety.

8. Estimate time, materials and equipment required for jobs assigned and requisition materials as required; create, retrieve and resolve work orders using office and field computer systems.

9. Install and remove poles, light fixtures, electronic eyes, globes and floodlights for streetlights and park lighting; install underground cable for streetlights and other electrical devices; install service entrance equipment for all voltages and phases.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of electrical systems.
National Electrical Code.
Properties and principles of electricity.
Preventive maintenance techniques and procedures.
Principles and practices of electrical construction.
Principles of mathematics applying to electrical and related work.
Occupational hazards and standard safety practices.
Electrical calculation and design techniques.
Methods, techniques, operations, services and activities of streetlighting and park lighting systems.
Operational characteristics of materials, equipment and tools used in electrical repair and installation.
Troubleshooting and diagnostic techniques in streetlighting and park lighting systems.
Blueprints, schematics, symbols, drawings and related materials.
Principles of lineman work.
Traffic work zone safety practices.
Heavy equipment operation.
Modern office procedures, methods and computer equipment, including common office software.

Ability to:

Lead, organize, coordinate and review the work of staff in the area of work assigned.
Independently perform the most difficult electrical installation and repair work.
Interpret, explain and enforce department policies and procedures.
Operate a variety of electrical repair equipment in a safe and effective manner.
Perform maintenance on the streetlighting and park lighting systems in the city.
Drive and operate aerial lift equipment.
Work near connected electrical circuits.
Distinguish colors.
Work in aerial lift equipment, on poles and at heights up to 80 feet.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- -- *Walking, standing or sitting for extended periods of time; and*
- -- *Operating assigned equipment and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:
- -- *Making observations;*
- -- *Communicating with others;*
- -- *Reading and writing; 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 journey-level electrical experience, preferably with streetlighting or park lighting systems.

Training:

Equivalent to graduation from high school, supplemented by specialized training in the electrical field.

License or Certificate

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

Possession, and maintenance, of a current Clark County Journeyman Electrician or Master Electrician ID card on the date of application.

License or Certificate

Possession of a Fork Lift Certificate from the City of Las Vegas within 6 months of the date of appointment.

Possession of an appropriate aerial lift certification from the City of Las Vegas within 6 months of date of appointment.

Possession of a Work Zone Safety Certificate from the International Municipal Signal Association, Inc., within 6 months from 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 is primarily performed out of doors, subject to typical Nevada weather.
Hazards: Exposure to noise, high voltage, extreme heat, electrical energy, working at heights on aerial lift equipment, working above ground in confined spaces, slippery and uneven surfaces, and work around moving equipment and heavy traffic in public right of way.
Equipment Used: City aerial lift truck, forklift, asphalt/concrete cutter, jackhammer, variety of hand and power tools.
Safety Equipment: Steel-toed shoes, gloves, safety glasses, goggles, hard hat, hearing protection, safety vest, safety lanyard while working at heights.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Occasionally, throughout work shift, up to 1-2 miles per shift. Can be extended based on assignment.
Sitting: Frequently, while operating vehicle to and from job assignments.
Lift/carry: Occasionally, between 1-80 lbs., hand and power tools, aluminaire arms, street light poles. Usual carry between 20-30 ft. Infrequently, up to and exceeding 100 lbs., while lifting and carrying spools of wire, adapter plates, jackhammers.
Push/pull: Occasionally, using one or both arms and hands, exerting a force (typically 5-75 lbs.) moving heavy or awkward equipment onto boom truck lift bucket, moving steel rebar or bolts while setting new street poles at ground level, using jackhammers and other power tools.
Climbing: Occasionally, on and off boom truck, in and out of vehicle via steps (16-18"), climbing in and out of lift bucket, ladders throughout work shift. Requires balance while working in lift bucket, and working at heights up to 80 ft. Must be able to balance heavy load while climbing ladders and in lift truck.
Bending/twisting: Occasionally, at waist, knees and neck throughout work shift, depending on assignments. Some assignments may require constant bending and stooping while working at street level. Worker must be able to crawl in and out of lift bucket up to several times per shift.

Physical Conditions:

Kneeling/crouching/crawling: Occasionally, while working at street level, installing and maintaining equipment. Crawling, infrequently.

Hands/arms: Frequent use of both hands and arms in reaching, handling, grasping, fingering, gripping while handling heavy and awkward materials, hand and power tools. Subject to excessive gripping and vibration. Work is frequently at or above shoulder height.

Sight: Constantly, with ability to distinguish colors, depth perception, hand, eye and foot coordination. Visual acuity in near-, mid- and far-range required, as worker is exposed to extreme traffic hazards.

Speech/hearing: Constantly, must be able to communicate clearly on two-way radio, work with coworkers throughout shift.

Other physical demands: Some work assignments require extended stooping and bending working at lower levels throughout work shift. May involve movement of heavy steel while installing street lights. Worker must exercise good judgment and an ability to lift heavy items.

KAG/ARB
REV 11/29/04
FLSA & City: nonexempt
CSB: 1/12/05

SENIOR INDUSTRIAL ELECTRICIAN

*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 skilled maintenance, repair and installation of industrial electrical systems at the Water Pollution Control Facility and other city facilities; to provide solutions for equipment problems; to plan, coordinate, lead and participate in the work assigned; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Industrial Electrician 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 including problem solving and creating, defining and applying preventive maintenance programs. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Facilities Field Supervisor or Facilities Maintenance Supervisor and higher-level staff.

May exercise functional and technical supervision over lower level staff.

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

Essential Functions

1. Plan, direct, coordinate, lead and participate in the installation, repair and maintenance of electrical and control systems for motors, pumps, fans, blowers, pump lift stations, conveyors, bar screens, uninterruptible power supply and emergency generators and transfer switches at the Water Pollution Control Facility (WPCF) and other city facilities.

2. Install, repair, replace and maintain all wiring for the WPCF buildings, wastewater treatment plant, programmable logic controllers (PLCs), computers and peripherals. Maintain plant lighting including lamps, poles, conduit, wiring, fuses, mast arms and fixtures.

3. Operate circuit testing equipment, pneumatic tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, small power tools, hand tools and related equipment.

Essential Functions:

4. Maintain systems and equipment such as variable frequency drives, silicon controlled rectifier drives, low and medium voltage 3-phase switchgear and motor starters, chlorine gas and sulfur dioxide storage and delivery systems, chemical batching, mixing and delivery systems. Clean, adjust, tighten, lubricate and inspect motor control center cubicles and switchgear and perform annual inspections on PLC and relay control panels for cleanliness and tightness. Outside the WPCF, maintain motors and pumps servicing swimming pools, park irrigation systems and roadway underpasses.

5. Design and fabricate various specialized electrical control panels for pumps and related systems within the chemical delivery systems.

6. Perform advanced trouble shooting of electrical systems including controls, motors, generators and pumps and perform scheduled maintenance.

7. Pull motors and pumps for overhaul and reinstallation, including tear down, repair and reassembly.

8. Read and interpret blueprints, schematic drawings and related symbols and markings.

9. Train assigned employees in work methods, techniques and the set up and use of equipment.

10. Adhere to all related codes and regulations for duties assigned including obtaining required permits; ensure assigned employees adhere to established safety-related work practices and procedures.

11. Estimate time, materials and equipment required for jobs assigned and requisition materials as required.

Marginal Functions:

1. Perform related duties and responsibilities as required.

2. Perform routine maintenance of systems.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of industrial electrical systems.
National Electrical Code.
Properties and principles of electricity.
Preventive maintenance techniques and procedures.
Principles and practices of electrical construction.
Principles of mathematics.
Occupational hazards and standard safety practices.
Electrical calculation and design techniques.
Methods, techniques, operations, services and activities of heavy industrial, high voltage systems.

Knowledge of:

Operational characteristics of materials, equipment and tools used in electrical repair, maintenance and installation of heavy industrial, high voltage systems.
Troubleshooting and diagnostic techniques in heavy industrial, high voltage systems.
Blueprints, schematics, symbols, drawings and related materials.
Safe work practices in a heavy industrial setting.

Ability to:

Lead, organize, coordinate and review the work of staff in the area of work assigned.
Independently perform the most difficult electrical installation and repair work.
Interpret, explain and enforce department policies and procedures.
Operate a variety of electrical repair equipment in a safe and effective manner.
Drive and operate boom truck and aerial lift equipment.
Work at heights up to 40 feet.
Work in confined spaces.
Perform maintenance and repairs on the wastewater treatment plant systems.
Design and fabricate specialized controls for chemical delivery systems.
Work near connected electrical circuits.
Distinguish colors.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:
- -- *Walking, standing or sitting for extended periods of time; and*
- -- *Operating assigned equipment and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:
- -- *Making observations;*
- -- *Communicating with others;*
- -- *Reading and writing; 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 journey-level electrical experience, preferably in an industrial environment.

Training:

Equivalent to graduation from high school, supplemented by specialized training in the electrical field.

License or Certificate

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

Possession, and maintenance, of a current Clark County Journeyman Electrician or Master Electrician ID card on the date of application.

Possession of an Explosive Tool Use certificate within 6 months of appointment.

Possession of a Fork Lift Certificate from the City of Las Vegas within 6 months of appointment.

Possession of an appropriate aerial lift certification from the City of Las Vegas within 6 months of 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 may be indoors or outdoors depending on assignment, including travel from site to site.

Hazards: Exposure to electric shock with high voltage, burns, toxic and caustic chemicals, biological hazards, odors, fumes, dust, sparks, extremes of heat and cold, wet, oily and slippery surfaces, sharp edges, pinch points, moving equipment, machinery and vehicles, vibration, noise, work at heights on ladders and lifts and in confined spaces.

Equipment Used: Manlifts, hand and power tools, electrical testing equipment, pneumatic tools, jackhammers, cutting torch, explosive tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, forklift, truck, computer.

Safety Equipment: Safety shoes, hearing and eye protection, hard hat, gloves, apron, rubber boots, safety lanyard, self-contained breathing apparatus (SCBA) equipment.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently-constantly on all types of surfaces throughout shift, up to 1-2 miles per day depending on assignment.

Sitting: Occasionally, while working on equipment, at workbench, completing paperwork, driving vehicle.

Lift/carry: Frequently, 1-50 lbs., hand and power tools, equipment, panels, distances up to 100 ft. May wear 10-15 lb. tool belt. Infrequent lifting up to 100 lbs., motors, controls, materials. Assistance available for lifting over 50 lbs.

Push/pull: Frequently, using both hands and arms in performing manual labor (pick and shovel), removing panels on equipment, moving equipment and supplies, tightening connections, exerting up to 30-75 lbs. force to pull wire and bend conduit.

Climbing: Frequently, stairs, ladders, lifts, depending on location. May involve extensive work on ladders, up to 50%, at 8-50 ft. heights. Balancing required.

Bending/twisting: Frequently, throughout shift at waist, knees and neck depending on task assigned. Repairs may require work in awkward positions, extended reaching or leaning.

Kneeling/crouching/crawling: Occasionally, up to 10%, while working in attics, tight spaces, in underground pipes, tunnels.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering while performing various duties. Work can be highly repetitive and may require excessive gripping and fingering in pulling wire, handling large and small parts. Frequent overhead reaching required while working with tools.

Sight: Constantly, required to perform repairs in a safe, efficient manner. Visual requirements include color vision, depth perception, peripheral vision, hand, eye and foot coordination, and visual acuity in near-, mid- and far-ranges.

Speech/hearing: Constantly, in communicating and performing work in a safe, efficient manner.

Other physical demands: Must possess sense of smell and tactile feeling. Ability to work in confined spaces and awkward positions.

ARB
REV 12/2/04
FLSA & City: nonexempt
CSB: 1/12/05

SENIOR TRAFFIC SIGNAL ELECTRICIAN

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

DEFINITION

To lead, oversee and participate in the more complex and difficult work of staff responsible for the skilled maintenance, repair and installation of traffic signal electrical systems; and to perform a variety of technical tasks related to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Traffic Signal Electrician 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 including problem solving and creating, defining and applying preventive maintenance programs. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Traffic Signal Field Supervisor or higher-level management staff.

May exercise functional and technical supervision over lower level staff.

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

Essential Functions:

1. Plan, direct, coordinate, lead and participate in the installation, repair and maintenance of traffic signal systems, including poles, vehicle and pedestrian indicators, light fixtures, electronic eyes for traffic signal and flasher devices, underground cable and service entrance equipment.

2. Operate circuit testing equipment, aerial lift equipment, pneumatic tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, small power tools, hand tools and related equipment.

3. Perform advanced troubleshooting of traffic signal systems. Perform scheduled maintenance.

Essential Functions:

4. Read and interpret blueprints, schematic drawings and related symbols and markings; ensure that underground utilities are located, identified and marked; locate and upgrade code infractions.

5. Train assigned employees in work methods, techniques and the set-up and use of equipment.

6. Assist in designing layout of intersections for traffic signals, including lights, controller cabinets and service connections.

7. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

8. Adhere to all related codes and regulations for duties assigned including obtaining required permits. Ensure the adherence to safe work practices and procedures, including the use and maintenance of safety devices for work zone traffic control and worker safety.

9. Estimate time, materials and equipment required for jobs assigned and requisition materials as required; create, retrieve and resolve orders using office and field computer systems.

Marginal Functions:

1. Perform routine maintenance of systems.

2. Stay abreast of new trends and innovations in the field of traffic signal electrical systems.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services, activities, methods and techniques of traffic signal electrical services.
National Electrical Code.
Principles, practices, theories and materials of the electrical trade.
Principles and practices of the International Municipal Signal Association.
Properties and principles of electricity.
Advanced preventive maintenance techniques and procedures.
Principles and practices of electrical construction.
Principles of mathematics applying to electrical and related work.
Occupational hazards and standard safety practices necessary in the area of work assigned.
Electrical calculation and design techniques.
Methods, techniques, operations, services and activities of traffic signal systems.
Operational characteristics of materials, mechanical and hydraulic equipment, and tools used in the installation, maintenance and repair of electrical systems.
Advanced troubleshooting and diagnostic techniques in traffic signal systems.

Knowledge of:

Blueprints, schematics, symbols, drawings and related materials.
Principles of lineman work.
Traffic work zone safety practices.
Heavy equipment operation.
First aid practices used in electrical emergencies.
Pertinent federal, state and local laws, codes and regulations.
International Municipal Signal Association standards as described in the Manual of Uniform Traffic Control Devices (MUTCD).
Modern office procedures, methods and computer equipment, including common office software.

Ability to:

Lead, organize and review the work of staff in the area of work assigned.
Independently perform the most difficult electrical installation and repair work on traffic signal equipment.
Interpret, explain and enforce department policies and procedures.
Operate a variety of vehicular, stationary and electrical repair equipment in a safe and effective manner.
Perform maintenance on traffic signal electrical systems in the city.
Drive and operate aerial lift equipment.
Work in aerial lift equipment, on poles and at heights up to 80 feet.
Work near connected electrical circuits.
Distinguish colors.
Analyze and interpret electrical schematics, diagrams, drawings and plans.
Analyze, interpret, troubleshoot and solve electrical systems defects.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- -- *Walking, standing or sitting for extended periods of time; and*
- -- *Operating assigned equipment and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:
- -- *Making observations;*
- -- *Communicating with others;*
- -- *Reading and writing; 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:

Three years of increasingly responsible journey-level electrical experience, preferably including the maintenance and installation of traffic signals.

Training:

Equivalent to graduation from high school. Additional specialized training in electrical work or a related field.

License or Certificate

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

Possession, and maintenance, of a current Clark County Journeyman Electrician or Master Electrician ID card on the date of application.

Possession of a Level I Traffic Signal Electrician Certification from the International Municipal Signal Association, Inc., on the date of application.

Possession of a Work Zone Safety Certification from the International Municipal Signal Association, Inc., on the date of application.

Possession of a Fork Lift Certificate from the City of Las Vegas within 6 months of the date of appointment.

Possession of an appropriate aerial lift certification from the City of Las Vegas within 6 months of date of appointment.

Possession of a Level II Traffic Signal Electrician Certification from the International Municipal Signal Association, Inc., within 6 months of meeting the certification qualifications.

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 primarily performed out of doors, subject to typical Nevada weather.
Hazards: Exposure to noise, dust, grease, fumes, high voltage, extreme heat, electrical energy, working at heights on scaffolding, ladders, aerial lift equipment, working underground in confined spaces, slippery and uneven surfaces, and work around moving equipment and heavy construction equipment.

Environmental Conditions:

Equipment Used: City aerial lift truck, backhoe, trenching machine, asphalt and concrete cutter, jackhammer, variety of hand and power tools.
Safety Equipment: Steel-toed shoes, gloves, safety glasses, goggles, back brace, hearing protection, safety vest, safety lanyard while working at heights.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, throughout work shift, up to 1 mile per shift. Can be extended based on assignment.
Sitting: Occasionally, while operating vehicle to and from job assignments.
Lift/carry: Frequently, between 1-80 lbs., hand and power tools, aluminaire arms, traffic signal poles, traffic signals and plumbing devices. Infrequently, up to and exceeding 100 lbs., while lifting carrying spools of wire, adapter plates, traffic signal 5-section heads, jackhammers. Usual carry between 20-30 ft.
Push/pull: Frequently-constantly, using one or both arms or hands, exerting a force (typically 20-100 lbs.) moving heavy, awkward equipment onto boom truck lift bucket, moving steel rebar and bolts while setting new traffic signals at ground level, using jackhammers and other power tools.
Climbing: Frequently, on and off boom truck, in and out of vehicle steps (16-18"), climbing in and out of lift bucket, ladders, on and off backhoe and trencher equipment throughout work shift. Requires balance while working in lift bucket, and working at heights up to 47 ft. Must be able to balance heavy load while climbing ladders and in lift truck.
Bending/twisting: Frequently-constantly, at waist, knees and neck throughout work shift, depending on assignments. Some assignments may require constant bending and stooping while working at street level installing and lacing loops. Worker must be able to crawl in and out of lift bucket up to several times per shift.
Kneeling/crouching/crawling: Frequently, depending on assignments. Crawling, infrequently.
Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering and gripping while handling heavy and awkward materials, hand and power tools. Subject to excessive gripping and vibration. Work is frequently at or above shoulder height.
Sight: Constantly, with ability to distinguish colors, depth perception, hand, eye and foot coordination. Visual acuity in near-, mid- and far-range required, as worker is exposed to extreme traffic hazards.
Speech/hearing: Constantly, must be able to communicate clearly on two-way radio and with co-workers throughout shift.
Other physical demands: Some work assignments require extended stooping and bending working at lower levels throughout work shift. May involve movement of heavy steel and concrete parts and manhole covers while installing traffic signals. Worker must exercise good judgment and an ability to lift heavy items.

ARB
REV 11/29/04
FLSA & City: nonexempt
CSB 1/12/05

TRAFFIC SIGNAL ELECTRICIAN II

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

DEFINITION

To perform skilled maintenance, repair and installation of traffic signal electrical systems; to provide solutions for equipment problems; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Traffic Signal Electrician series. Positions at this level are distinguished from the Sr. Traffic Signal Electrician by the level of experience required to perform the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from the Traffic Signal Field Supervisor or other higher-level management staff.

May receive functional and technical supervision from a Senior Traffic Signal Electrician.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Install, repair and maintain traffic signal systems, including poles, vehicle and pedestrian indicators, light fixtures, fuses, mast arms, illuminated signs, electronic eyes for traffic signal and flasher devices, underground cable and service entrance equipment.

2. Operate circuit testing equipment, aerial lift equipment, pneumatic tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, small power tools, hand tools and related equipment.

3. Troubleshoot traffic signal systems, and perform scheduled maintenance.

4. Read and interpret blueprints, schematic drawings and related symbols and markings; locate, identify and mark underground utilities; locate and upgrade code infractions.

Essential Functions:

5. Operate a boom truck and ladder to install, maintain and repair traffic signal systems and traffic light poles involved in accidents.

6. Respond to public inquiries in a courteous manner, provide information within the area of assignment; resolve complaints in an efficient and timely manner.

7. Adhere to all related codes and regulations for duties assigned including obtaining required permits. Adhere to safe work practices and procedures. Maintain, repair and set up devices for work zone traffic control and worker safety. Ensure public safety is maintained during the maintenance of any traffic signal device.

8. Retrieve work orders and resolve problems using office computer system.

Marginal Functions:

1. Assist in estimating time, materials, and equipment required for jobs assigned and requisitioning materials as required. Verify manifests upon receipt and inspect materials delivered by vendors; move materials into storage.

2. Respond to traffic signal emergencies during evenings and weekends.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services, activities, methods and techniques of traffic signal electrical services.
National Electrical Code.
Principles, practices, theories and materials of the electrical trade.
Properties and principles of electricity.
Operational characteristics of mechanical and hydraulic equipment and tools used in the installation, maintenance, and repair of electrical systems.
Preventive maintenance techniques and procedures.
Techniques of electrical trouble shooting and diagnosis.
Occupational hazards and standard safety practices necessary in the area of work assigned.
Principles of mathematics applying to electrical and related work.
Electrical calculation and design techniques.
Blueprints, schematics, symbols, drawings and related materials.
Principles of lineman work.
Traffic work zone safety practices.
Heavy equipment operation.
Basic first aid practices used in electrical emergencies.
International Municipal Signal Association Standards as described in the Manual of Uniform Traffic Control Devices (MUTCD).
Pertinent federal, state and local laws and regulations.
Modern office procedures, methods and computer equipment, including common office software.

Ability to:

Independently perform skilled maintenance and repair work related to traffic signal electrical systems and components.
Read and interpret department policies and procedures.
Operate a variety of vehicular, stationary and electrical repair equipment in a safe and effective manner.
Drive and operate aerial lift equipment.
Work in aerial lift equipment, on poles and at heights up to 80 feet.
Work near connected electrical circuits.
Distinguish colors.
Analyze and interpret problems in traffic signal systems.
Read and interpret electrical schematics, diagrams, drawings and plans.
Troubleshoot and solve electrical system defects.
Understand and follow oral and written instructions and sketches.
Work independently without direct supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- *Walking, standing or sitting for extended periods of time; and*
- *Operating assigned equipment and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:
- *Making observations;*
- *Communicating with others;*
- *Reading and writing; 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 journey-level electrical experience.

Training:

Equivalent to graduation from high school supplemented by specialized training in the electrical field.

License or Certificate

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

By the date of application, must possess or have completed any one of the following four:

1. A journeyman electrician card from a recognized union, such as the International Brotherhood of Electrical Workers (IBEW).
2. An apprenticeship from an organization such as a chapter of the Associated Builders and Contractors (ABC), or a union such as the IBEW.
3. Official mailed test results from the International Code Council indicating a passing score on the Standard Journeyman Electrician or Standard Master Electrician examination. Examination must have been taken within three years of the date of application. The Standard Journeyman Sign Electrician and the Standard Journeyman Residential Electrician examinations are not acceptable.
4. A current Clark County, Nevada, Journeyman Electrician or Master Electrician ID card.

Possession, and maintenance, of a current Clark County Journeyman Electrician or Master Electrician ID card within 6 months of the date of appointment.

Possession of a Forklift Certificate from the City of Las Vegas within 6 months of the date of appointment.

Possession of an appropriate aerial lift certification from the City of Las Vegas within 6 months of date of appointment.

Possession of a Work Zone Safety Certification from the International Municipal Signal Association, Inc., or equivalent, within six months of the date of appointment.

Possession of Level I Traffic Signal Electrician Certification from the International Municipal Signal Association, Inc. within six months of meeting the certification qualifications.

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 primarily performed out of doors, subject to typical Nevada weather.

Hazards: Exposure to noise, dust, grease, fumes, high voltage, extreme heat, electrical energy, working at heights on scaffolding, ladders, aerial lift equipment, working underground in confined spaces, slippery and uneven surfaces, and work around moving equipment and heavy construction equipment.

Equipment Used: City aerial lift truck, backhoe, trenching machine, asphalt and concrete cutter, jackhammer, variety of hand and power tools.

Safety Equipment: Steel-toed shoes, gloves, safety glasses, goggles, back brace, hearing protection, safety vest, safety lanyard while working at heights.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, throughout work shift, up to 1 mile per shift. Can be extended based on assignment.

Sitting: Occasionally, while operating vehicle to and from job assignments.

Lift/carry: Frequently, between 1-80 lbs., hand and power tools, aluminaire arms, traffic signal poles, traffic signals and plumbing devices. Usual carry between 20-30 ft. Infrequently, up to and exceeding 100 lbs., while lifting carrying spools of wire, adapter plates, traffic signal 5-section heads, jackhammers.

Push/pull: Frequently-constantly, using one or both arms or hands, exerting a force (typically 20-100 lbs.) moving heavy, awkward equipment onto boom truck lift bucket, moving steel rebar and bolts while setting new traffic signals at ground level, using jackhammers and other power tools.

Climbing: Frequently, on and off boom truck, in and out of vehicle steps (16-18"), climbing in and out of lift bucket, ladders, on and off backhoe and trencher equipment throughout work shift. Requires balance while working in lift bucket, and working at heights up to 47 ft. Must be able to balance heavy load while climbing ladders and in lift truck.

Bending/twisting: Frequently-constantly, at waist, knees and neck throughout work shift, depending on assignments. Some assignments may require constant bending and stooping while working at street level installing and lacing loops. Worker must be able to crawl in and out of lift bucket up to several times per shift.

Kneeling/crouching/crawling: Frequently, depending on assignments. Crawling, infrequently.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering and gripping while handling heavy and awkward materials, hand and power tools. Subject to excessive gripping and vibration. Work is frequently at or above shoulder height.

Sight: Constantly, with ability to distinguish colors, depth perception, hand, eye and foot coordination. Visual acuity in near-, mid- and far-range required, as worker is exposed to extreme traffic hazards.

Speech/hearing: Constantly, must be able to communicate clearly on two-way radio and with co-workers throughout shift.

Other physical demands: Some work assignments require extended stooping and bending working at lower levels throughout work shift. May involve movement of heavy steel and concrete parts and manhole covers while installing traffic signals. Worker must exercise good judgment and an ability to lift heavy items.

ARB
REV 12/6/04
FLSA and City: nonexempt
CSB 1/12/05

NEIGHBORHOOD SERVICES TECHNICIAN

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

DEFINITION

To work within the Neighborhood Services Department in assisting neighborhood and community groups in making improvements, solving problems and obtaining services.

DISTINGUISHING CHARACTERISTICS

Employees within this class perform entry to mid-level tasks and duties, including the preparation of reports and correspondence and program support functions. Assignments may be complex or broader in scope with closer supervision.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisor, manager, and higher-level management. May receive functional and technical supervision from a Senior Neighborhood Specialist.

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

Essential Functions

1. Assist in providing technical guidance to neighborhoods, committees and community groups; provide logistical assistance for various activities and special initiatives.

2. Assist in program implementation to generate citizen involvement and continued participation in neighborhood improvement efforts.

3. Attend neighborhood meetings and events; assist in collecting data and disseminating information for programs, services and community development.

4. Collect, compile and prepare division Weekly Accomplishments and monthly Performance Measures reports; review and analyze results to ensure goals are met; discuss results with management staff.

5. Collect, analyze and summarize statistical and demographic information; establish and maintain databases and files.

6. Provide support in planning, implementing, monitoring and evaluating various neighborhood programs and events.

Essential Functions

7. Monitor budget expenditures, prepare monthly reports and provide status to management.

8. Respond to complaints and questions from the public concerning department programs and services.

9. Work with Council staff on neighborhood issues and initiatives.

10. Provide support for Integrated Service Teams in identifying neighborhoods and recommending and implementing outreach approaches; assist city departments with various outreach initiatives.

11. Develop and administer surveys and compile and analyze data.

Marginal Functions

1. Perform related duties and responsibilities as required.

2. May provide translation services, both written and verbal, to citizens.

QUALIFICATIONS

Knowledge of:

Basic principles and practices of neighborhood program development.
Principles, practices and techniques of customer service delivery.
Basic computer functions, including use of common office software such as word processing, spreadsheet and database application.
Research methods and data compilation techniques.
Principles and procedures of record keeping.
English usage, spelling, grammar and punctuation.
Principles of business letter writing and basic report preparation.
Basic mathematics.
Modern office methods, practices, procedures and equipment.
Local government roles and relationships.

Ability to:

Work cooperatively with neighborhood residents, city officials and the general public.
Deal successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
Listen to determine the actual issue or problem, when it may not be expressed clearly.
Act calmly, rationally, decisively and tactfully in difficult situations.
Apply and explain applicable laws, codes, regulations, policies and procedures.
Explain information on city services to the public.

Ability to:

Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative-working relationships with those contacted in the course of work.
Maintain effective interaction and communication with others.
Read, understand and implement government regulations as necessary.
Administer data tracking tools utilizing computer software.
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:
- -- *Attending meetings and events during evening and weekend hours;*
- -- *Sitting and standing for extended periods of time; and*
- -- *Operating assigned computers, copiers and related office machines.*

Experience and Training Requirements

Experience:

One year of experience working with community initiatives and program implementation involving neighborhood or community groups.

Training:

Equivalent to a Associate degree from an accredited college with major course work in social work, community development, public or business administration or a closely related field.

Special Requirements

Verbal fluency in Spanish is desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment with occasional fieldwork; travel to meeting sites.

Physical Conditions:

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

KAG
NEW 12/15/04
FLSA & City: nonexempt
CSB 1/12/05

SENIOR NEIGHBORHOOD SERVICES 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 lead, develop, organize, coordinate and supervise the implementation of the more complex programs and activities of the Neighborhood Services Department.

DISTINGUISHING CHARACTERISTICS

Employees within this class are distinguished from the Neighborhood Services Specialist by the performance of complex policy development, visioning, independent program development and implementation, report preparation and neighborhood involvement. Employees at this level have a fair degree of independence and receive only occasional instruction or assistance as new or unusual situations arise. Senior Neighborhood Services Specialists are fully aware of the operating procedures and policies of the work unit as well as the political sensitivities associated with neighborhood planning.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from supervisors, Neighborhood Services Manager or higher-level management staff.

May exercise functional and technical supervision over lower level staff.

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

Essential Functions:

1. Develop, coordinate, implement and oversee the administration of major initiatives.

2. Develop, monitor and audit program reporting procedures and budgets; track expenditures, purchase supplies and verify costs; revise program procedures and adjust costs as needed.

3. Organize and develop action plans to meet the needs of residents; provide training and technical assistance to residents.

4. Coordinate the development and strategic planning efforts of boards, committees, task forces, and other groups.

Essential Functions:

5. Oversee the development and implementation of program goals, objectives, policies and priorities.

6. Provide guidance and coordinate programs to optimize the effectiveness of neighborhood associations and advisory boards.

7. Lead community-based problem solving; respond to inquiries and requests for information from residents, city departments and outside agencies.

8. Lead, develop, implement and administer programs to generate citizen involvement.

9. Serve as Neighborhood Services liaison and coordinate efforts for citizen groups and committees; coordinate and facilitate neighborhood group meetings and community events.

10. Develop, monitor, and oversee programs aimed at low or moderate-income residents and/or underserved populations.

11. Develop, monitor, and oversee programs that assist with providing housing and/or in removing barriers to acquiring housing.

12. Prepare and conduct presentations to community and neighborhood groups concerning neighborhood initiatives and related programs.

13. Independently prepare complex management, policy and staff reports for City Council, various committees and advisory boards.

14. Research, analyze and summarize information on a variety of topics from numerous sources; prepare reports and proposals and make recommendations.

15. Represent and promote the department and the city at community events; work with the media to promote city and department programs.

Marginal Functions:

1. Assist in the preparation of program budgets.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

National neighborhood and community initiatives and public outreach trends, methods and practices.
Principles and practices of program development and management.
Advanced public relations techniques.

Knowledge of:

Neighborhood associations and organizations involved in providing community neighborhood services.
Complex principles of neighborhood and program planning.
Principles of supervision and training.
Principles, practices and techniques of customer service delivery.
Modern office procedures and methods including common office software and hardware.
English usage, spelling, grammar and punctuation.
Pertinent federal, state and local laws, codes, regulations.

Ability to:

Independently develop and implement significant neighborhood and other community initiatives.
Analyze complex problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.
Interact with a variety of individuals from different socio-economic, ethnic and cultural backgrounds.
Assess neighborhood conditions and determine needed improvements.
Work cooperatively with neighborhood leaders, city officials, media representatives and the general public.
Communicate effectively with citizens of varying socioeconomic and cultural backgrounds.
Act calmly, rationally, decisively and tactfully in difficult situations.
Lead, organize, and train lower level staff.
Interpret, explain and enforce policies and procedures.
Respond to difficult and sensitive public inquiries.
Recognize and diffuse the political sensitivity of neighborhood planning issues
Manage multiple assignments and set priorities.
Respond to political sensitivities and inter-relationships in the local community that can affect neighborhood issues.
Use initiative and act independently
Implement government regulations as necessary.
Develop and manage data tracking tools utilizing computer software such as the Hansen system
Effectively present information in a public forum.
Prepare clear and concise reports.
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.*

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:

Three years of increasingly responsible experience working with neighborhood groups or community services or in community affairs or community development, to include program development and implementation.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in community development, urban affairs, planning, social work, public administration, business administration or closely related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; travel from site to site.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time. May be exposed to hostile individuals.

KAG
NEW 12/15/04
FLSA & City: nonexempt
CSB 1/12/05

BUILDING SERVICES ELECTRICIAN II

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

DEFINITION

To perform skilled maintenance, repair, and installation of electrical systems including building, conduit systems for telecommunications, security, life safety, motors, and other electrical systems; to provide solutions for problems on all systems serviced; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Building Services Electrician series. Employees within this class are distinguished from the Sr. Building Services Electrician by level of experience required to perform the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from a Facilities Field Supervisor and ~~the~~ higher level staff.

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

Essential Functions:

1. Install, repair and maintain building electrical, conduit for telecommunications, security and life safety (fire alarms, emergency lighting, exit signs) systems. Participate in the design and fabrication of control circuits.

2. Operate circuit testing equipment, pneumatic tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, small power tools, hand tools and related equipment.

3. Troubleshoot electrical, security, life safety, and related systems, and perform scheduled maintenance. Bring any regulatory, specification or procedural infractions into compliance.

4. Read and interpret blueprints, schematic drawings and related symbols and markings.

Essential Functions:

5. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

6. Adhere to all related codes, regulations, specifications and procedures for duties assigned including obtaining required permits. Adhere to safe work practices and procedures.

7. Respond to electrical emergencies during evenings and weekends.

Marginal Functions:

1. Estimate time, materials and equipment required to complete assigned jobs; requisition materials as required. Verify manifests upon receipt and inspection of new materials delivered by vendors; move materials into storage.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services, and activities of electrical systems.
Current National Electrical Code.
Life safety code.
Occupational hazards and standard safety practices.
Electrical calculation and design techniques.
Properties and principles of electricity.
Methods, techniques, operations, services and activities of electrical, life safety, security and telecommunications systems and their interaction with other building systems.
Operational characteristics of equipment and tools used in electrical repair and installation.
Preventive maintenance techniques and procedures.
Principles and practices of electrical construction.
Principles of mathematics applying to electrical and related work.

Ability to:

Independently perform electrical installation, maintenance and repair work.
Read and interpret department policies and procedures.
Operate a variety of electrical repair equipment in a safe and effective manner.
Perform maintenance on the electrical systems in the City.
Work near connected electrical circuits.
Distinguish colors.
Work on ladders and at heights.
Troubleshoot and solve problems on systems serviced.
Understand and follow oral and written instructions and sketches.
Work independently ~~in the absence of~~ without direct supervision.
Communicate effectively, both orally and in writing.

Ability to:

Establish and maintain cooperative working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- — *Walking, standing or sitting for extended periods of time; and*
- -- *Operating assigned equipment and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:
- — *Making observations;*
- -- *Communicating with others;*
- -- *Reading and writing; 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 journey-level electrical experience.

Training:

Equivalent to graduation from high school, supplemented by specialized training in the electrical field.

License or Certificate

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

~~Possession of a Clark County Journeyman Electrician Certificate within 6 months of the date of appointment.~~

By the date of application, must possess or have completed any one of the following four:
1. A journeyman electrician card from a recognized union, such as the International Brotherhood of Electrical Workers (IBEW).
2. An apprenticeship from an organization such as a chapter of the Associated Builders and Contractors (ABC), or a union such as the IBEW.
3. Official mailed test results from the International Code Council indicating a passing score on the Standard Journeyman Electrician or Standard Master Electrician examination. Examination must have been taken within three years of the date of application. The Standard Journeyman Sign Electrician and the Standard Journeyman Residential Electrician examinations are not acceptable.
4. A current Clark County, Nevada, Journeyman Electrician or Master Electrician ID card.

Posssession, and maintenance, of a current Clark County Journeyman Electrician or Master Electrician ID card within 6 months of the date of appointment.

Possession of an Explosive Tool Use certificate within 6 months of appointment.

Possession of a Fire Alarm certificate within one year of date of appointment.

Possession of a Forklift Certificate from the City of Las Vegas within 6 months of appointment.

Possession of an appropriate aerial lift certification from the City of Las Vegas within 6 months of 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 may be indoors or outdoors depending on assignment, including travel from site to site.

Hazards: Exposure to electric shock with high voltage, burns, toxic or caustic chemicals, odors, fumes, dust, sparks, extremes of heat and cold, wet, oily and slippery surfaces, sharp edges, pinch points, moving equipment, machinery, vehicles, vibration, noise, work at heights on ladders and in confined spaces.

Equipment Used: Manlifts, hand and power tools, electrical testing equipment, pneumatic tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, forklift, truck, computer.

Safety Equipment: Safety shoes, hearing and eye protection, hard hat, gloves, apron.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently-constantly on all types of surfaces throughout shift, up to 2-3 miles per day depending on assignment.

Sitting: Occasionally, while working on equipment, at workbench, completing paperwork, driving vehicle.

Lift/carry: Frequently, 1-50 lbs., hand and power tools, equipment, panels, distances up to 100 ft. Infrequent lifting up to 100 lbs., motors, controls, materials.

Push/pull: Frequently, using both hands and arms in removing panels on equipment, moving equipment and supplies, tightening connections, exerting up to 30-50 lbs. force. Infrequently, up to 75 lbs. force.

Climbing: Frequently stairs and ladders, depending on location. May involve extensive work on ladders balancing equipment, up to 50%, at 8-30 ft. heights.

Bending/twisting: Frequently, at waist, knees, neck depending on task assigned. Repairs may require work in awkward positions, extended reaching and leaning.

Kneeling/crouching/crawling: Occasionally, up to 10%, while working in attics, tunnels, under work structures.

Physical Conditions:

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering while performing various duties. Work can be highly repetitive and may require excessive gripping, fingering in pulling wire, handling large and small parts. Frequent overhead reaching required.

Sight: Constantly, required to perform repairs in a safe, efficient manner. Visual requirements include color vision, depth perception, peripheral vision, hand, eye and foot coordination, visual acuity in near-, mid- and far-ranges.

Speech/hearing: Constantly, in communicating and performing work in a safe, efficient manner.

Other physical demands: Must possess sense of smell and tactile feeling. Ability to work in confined spaces and awkward positions.

~~KAG~~ARB
REV ~~4/08/03~~11/29/04
FLSA and City: nonexempt—

CSB ~~5/14/03~~

DATA COMMUNICATIONS ELECTRICIAN

*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

Perform the installation, inspection, upgrading, repair and maintenance of data communications systems, network wiring systems, fiber optic communications systems, special power systems such as uninterruptable power supply, power and communications conduit and video wiring; to perform a variety of technical duties related to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Data Communications Electrician series. Employees perform the mainstream types of duties assigned to classes within the series. Employees at this level are required to be fully trained in all procedures related to the assigned area of responsibility.

SUPERVISION RECEIVED

Receives general supervision from the Information Technologies Operations Manager.

Receives technical and functional supervision from the Senior Data Communications Electrician.

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 installation, inspection, upgrading, repair and maintenance of data communications systems, network wiring systems, fiber optic communications systems and special power systems such as uninterruptable power supply, power and communications conduit and video wiring.

2. Assist in producing, updating and verifying electrical blueprints and schematic drawings.

3. Perform preventive maintenance on the data communications systems, city-wide.

~~7.~~4. Adhere to all established policies, codes and standards.

5. Perform troubleshooting and repair of all communications systems.

6. Operate power and hand operated equipment and tools.

Essential Functions:

7. Read and interpret blueprints, schematic drawings and related symbols and markings.

8. Use established work methods and techniques in the set-up and use of equipment; adhere to safe work practices and procedures.

9. Estimate time, materials and equipment required for assigned jobs and coordinate requisition of materials as needed.

10. Respond to data communications emergencies during evenings and weekends.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

National Electrical Code.
City codes, policies and standards.
Applicable premise wiring standards.
Trade-related hand and power tools and equipment.
Operations, services and activities of a data communications system.
Properties and principles of electricity.
Preventive maintenance techniques and procedures.
Principles and practices of electrical construction as it relates to data systems.
Principles of mathematics applicable to electrical work.
Occupational hazards and standard safety practices.
Wiring requirements and basic operation of personal computers, mainframe terminals, printers and other peripheral devices.
Troubleshooting and diagnostic techniques in data communications systems.
Blueprints, schematics, symbols, drawings and related materials.
Fiber optic media.
National Fire Protection Agency standards.

Ability to:

Independently perform data communications installations and repairs.
Interpret, explain and adhere to department policies and procedures.
Work on ladders and at heights.
Work near connected electrical circuits.
Distinguish colors.
Select and safely use appropriate hand and power tools and equipment.
Identify electrical hazards and use appropriate safety practices.
Build and maintain computer networks and communications systems.

Ability to:

Operate personal computers, mainframe terminals and peripheral equipment to verify proper connections.
Install, certify, terminate, maintain and repair fiber optic cabling.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:
- -- *Making observations;*
- -- *Communicating with others;*
- -- *Reading and writing; and*
- -- *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:
- -- *Making sound decisions;*
- -- *Effective interaction and communication with others; and*
- -- *Demonstrating intellectual capabilities.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- -- *Sitting for extended periods of time; and*
- -- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

Two years of increasingly responsible data communications installation and maintenance experience.

Training:

Equivalent to graduation from high school, supplemented by specialized training in the data communications or electrical fields.

License or Certificate:

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

By the date of application, must possess or have completed any one of the following four:
1. A journeyman electrician card from a recognized union, such as the International Brotherhood of Electrical Workers (IBEW).
2. An apprenticeship from an organization such as a chapter of the Associated Builders and Contractors (ABC), or a union such as the IBEW.
3. Official mailed test results from the International Code Council indicating a passing score on the Standard Journeyman Electrician or Standard Master Electrician examination. Examination must have been taken within three years of the date of application. The Standard Journeyman Sign Electrician and the Standard Journeyman Residential Electrician examinations are not acceptable.
4. A current Clark County, Nevada, Journeyman Electrician or Master Electrician ID card.

Posssession, and maintenance, of a current Clark County Journeyman Electrician or Master Electrician ID card within 6 months of the date of appointment.

Possession of category 5 cable termination and installation certificate on the date of application is desirable.

Possession of fiber optic termination and installation certificate on the date of application is desirable.

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 indoors in City Hall complex or other City facilities as assigned.
Hazards: Working at heights, exposure to electrical shock, cramped or confined spaces and awkward positions.
Equipment Used: Assorted hand and power tools, variety of electronic testing equipment, computer control testing, blueprints, schematics.
Safety Equipment: Hearing and eye protection as required, safety shoes as required, gloves.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, in office or shop areas while installing and maintaining systems, short durations throughout shift.
Sitting: Occasionally-frequently, at desk and workbench while reviewing plans, operating computer and completing administrative tasks.
Lift/carry: Frequently, 1-25 lbs., cabling, conduit, tools and equipment. Infrequently, 26-50 lbs., computers, printers, monitors.
Push/pull: Frequently, using one or both arms and hands while moving office furniture, computers, printers, to install and repair various data communications systems. Must exert force of 10-50 lbs. pulling cable through conduit in attics and subfloors.
Climbing: Frequently, on and off ladders while working overhead installing and troubleshooting cabling systems.
Bending/twisting: Frequently, at waist, knees and neck throughout shift while working overhead and at floor level while cabling, installing jacks and performing repairs to system.
Kneeling/crouching/crawling: May occasionally kneel while performing work at floor level and working cabling through subflooring. Rarely crawls.
Hands/arms: Frequent-constant use of both hands and arms while performing administrative duties, installing cable, troubleshooting and maintaining system. Requires reaching, handling, grasping, fingering. Some projects may require extended overhead work while installing or maintaining overhead cabling systems. Overhead work can vary between 2-8 hours daily depending on assignment.

Sight: Constant use of sight in identifying, diagnosing and installing data systems. Visual requirements include color vision, depth perception, hand and eye coordination, visual acuity in near-, mid- and far-ranges.
Speech/hearing: Constantly, in interacting with customers, co-workers and supervisors.
Other physical demands: Physical demands vary by assignment.

~~PLM~~ARB
REV ~~4/9/99~~11/29/04
FLSA and City: nonexempt

CSB ~~7/11/01~~

FIELD ELECTRICIAN II

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

DEFINITION

To perform skilled maintenance, repair and installation of electrical systems including ~~streetlightings~~street lighting and park lighting; to provide solutions for equipment problems; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Field Electrician series. Positions at this level are distinguished from the Sr. Field Electrician by the level of experience required to perform the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives ~~direction~~ general supervision from the Electrical Services Field Supervisor or higher-level staff.

May receive functional and technical supervision from a Senior Field Electrician.

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

Essential Functions:

1. Install, repair and maintain ~~streetlightings~~street lighting and park lighting systems.
2. Operate circuit testing equipment, aerial lift equipment, pneumatic tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, small power tools, hand tools and related equipment.
3. Troubleshoot ~~streetlightings~~street lighting and park lighting systems and perform scheduled maintenance.
4. Read and interpret blueprints, schematic drawings and related symbols and markings; locate, identify and mark underground utilities; locate and upgrade code infractions.
5. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Essential Functions:

6. Adhere to all related codes and regulations for duties assigned, including obtaining required permits. Adhere to safe work practices and procedures. Maintain, repair and set up devices for work zone traffic control and worker safety.

7. Install and remove poles, light fixtures, electronic eyes, gloves and floodlights for streetlights and park lighting; install underground cable for streetlights and other electrical devices; install service entrance equipment for all voltages and phases.

8. Retrieve and resolve work orders using office and field computer systems.

Marginal Functions:

1. Perform related duties and responsibilities as required.

2. Estimate time, materials and equipment required for jobs assigned and requisition materials as required. Verify manifests upon receipt and inspect materials delivered by vendors; move materials into storage.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of electrical systems.
National Electrical Code.
Properties and principles of electricity.
Preventive maintenance techniques and procedures.
Principles and practices of electrical construction.
Principles of mathematics applying to electrical and related work.
Occupational hazards and standard safety practices.
Electrical calculation and design techniques.
Methods, techniques, operations, services and activities of ~~streetlighting~~street lighting and park lighting systems.
Operational characteristics of materials, equipment and tools used in electrical repair and installation.
Troubleshooting and diagnostic techniques in ~~streetlighting~~street lighting and park lighting systems.
Blueprints, schematics, symbols, drawings and related materials.
Principles of lineman work.
Traffic work zone safety practices.
Heavy equipment operation.
Modern office procedures, methods and computer equipment, including common office software.

Ability to:

Independently perform electrical installation and repair work.
Repair and interpret department policies and procedures.
Operate a variety of electrical repair equipment in a safe and effective manner.
Perform maintenance on the ~~streetlighting~~street lighting and park lighting systems in the City.
Drive and operate aerial lift equipment.
Work near live electrical circuits.
Distinguish colors.
Work in aerial lift equipment, on poles and at heights up to 80 feet.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain 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;~~ and~~*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

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

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

Experience and Training Requirements

Experience:

Two years of increasingly responsible journey-level experience.

Training:

Equivalent to graduation from high school, supplemented by specialized training in the electrical field.

License or Certificate

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

~~Possession of Clark County Journeyman Electrician Certificate within 6 months of the date of appointment.~~
By the date of application, must possess or have completed any one of the following four:

1. A journeyman electrician card from a recognized union, such as the International Brotherhood of Electrical Workers (IBEW).
2. An apprenticeship from an organization such as a chapter of the Associated Builders and Contractors (ABC), or a union such as the IBEW.
3. Official mailed test results from the International Code Council indicating a passing score on the Standard Journeyman Electrician or Standard Master Electrician examination. Examination must have been taken within three years of the date of application. The Standard Journeyman Sign Electrician and the Standard Journeyman Residential Electrician examinations are not acceptable.
4. A current Clark County, Nevada, Journeyman Electrician or Master Electrician ID card.

Posssession, and maintenance, of a current Clark County Journeyman Electrician or Master Electrician ID card within 6 months of the date of appointment.

Possession of a Fork Lift Certificate from the City of Las Vegas within 6 months of the date of appointment.

Possession of an appropriate aerial lift certification from the City of Las Vegas within 6 months of the date of appointment.

Possession of Work Zone Safety Certificate from the International Municipal Signal Association or equivalent within ~~one year~~ 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 is primarily performed out of doors, subject to typical Nevada weather.
Hazards: Exposure to noise, high voltage, extreme heat, electrical energy, working at heights on aerial lift equipment, working above ground in confined spaces, slippery and uneven surfaces, and work around moving equipment and heavy traffic in public right of way.
Equipment Used: City aerial lift truck, forklift, asphalt and concrete cutter, jackhammer, variety of hand and power tools.
Safety Equipment: Steel-toed shoes, gloves, safety glasses, goggles, back brace, hearing protection, safety vest, safety lanyard while working at heights.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, throughout work shift, up to 1-2 miles per shift. Can be extended based on assignment.
Sitting: Occasionally, while operating vehicle to and from job assignments.
Lift/carry: Frequently, between 1-80 lbs., hand/power tools, aluminaire arms, street light poles. Usual carry between 20-30 ft. Infrequently, up to and exceeding 100 lbs., while lifting and carrying spools of wire, adapter plates, jackhammers.
Push/pull: Frequently-constantly, using one or both arms and hands, exerting a force (typically 5-75 lbs.) moving heavy or awkward equipment onto boom truck lift bucket, moving steel rebar and bolts while setting new street poles at ground level, using jackhammers and other power tools.
Climbing: Frequently, on and off boom truck, in and out of vehicle steps (16-18"), climbing in and out of lift bucket and ladders throughout work shift. Requires balance while working in lift bucket, and working at heights up to 80 ft. Must be able to balance heavy load while climbing ladders and in lift truck.
Bending/twisting: Frequently-constantly, at waist, knees and neck throughout work shift, depending on assignments. Some assignments may require constant bending and stooping while working at street level. Worker must be able to crawl in and out of lift bucket up to several times per shift.
*Kneeling/crouching/*crawling: Frequently, while working at street level, installing and maintaining equipment. Crawling, infrequently.
Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering and gripping while handling heavy and awkward materials, hand and power tools. Subject to excessive gripping/vibration. Work is frequently at or above shoulder height.
Sight: Constantly, with ability to distinguish colors, depth perception, hand/eye/foot coordination. Visual acuity in near-, mid- and far-range required, as worker is exposed to extreme traffic hazards.
Speech/hearing: Constantly, must be able to communicate clearly on two-way radio, work with co-workers throughout shift.
Other physical demands: Some work assignments require extended stooping and bending while working at lower levels throughout work shift. May involve movement of heavy steel while installing streetlights. Worker must exercise good judgment and an ability to lift heavy items.

~~KAG/~~ARB
REV ~~8/23/04~~11/29/04
FLSA and City: nonexempt

CSB: ~~5/14/03~~

FIRE EQUIPMENT SERVICE TECHNICIAN

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

DEFINITION

To test and service life support equipment and other specialized equipment used by fire fighting personnel and in the fire equipment mechanic shop.

SUPERVISION RECEIVED

Receives general supervision from supervisory 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. Repair, test, inspect and maintain self-contained breathing apparatus (SCBA) equipment and other specialized life support and associated communications equipment used by department staff~~; maintain annual test records~~.

2. Schedule and perform SCBA fit test on all fire suppression personnel.

3. Repair and test oxygen regulators and associated equipment; perform monthly breathing air test on shop compressor and Squad 1 Air/Light Vehicle.

4. Repair air cylinders~~, maintain records~~ and transport to and from contractor for hydro testing. Inspect and restore fiberglass finish. ~~Maintain records and p~~Perform cylinder hydro test on ladder trucks.

5. Set the T-pass personnel accountability system so it properly identifies each individual user.

~~5.~~6. Repair other equipment and hand and power tools such as nozzles, fire hoses, axes, pike poles, saw blades, hammers, tool chests, equipment carrying cases, back vacuums, flashlights, lanterns, bolt cutters, hydrant wrenches, air chucks, educators, creepers and gurneys.

7. Draft revised lesson plans for field use of SCBA equipment when needed due to equipment modifications; draft revised standard operating procedures for service testing and maintenance; may demonstrate the proper use of new equipment for field staff.

~~6.~~8. Test, repair and calibrate, if appropriate, blood pressure cuffs, Personnel Alert Safety Systems and oxygen cascade systems.

9. Maintain records of all testing and repairs.

Marginal Functions:

1. Requisition and pick up materials as required.

2. Repair, test, inspect and maintain self-contained breathing apparatus (SCBA) equipment for other departments and agencies.

~~2.~~3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operation, care, maintenance and testing techniques of various types of breathing apparatus and other life support and associated communication equipment.
Operation, testing techniques and maintenance of air regulators and pressure gauges.
Occupational hazards and standard safety practices.
Basic English grammar, punctuation and spelling.

Ability to:

Locate and eliminate defects in fire support equipment.
~~Obtain and maintain SCBA factory certification from manufacturer.~~
Operate a variety of hand and power tools and equipment in a safe and effective manner.
~~Maintain records of tests and repairs performed.~~
~~Schedule required tests and service checks.~~
Write basic instructions.
Work independently ~~in the absence of~~ without direct supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
~~Maintain mental capacity which allows for effective interaction and communication with others.~~
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 and standing 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.*

Experience and Training Requirements

Experience:

One year of experience in the repair and maintenance of self-contained breathing apparatus and related life support equipment.

Training:

Equivalent to graduation from high school.

License or Certificate:

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

Obtain and maintain all required factory certifications from applicable equipment manufacturers, initially within six months of the date of appointment, and thereafter, within six months of any change requiring recertification.

WORKING CONDITIONS

Environmental Conditions:

Shop environment; exposure to noise, dust, grease, smoke, fumes, gases, toxic materials, work or inspect in confined spaces; travel from site to site.

Physical Conditions:

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

ARB
REV ~~4/96~~ 11/29/04
FLSA & City: nonexempt

CSB ~~5/8/96~~

INDUSTRIAL ELECTRICIAN II

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

DEFINITION

To perform skilled maintenance, repair and installation of industrial electrical systems at the Water Pollution Control Facility and other City facilities; to provide solutions for equipment problems; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Industrial Electrician series. Positions at this level are distinguished from the Sr. Industrial Electrician by the level of experience required to perform the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives ~~direction~~ general supervision from a Facilities Field Supervisor or Facilities Maintenance Supervisor and higher-level staff.
May receive technical and functional supervision from a Sr. Industrial Electrician.

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

Essential Functions:

1. Install, repair and maintain electrical and control systems for motors, pumps, fans, blowers, pump lift stations, conveyors, bar screens, uninterruptable power supply (UPS) and emergency generators and transfer switches at the Water Pollution Control Facility (WPCF) and other city facilities.

2. Install, repair, replace and maintain all wiring for the WPCF buildings, wastewater treatment plant, programmable logic controllers (PLC), computers and peripherals. Maintain plant lighting including lamps, poles, conduit, wiring, fuses, mast arms and fixtures.

3. Operate circuit testing equipment, pneumatic tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, small power tools, hand tools and related equipment.

Essential Functions:

4. Maintain systems and equipment such as variable frequency drives, silicon controlled rectifier drives, low and medium voltage 3-phase switchgear and motor starters, chlorine gas and sulfur dioxide storage and delivery systems, chemical batching, mixing and delivery systems. Clean, adjust, tighten, lubricate and inspect motor control center cubicles and switchgear and perform annual inspections on PLCs and relay control panels for cleanliness and tightness. Outside the WPCF, maintain motors and pumps servicing swimming pools, park irrigation systems and roadway underpasses.

5. Participate in the design and fabrication of various specialized electrical control panels for pumps and related systems within the chemical delivery systems.

6. Assist in trouble shooting electrical systems including controls, motors, generators and pumps and perform scheduled maintenance.

7. Pull motors and pumps for overhaul and reinstallation, including tear down, repair and re-assembly.

8. Read and interpret blueprints, schematic drawings and related symbols and markings.

9. Adhere to all related codes and regulations for duties assigned including obtaining required permits; adhere to established safety-related work practices and procedures.

10. Perform routine maintenance of systems.

Marginal Functions:

1. Perform related duties and responsibilities as required.

2. Estimate time, materials and equipment required for jobs assigned and requisition materials as required. Verify manifests upon receipt and inspection of new materials delivered by vendors; move materials into storage.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of industrial electrical systems.
National Electrical Code.
Properties and principles of electricity.
Preventive maintenance techniques and procedures.
Basic principles and practices of electrical construction.
Principles of mathematics.
Occupational hazards and standard safety practices.
Electrical calculation and basic design techniques.
Methods, techniques, operations, services and activities of heavy industrial, high voltage systems.

Knowledge of:

Operational characteristics of materials, equipment and tools used in electrical repair, maintenance and installation of heavy industrial, high voltage systems.
Basic troubleshooting and diagnostic techniques in heavy industrial, high voltage systems.
Blueprints, schematics, symbols, drawings and related materials.
Safe work practices in a heavy industrial setting.

Ability to:

Independently perform electrical installation and repair work.
Read and interpret department policies and procedures.
Operate a variety of electrical repair equipment in a safe and effective manner.
Drive and operate boom truck and aerial lift equipment.
Work at heights up to 40 feet.
Work in confined spaces ~~wearing a self-contained breathing apparatus~~.
~~Wear a self-contained breathing apparatus (SCBA) according to the instructions and training received, which will include a physician's assessment of whether the employee is medically able to wear the SCBA, and a fit test, which will be inhibited by facial hair.~~
Perform maintenance and repairs on the wastewater treatment plant systems.
Design and fabricate specialized controls for chemical delivery systems.
Work near connected electrical circuits.
Distinguish colors.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
~~Maintain mental capacity which allows for effective interaction and communications with others.~~
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- -- *Walking, standing or sitting for extended periods of time; and*
- -- *Operating assigned equipment and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:
- -- *Making observations;*
- -- *Communicating with others;*
- -- *Reading and writing; and*
- -- *Operating assigned equipment and vehicles.*

Maintain mental capacity which allows the capability of:
- -- *Making sound decisions;*
- -- *Effective interaction and communication with others; and*
- -- *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Two years of increasingly responsible journey-level electrical experience, preferably in an industrial environment.

Training:

Equivalent to graduation from high school, supplemented by specialized training in the electrical field.

License or Certificate

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

~~Possession of a Clark County Journeyman Electrician Certificate within 6 months of the date of appointment.~~

By the date of application, must possess or have completed any one of the following four:

1. A journeyman electrician card from a recognized union, such as the International Brotherhood of Electrical Workers (IBEW).
2. An apprenticeship from an organization such as a chapter of the Associated Builders and Contractors (ABC), or a union such as the IBEW.
3. Official mailed test results from the International Code Council indicating a passing score on the Standard Journeyman Electrician or Standard Master Electrician examination. Examination must have been taken within three years of the date of application. The Standard Journeyman Sign Electrician and the Standard Journeyman Residential Electrician examinations are not acceptable.
4. A current Clark County, Nevada, Journeyman Electrician or Master Electrician ID card.

Posssession, and maintenance, of a current Clark County Journeyman Electrician or Master Electrician ID card within 6 months of the date of appointment.

Possession of an Explosive Tool Use certificate within 6 months of appointment.

Possession of a Fork Lift Certificate from the City of Las Vegas within 6 months of appointment.

Possession of an appropriate aerial lift certification from the City of Las Vegas within 6 months of 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 may be indoors or outdoors depending on assignment, including travel from site to site.

Hazards: Exposure to electric shock with high voltage, burns, toxic and caustic chemicals, biological hazards, odors, fumes, dust, sparks, extremes of heat and cold, wet, oily or slippery surfaces, sharp edges, pinch points, moving equipment, machinery and vehicles, vibration, noise, work at heights on ladders and lifts and in confined spaces.

Equipment Used: Manlifts, hand and power tools, electrical testing equipment, pneumatic tools, jackhammers, cutting torch, explosive tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, forklift, truck, computer.

Safety Equipment: Safety shoes, hearing and eye protection, hard hat, gloves, apron, rubber boots, safety lanyard, self-contained breathing apparatus (SCBA) equipment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for:

Standing/walking: Frequently-constantly on all types of surfaces throughout shift, up to 1-2 miles per day depending on assignment.

Sitting: Occasionally, while working on equipment, at workbench, completing paperwork, driving vehicle.

Lift/carry: Frequently, 1-50 lbs., hand and power tools, equipment, panels for distances up to 100 ft. May wear 10-15 lb. tool belt. Infrequent lifting up to 100 lbs., motors, controls, materials. Assistance available for lifting over 50 lbs.

Push/pull: Frequently, using both hands and arms in performing manual labor (pick and shovel), removing panels on equipment, moving equipment and supplies, tightening connections, exerting up to 30-75 lbs. force to pull wire, bend conduit.

Climbing: Frequently, stairs, ladders, lifts, depending on location. May involve extensive work on ladders, up to 50%, at 8-50 ft. heights. Balancing required.

Bending/twisting: Frequently, throughout shift at waist, knees and neck depending on task assigned. Repairs may require work in awkward positions, extended reaching and leaning.

Kneeling/crouching/*crawling:* Occasionally, up to 10%, while working in attics, tight spaces, in underground pipes, tunnels.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering while performing various duties. Work can be highly repetitive and may require excessive gripping and fingering in pulling wire, handling large and small parts. Frequent overhead reaching required while working with tools.

Sight: Constantly, required to perform repairs in a safe, efficient manner. Visual requirements include color vision, depth perception, peripheral vision, hand/eye/foot coordination, visual acuity in near-, mid- and far-ranges.

Speech/hearing: Constantly, in communicating and performing work in a safe, efficient manner.

Other physical demands: Must possess sense of smell and tactile feeling. Ability to work in confined spaces and awkward positions.

~~KAG~~ARB
REV ~~4/8/03~~12/2/04
FLSA & City: nonexempt

CSB ~~5/5/03~~

PERMITS SUPERVISOR

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

DEFINITION

To supervise, assign and review the work of staff responsible for processing building permits and plans; and to perform a variety of technical and administrative tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from ~~Permits Manager~~the Deputy Building and Safety Director or other management staff.

Exercises direct supervision over technical and clerical staff.

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

Essential Functions:

1. Plan, prioritize, assign, review and supervise the work of staff responsible for processing building permits and plans.

2. Personally process the most complex or sensitive building plans.

3. Develop, recommend and assist in the implementation of goals and objectives; develop, recommend and implement policies, procedures, new programs and techniques and revise existing ones.

4. Evaluate the permit processing program, its effectiveness and the services it provides.

5. Establish schedules and methods for providing appropriate services; identify resource needs and review needs with appropriate senior management and management staff, allocate resources accordingly.

6. ~~Participate in the selection of staff; provide or coordinate training in permit processing techniques; evaluate the performance of staff; work with employees to correct deficiencies and implement discipline procedures if necessary~~Select and motivate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments,

establish performance requirements and personal development targets and provide coaching for performance improvement and development.

7. Verify the work of employees for accuracy, proper work methods and techniques and compliance with applicable policy and procedure.

8. Ensure that employees adhere to safe work practices and procedures.

9. Answer code questions from general public and contractors; answer questions about submitting plans, fee schedules and regulations. Manage the more difficult customers at the counter.

10. Lead the planning process for the section's transition to a fully automated, integrated single permit operation; provide information and guidance to Information Technologies personnel to be used in developing computer fields and technical procedures.

11. Participate in the preparation and administration of the section budget, submit budget recommendations and monitor expenditures.

12. Prepare analytical and statistical reports on operations and activities.

Marginal Functions:

1. Estimate time, materials, and equipment required for jobs assigned; requisition materials as required.

2. Determine costs, district numbers, ward numbers and fire map numbers for park impact fees; determine zones, fees and completeness of forms for processing interim mitigation fees; determine costs and use for transportation fees. Check water commitment form letters for completeness, stamp, date forms and transmit forms to proper department when necessary. Update truss list as changes occur and republish quarterly.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of permits processing and plans check programs.
Principles and practices of supervision, training and performance evaluation.
Methods and techniques of general construction used in buildings and related structures.
~~The Uniform Building, Plumbing and Mechanical Codes, and the National Electrical Code.~~
Building related codes and ordinances enforced by the city, including the uniform building, electrical, plumbing and mechanical codes and zoning codes.
City ordinances pertaining to building permits and park impact fees.
Principles and techniques of program planning, development and evaluation.
Accepted permit processing practices, techniques and procedures.
Pertinent federal, state and local laws, codes and regulations.

Operational characteristics of computer systems and databases.
Occupational hazards and standard safety practices.

Ability to:

~~Provide highly responsible administration of the permits processing program.~~
~~Organize, assign and review the work of staff.~~
~~Select, train, supervise and evaluate staff.~~
Independently perform the most difficult or sensitive plans checks.
Make objective analyses and sound recommendations.
Interpret, explain and enforce department policies and procedures.
Read and interpret building plans and specifications.
Prepare clear and concise reports.
Use initiative and independent judgment within established guidelines.
Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.
Define issues, collect and analyze pertinent data, identify alternative solutions, project consequences of proposed actions, draw valid conclusions, propose sound recommendations, and implement approved solution in support of goals.
Demonstrate respect and sensitivity for cultural differences.
Communicate with individuals from a variety of social, cultural, economic and educational backgrounds.
Compile and maintain permanent and temporary records.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations;*
-- *Communicating with others;*
-- *Reading and writing; and*
-- *Operating assigned equipment.*
Maintain mental capacity which allows the capability of:
-- *Making sound decisions;*
-- *Effective interaction and communication with others; and*
-- *Demonstrating intellectual capabilities.*
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Walking, standing or sitting for extended periods of time; and*
-- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

Four years of increasingly responsible experience within the building construction trades or in building code administration, including one year of lead or supervisory experience.

Training:

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

License or Certificate

Possession of certification as a ~~Certified~~ Building Inspector (combination certification) from the International Code Council ~~Conference of Building Officials~~ on the date of application.

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

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

ARB
REV ~~01/10/03 NEW 3/96~~11/30/04
FLSA: exempt; City: nonexempt

CSB ~~4/10/96~~

SENIOR BUILDING SERVICES ELECTRICIAN

*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 skilled maintenance, repair and installation of electrical systems including building, conduit systems for telecommunications, security, life safety, motors and other electrical systems; to provide solutions for problems on all systems serviced; to plan, coordinate, lead and participate in the work assigned; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

Receives ~~direction~~ general supervision from the Facilities Field Supervisor and higher-level staff.

May exercise functional and technical supervision over lower-level staff.

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

Essential Functions:

1. Plan, direct, coordinate, lead and participate in the installation, repair and maintenance of building electrical, conduit for telecommunications, security and life safety systems (fire alarms, emergency lighting, exit signs). Design and build control circuits.

2. Operate circuit testing equipment, pneumatic tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, small power tools, hand tools and related equipment.

3. Perform advanced troubleshooting of electrical, security, life safety and related systems and perform scheduled maintenance. Bring any regulatory, specification or procedural infractions into compliance.

Essential Functions:

4. Read and interpret blueprints, schematic drawings and related symbols and markings; ensure that underground utilities are located, identified and marked.

5. Train assigned employees in work methods and techniques and the set-up and use of equipment.

6. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

7. Adhere to all related codes, regulations, specifications and procedures for duties assigned, including obtaining required permits. Ensure the adherence to safe work practices and procedures.

8. Estimate time, materials and equipment required for jobs assigned and requisition materials as required.

9. Respond to electrical emergencies during evenings and weekends.

Marginal Functions:

1. Perform related duties and responsibilities as required.

2. Perform routine maintenance of systems.

3. Perform minor installation, maintenance and repair of motors and controls.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of electrical systems.
National Electrical Code at an advanced level.
Life safety code.
Properties and principles of electricity.
Preventive maintenance techniques and procedures.
Principles and practices of electrical construction.
Principles of mathematics applying to electrical and related work.
Occupational hazards and standard safety practices.
Electrical calculation and design techniques.
Methods, techniques, operations, services and activities of electrical, life safety, security and telecommunications systems and their interaction with other building systems.
Operational characteristics of materials, equipment and tools used in electrical repair and installation.
Troubleshooting and diagnostic techniques in electrical, life safety and security systems.
Blueprints, schematics, symbols, drawings and related materials.
Basic knowledge of methods and techniques of electronic, heating and air conditioning and mechanical systems.

Ability to:

Lead, organize, coordinate and review the work of staff in the area of work assigned.
Independently perform the most difficult electrical installation and repair work.
Interpret, explain and enforce department policies and procedures.
Operate a variety of electrical repair equipment in a safe and effective manner.
Perform maintenance on the electrical systems in the city.
Work on ladders and at heights.
Work near connected electrical circuits.
Distinguish colors.
Troubleshoot and solve problems on systems serviced.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
~~Maintain mental capacity which allows for effective interaction and communications with others.~~
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- -- *Walking, standing or sitting for extended periods of time; and*
- -- *Operating assigned equipment and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:
- -- *Making observations;*
- -- *Communicating with others;*
- -- *Reading and writing; and*
- -- *Operating assigned equipment and vehicles.*

Maintain mental capacity which allows the capability of:
- -- *Making sound decisions;*
- -- *Effective interaction and communication with others; and*
- -- *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Three years of increasingly responsible journey-level electrical experience.

Training:

Equivalent to graduation from high school, supplemented by specialized training in the electrical field.

License or Certificate

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

Possession, and maintenance, of a current Clark County Journeyman Electrician ~~Certificate or~~ Master Electrician ID card on the date of application.

Possession of an Explosive Tool Use certificate within 6 months of the date of appointment.

Possession of a Fire Alarm certificate within one year of the date of appointment.

Possession of a Fork Lift Certificate from the City of Las Vegas within 6 months of the date of appointment.

Possession of an appropriate aerial lift certification from the City of Las Vegas within 6 months of 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 indoors in City Hall complex or other City facilities as assigned.
Hazards: Work at heights, exposure to electrical shock, cramped or confined spaces and awkward positions.
Equipment Used: Assorted hand and power tools, variety of electronic testing equipment, computer control testing, blueprints, schematics.
Safety Equipment: Hearing and eye protection as required, safety shoes as required, gloves.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, in office or shop areas while installing and maintaining systems, for short durations throughout shift.
Sitting: Occasionally-frequently, at desk or workbench while reviewing plans, operating computer & completing administrative tasks.
Lift/carry: Frequently, 1-25 lbs., cabling, conduit, tools, equipment. Infrequently, 26-50 lbs., computers, printers, monitors.
Push/pull: Frequently, using one or both arms or hands while moving office furniture, computers, printers, to install or repair various data communications systems. Must exert force of 10-50 lbs. pulling cable through conduit in attics and subfloors.
Climbing: Frequently, on and off ladders while working overhead installing or troubleshooting cabling systems.
Bending/twisting: Frequently, at waist, knees or neck throughout shift while working overhead and at floor level while cabling, installing jacks and performing repairs to system.
Kneeling/crouching/crawling: May occasionally kneel while performing work at floor level and working cabling through subflooring. Rarely crawls.
Hands/arms: Frequent-constant use of both hands and arms while performing administrative duties, installing cable, troubleshooting and maintaining system. Requires reaching, handling, grasping and fingering. Some projects may require extended overhead work while installing or maintaining overhead cabling systems. Overhead work can vary between 2-8 hours daily depending on assignment.

Sight: Constant use of sight in identifying, diagnosing and installing data systems. Visual requirements include color vision, depth perception, hand/eye coordination, and visual acuity in near-, mid- and far-ranges.

Speech/hearing: Constantly, in interacting with customers, coworkers and supervisors.

Other physical demands: Physical demands vary by assignment. Assigned worker may supervise other individuals in performing construction phase of project, although worker must be able to perform all duties as assigned.

~~KAG~~ARB
REV ~~4/8/03~~11/29/04
FLSA & City: nonexempt

CSB: ~~5/14/03~~

SENIOR DATA COMMUNICATIONS ELECTRICIAN

*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

Plan, direct, coordinate, lead and participate in the design, installation, inspection, upgrading, repair and maintenance of data communications systems, network wiring systems, fiber optic communications systems, special power systems such as uninterruptable power supply, power and communications conduit and video wiring; to perform a variety of technical duties related to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Data Communications Electrician 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 the series. Employees at this level are required to be fully trained in all procedures related to the assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Information Technologies Operations Manager.

May exercise functional and technical supervision over lower level staff.

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

Essential Functions:

1. Plan, direct, coordinate, lead and participate in the design, installation, inspection, upgrading, repair and maintenance of data communications systems, network wiring systems, fiber optic communications systems, special power systems such as uninterruptable power supply, power and communications conduit and video wiring.

2. Produce, update and verify electrical blueprints and schematic drawings.

3. Set up and execute a preventive maintenance schedule for the data communications systems city-wide.

4. Ensure that city data communications systems adhere to all established policies, codes and standards; obtain all required permits.

Essential Functions:

5. Prioritize work assignments according to established criteria or as directed to provide the expected level of customer service.

6. Perform advanced troubleshooting of all communications systems, including printed circuit boards.

7. May direct and review the activities of contract employees.

8. Operate power and hand operated equipment and tools.

9. Read and interpret blueprints, schematic drawings and related symbols and markings.

10. Train assigned employees in work methods and techniques and in the set-up and use of equipment; ensure that assigned employees adhere to safe work practices and procedures.

11. Estimate time, materials and equipment required for assigned jobs and requisition materials as needed.

12. Respond to data communications emergencies during evenings and weekends.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

National Electrical Code, at an advanced level.
City codes, policies and standards.
Applicable premise wiring standards.
Trade-related hand and power tools and equipment.
Operations, services and activities of a complex data communications system.
Properties and principles of electricity.
Preventive maintenance techniques and procedures.
Principles and practices of electrical construction as it relates to data systems.
Principles of mathematics applicable to electrical work.
Occupational hazards and standard safety practices.
Wiring requirements and basic operation of personal computers, mainframe terminals, printers and other peripheral devices.
Printed circuit board technology.
Electrical design techniques.
Troubleshooting and diagnostic techniques in data communications systems.
Blueprints, schematics, symbols, drawings and related materials.
Fiber optic media.
National Fire Protection Agency Standards.

Ability to:

Lead, organize, coordinate and review the work of assigned staff.
Independently perform the most difficult data communications installations and repairs.
Interpret, explain and enforce department policies and procedures.
Work on ladders and at heights.
Work near connected electrical circuits.
Distinguish colors.
Select and safely use appropriate hand and power tools and equipment.
Identify electrical hazards and use appropriate safety practices.
Build and maintain computer networks and communications systems.
Operate personal computers, mainframe terminals and peripheral equipment to verify proper connections.
Remove, troubleshoot and reinstall printed circuit boards.
Install, certify, terminate, maintain and repair fiber optic cabling.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible journey-level electrical experience, preferably in the data communications field.

Training:

Equivalent to graduation from high school, supplemented by specialized training in the electrical field.

License or Certificate:

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

Possession, and maintenance, of a current Clark County Journeyman Electrician ~~certificate~~ or Master Electrician ID card on the date of application.

Possession of category 5 cable termination and installation certificate on the date of application.

Possession of fiber optic termination and installation certificate on the date of application.

Possession of an explosive tool use certificate (Hilti Gun) on the date of application.

WORKING CONDITIONS

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

Environmental Conditions:

Location: Work performed indoors in City Hall complex or other City facilities as assigned.
Hazards: Working at heights, exposure to electrical shock, cramped or confined spaces and awkward positions.
Equipment Used: Assorted hand and power tools, variety of electronic testing equipment, computer control testing, blueprints, schematics.
Safety Equipment: Hearing and eye protection as required, safety shoes as required, gloves.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, in office or shop areas while installing and maintaining systems, short durations throughout shift.
Sitting: Occasionally-frequently, at desk and workbench while reviewing plans, operating computer and completing administrative tasks.
Lift/carry: Frequently, 1-25 lbs., cabling, conduit, tools and equipment. Infrequently, 26-50 lbs., computers, printers, monitors.
Push/pull: Frequently, using one or both arms and hands while moving office furniture, computers, printers, to install and repair various data communications systems. Must exert force of 10-50 lbs. pulling cable through conduit in attics and subfloors.
Climbing: Frequently, on and off ladders while working overhead installing and troubleshooting cabling systems.
Bending/twisting: Frequently, at waist, knees and neck throughout shift while working overhead and at floor level while cabling, installing jacks and performing repairs to system.
Kneeling/crouching/crawling: May occasionally kneel while performing work at floor level and working cabling through subflooring. Rarely crawls.

Physical Conditions:

Hands/arms: Frequent-constant use of both hands and arms while performing administrative duties, installing cable, troubleshooting and maintaining system. Requires reaching, handling, grasping, fingering. Some projects may require extended overhead work while installing or maintaining overhead cabling systems. Overhead work can vary between 2-8 hours daily depending on assignment.

Sight: Constant use of sight in identifying, diagnosing and installing data systems. Visual requirements include color vision, depth perception, hand and eye coordination, visual acuity in near-, mid- and far-ranges.

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

Other physical demands: Physical demands vary by assignment.

~~PLM~~ARB
REV ~~4/9/99~~11/29/04
FLSA and City: nonexempt

CSB ~~7/11/01~~

SENIOR FIELD ELECTRICIAN

*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 skilled maintenance, repair and installation of field electrical systems including streetlighting and park lighting; to provide solutions for equipment problems; to plan, coordinate, lead and participate in the work assigned; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Field Electrician 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 including problem solving, and creating, defining and applying preventive maintenance programs. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives ~~direction~~ general supervision from the Electrical Services Field Supervisor or higher-level staff.

May exercise functional and technical supervision over lower-level staff.

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

Essential Functions:

1. Plan, direct, coordinate, lead and participate in the installation, repair and maintenance of streetlight and park lighting systems.

2. Operate circuit testing equipment, aerial lift equipment, pneumatic tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, small power tools, hand tools and related equipment.

3. Perform advanced trouble shooting of streetlighting and park lighting systems and perform scheduled maintenance.

4. Read and interpret blueprints, schematic drawings and related symbols and markings; ensure that underground utilities are located, identified and marked; locate and upgrade code infractions.

Essential Functions:

5. Train assigned employees in work methods and techniques and in the set-_up and use of equipment.

6. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

7. Adhere to all related codes and regulations for duties assigned including obtaining required permits. Ensure ~~the~~ assigned employees adher~~ence~~ to safe work practices and procedures, including the use and maintenance of devices for work zone traffic control and worker safety.

8. Estimate time, materials and equipment required for jobs assigned and requisition materials as required; create, retrieve and resolve work orders using office and field computer systems.

9. Install and remove poles, light fixtures, electronic eyes, globes and floodlights for streetlights and park lighting; install underground cable for streetlights and other electrical devices; install service entrance equipment for all voltages and phases.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of electrical systems.
National Electrical Code.
Properties and principles of electricity.
Preventive maintenance techniques and procedures.
Principles and practices of electrical construction.
Principles of mathematics applying to electrical and related work.
Occupational hazards and standard safety practices.
Electrical calculation and design techniques.
Methods, techniques, operations, services and activities of streetlighting and park lighting systems.
Operational characteristics of materials, equipment and tools used in electrical repair and installation.
Troubleshooting and diagnostic techniques in streetlighting and park lighting systems.
Blueprints, schematics, symbols, drawings and related materials.
Principles of lineman work.
Traffic work zone safety practices.
Heavy equipment operation.
Modern office procedures, methods and computer equipment, including common office software.

Ability to:

Lead, organize, coordinate and review the work of staff in the area of work assigned.
Independently perform the most difficult electrical installation and repair work.
Interpret, explain and enforce department policies and procedures.
Operate a variety of electrical repair equipment in a safe and effective manner.
Perform maintenance on the streetlighting and park lighting systems in the city.
Drive and operate aerial lift equipment.
Work near connected electrical circuits.
Distinguish colors.
Work in aerial lift equipment, on poles and at heights up to 80 feet.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- -- *Walking, standing or sitting for extended periods of time; and*
- -- *Operating assigned equipment and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:
- -- *Making observations;*
- -- *Communicating with others;*
- -- *Reading and writing; 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 journey-level electrical experience, preferably with streetlighting or park lighting systems.

Training:

Equivalent to graduation from high school, supplemented by specialized training in the electrical field.

License or Certificate

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

Possession, and maintenance, of a current Clark County Journeyman Electrician ~~Certificate or~~ Master Electrician ID card on the date of application.

License or Certificate

Possession of a Fork Lift Certificate from the City of Las Vegas within 6 months of the date of appointment.

Possession of an appropriate aerial lift certification from the City of Las Vegas within 6 months of date of appointment.

Possession of a Work Zone Safety Certificate from the International Municipal Signal Association, Inc., within 6 months from 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 is primarily performed out of doors, subject to typical Nevada weather.
Hazards: Exposure to noise, high voltage, extreme heat, electrical energy, working at heights on aerial lift equipment, working above ground in confined spaces, slippery and uneven surfaces, and work around moving equipment and heavy traffic in public right of way.
Equipment Used: City aerial lift truck, forklift, asphalt/concrete cutter, jackhammer, variety of hand and power tools.
Safety Equipment: Steel-toed shoes, gloves, safety glasses, goggles, hard hat, hearing protection, safety vest, safety lanyard while working at heights.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Occasionally, throughout work shift, up to 1-2 miles per shift. Can be extended based on assignment.
Sitting: Frequently, while operating vehicle to and from job assignments.
Lift/carry: Occasionally, between 1-80 lbs., hand and power tools, aluminaire arms, street light poles. Usual carry between 20-30 ft. Infrequently, up to and exceeding 100 lbs., while lifting and carrying spools of wire, adapter plates, jackhammers.
Push/pull: Occasionally, using one or both arms and hands, exerting a force (typically 5-75 lbs.) moving heavy or awkward equipment onto boom truck lift bucket, moving steel rebar or bolts while setting new street poles at ground level, using jackhammers and other power tools.
Climbing: Occasionally, on and off boom truck, in and out of vehicle via steps (16-18"), climbing in and out of lift bucket, ladders throughout work shift. Requires balance while working in lift bucket, and working at heights up to 80 ft. Must be able to balance heavy load while climbing ladders and in lift truck.
Bending/twisting: Occasionally, at waist, knees and neck throughout work shift, depending on assignments. Some assignments may require constant bending and stooping while working at street level. Worker must be able to crawl in and out of lift bucket up to several times per shift.

Kneeling/crouching/crawling: Occasionally, while working at street level, installing and maintaining equipment. Crawling, infrequently.

Hands/arms: Frequent use of both hands and arms in reaching, handling, grasping, fingering, gripping while handling heavy and awkward materials, hand and power tools. Subject to excessive gripping and vibration. Work is frequently at or above shoulder height.

Sight: Constantly, with ability to distinguish colors, depth perception, hand, eye and foot coordination. Visual acuity in near-, mid- and far-range required, as worker is exposed to extreme traffic hazards.

Speech/hearing: Constantly, must be able to communicate clearly on two-way radio, work with coworkers throughout shift.

Other physical demands: Some work assignments require extended stooping and bending working at lower levels throughout work shift. May involve movement of heavy steel while installing street lights. Worker must exercise good judgment and an ability to lift heavy items.

KAG/ARB
REV ~~7/20/04~~11/29/04
FLSA & City: nonexempt

CSB: –

SENIOR INDUSTRIAL ELECTRICIAN

*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 skilled maintenance, repair and installation of industrial electrical systems at the ~~w~~Water Pollution Control Facility and other city facilities; to provide solutions for equipment problems; to plan, coordinate, lead and participate in the work assigned; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Industrial Electrician 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 including problem solving, and creating, defining and applying preventive maintenance programs. Employees at this level are required to be~~y~~ fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives ~~direction~~ general supervision from a Facilities Field Supervisor or Facilities Maintenance Supervisor and higher-level staff.

May exercise functional and technical supervision over lower-level staff.

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

Essential Functions

1. Plan, direct, coordinate, lead and participate in the installation, repair and maintenance of electrical and control systems for motors, pumps, fans, blowers, pump lift stations, conveyors, bar screens, uninterruptable power supply and emergency generators and transfer switches at the Water Pollution Control Facility (WPCF) and other city facilities.

2. Install, repair, replace and maintain all wiring for the WPCF buildings, wastewater treatment plant, programmable logic controllers (PLCs), computers and peripherals. Maintain plant lighting including lamps, poles, conduit, wiring, fuses, mast arms and fixtures.

3. Operate circuit testing equipment, pneumatic tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, small power tools, hand tools and related equipment.

Essential Functions:

4. Maintain systems and equipment such as variable frequency drives, silicon controlled rectifier drives, low and medium voltage 3-phase switchgear and motor starters, chlorine gas and sulfur dioxide storage and delivery systems, chemical batching, mixing and delivery systems. Clean, adjust, tighten, lubricate and inspect motor control center cubicles and switchgrear and perform annual inspections on PLC and relay control panels for cleanliness and tightness. Outside the WPCF, maintain motors and pumps servicing swimming pools, park~~t~~ irrigation systems and roadway underpasses.

5. Design and fabricate various specialized electrical control panels for pumps and related systems within the chemical delivery systems.

6. Perform advanced trouble shooting of electrical systems including controls, motors, generators and pumps and perform scheduled maintenance.

7. Pull motors and pumps for overhaul and reinstallation, including tear down, repair and reassembly.

8. Read and interpret blueprints, schematic drawings and related symbols and markings.

9. Train assigned employees in work methods, techniques and the set-up and use of equipment.

10. Adhere to all related codes and regulations for duties assigned including obtaining required permits; ~~–~~ ~~E~~ensure assigned employees ~~the~~ adherence to established safety-related work practices and procedures.

11. Estimate time, materials and equipment required for jobs assigned and requisition materials as required.

Marginal Functions:

1. Perform related duties and responsibilities as required.

2. Perform routine maintenance of systems.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of industrial electrical systems.
National Electrical Code.
Properties and principles of electricity.
Preventative maintenance techniques and procedures.
Principles and practices of electrical construction.
Principles of mathematics.
Occupational hazards and standard safety practices.
Electrical calculation and design techniques.

Methods, techniques, operations, services and activities of heavy industrial, high voltage systems.

Knowledge of:

Operational characteristics of materials, equipment and tools used in electrical repair, maintenance and installation of heavy industrial, high voltage systems.
Troubleshooting and diagnostic techniques in heavy industrial, high voltage systems.
Blueprints, schematics, symbols, drawings and related materials.
Safe work practices in a heavy industrial setting.

Ability to:

Lead, organize, coordinate and review the work of staff in the area of work assigned.
Independently perform the most difficult electrical installation and repair work.
Interpret, explain and enforce department policies and procedures.
Operate a variety of electrical repair equipment in a safe and effective manner.
Drive and operate boom truck and aerial lift equipment.
Work at heights up to 40 feet.
Work in confined spaces ~~wearing a self-contained breathing apparatus~~.
~~Wear a self-contained breathing apparatus (SCBA) according to the instructions and training received, which will include a physician's assessment of whether the employee is medically able to wear the SCBA, and a fit test, which will be inhibited by facial hair.~~
Perform maintenance and repairs on the wastewater treatment plant systems.
Design and fabricate specialized controls for chemical delivery systems.
Work near connected electrical circuits.
Distinguish colors.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
~~Maintain mental capacity, which allows for the effective interaction and communications with others.~~
Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:
- *Walking, standing or sitting for extended periods of time; and*
- *Operating assigned equipment and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:
- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

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 journey-level electrical experience, preferably in an industrial environment.

Training:

Equivalent to graduation from high school, supplemented by specialized training in the electrical field.

License or Certificate

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

Possession, and maintenance, of a current Clark County Journeyman Electrician ~~Certificate or~~ Master Electrician ID card on the date of application.

Possession of an Explosive Tool Use certificate within 6 months of appointment.

Possession of a Fork Lift Certificate from the City of Las Vegas within 6 months of appointment.

Possession of an appropriate aerial lift certification from the City of Las Vegas within 6 months of 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 may be indoors or outdoors depending on assignment, including travel from site to site.

Hazards: Exposure to electric shock with high voltage, burns, toxic and caustic chemicals, biological hazards, odors, fumes, dust, sparks, extremes of heat and cold, wet, oily and slippery surfaces, sharp edges, pinch points, moving equipment, machinery and vehicles, vibration, noise, work at heights on ladders and lifts and in confined spaces.

Equipment Used: Manlifts, hand and power tools, electrical testing equipment, pneumatic tools, jackhammers, cutting torch, explosive tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, forklift, truck, computer.

Safety Equipment: Safety shoes, hearing and eye protection, hard hat, gloves, apron, rubber boots, safety lanyard, self-contained breathing apparatus (SCBA) equipment.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently-constantly on all types of surfaces throughout shift, up to 1-2 miles per day depending on assignment.

Sitting: Occasionally, while working on equipment, at work bench, completing paperwork, driving vehicle.

Lift/carry: Frequently, 1-50 lbs., hand and power tools, equipment, panels, distances up to 100 ft. May wear 10-15 lb. tool belt. Infrequent lifting up to 100 lbs., motors, controls, materials. Assistance available for lifting over 50 lbs.

Push/pull: Frequently, using both hands and arms in performing manual labor (pick and shovel), removing panels on equipment, moving equipment and supplies, tightening connections, exerting up to 30-75 lbs. force to pull wire and bend conduit.

Climbing: Frequently, stairs, ladders, lifts, depending on location. May involve extensive work on ladders, up to 50%, at 8-50 ft. heights. Balancing required.

Bending/twisting: Frequently, throughout shift at waist, knees and neck depending on task assigned. Repairs may require work in awkward positions, extended reaching or leaning.

Kneeling/crouching/crawling: Occasionally, up to 10%, while working in attics, tight spaces, in underground pipes, tunnels.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering while performing various duties. Work can be highly repetitive and may require excessive gripping and fingering in pulling wire, handling large and small parts. Frequent overhead reaching required while working with tools.

Sight: Constantly, required to perform repairs in a safe, efficient manner. Visual requirements include color vision, depth perception, peripheral vision, hand, eye and foot coordination, and visual acuity in near-, mid- and far-ranges.

Speech/hearing: Constantly, in communicating and performing work in a safe, efficient manner.

Other physical demands: Must possess sense of smell and tactile feeling. Ability to work in confined spaces and awkward positions.

~~KAG~~ARB
REV ~~4/8/03~~12/2/04
FLSA & City: nonexempt

CSB: ~~5/14/03~~

SENIOR TRAFFIC SIGNAL ELECTRICIAN

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

DEFINITION

To lead, oversee and participate in the more complex and difficult work of staff responsible for the skilled maintenance, repair and installation of traffic signal electrical systems; and to perform a variety of technical tasks related to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Traffic Signal Electrician 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 including problem solving, and creating, defining and applying preventive maintenance programs. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives ~~direction~~ general supervision from the Traffic Signal Field Supervisor or higher level management staff.

May exercise functional and technical supervision over lower level staff.

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

Essential Functions:

1. Plan, direct, coordinate, lead and participate in the installation, repair and maintenance of traffic signal systems, including poles, vehicle and pedestrian indicators, light fixtures, electronic eyes for traffic signal and flasher devices, underground cable and service entrance equipment.

2. Operate circuit testing equipment, aerial lift equipment, pneumatic tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, small power tools, hand tools and related equipment.

3. Perform advanced troubleshooting of traffic signal systems. Perform scheduled maintenance.

Essential Functions:

4. Read and interpret blueprints, schematic drawings and related symbols and markings; ensure that underground utilities are located, identified and marked; locate and upgrade code infractions.

5. Train assigned employees in work methods, techniques and the set-up and use of equipment.

6. Assist in designing layout of intersections for traffic signals, including lights, controller cabinets and service connections.

7. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

8. Adhere to all related codes and regulations for duties assigned including obtaining required permits. Ensure the adherence to safe work practices and procedures, including the use and maintenance of safety devices for work zone traffic control and worker safety.

9. Estimate time, materials and equipment required for jobs assigned and requisition materials as required; create, retrieve and resolve orders using office and field computer systems.

Marginal Functions:

1. Perform routine maintenance of systems.

2. Stay abreast of new trends and innovations in the field of traffic signal electrical systems.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services, activities, methods and techniques of traffic signal electrical services.
National Electrical Code.
Principles, practices, theories and materials of the electrical trade.
Principles and practices of the International Municipal Signal Association.
Properties and principles of electricity.
Advanced preventive maintenance techniques and procedures.
Principles and practices of electrical construction.
Principles of mathematics applying to electrical and related work.
Occupational hazards and standard safety practices necessary in the area of work assigned.
Electrical calculation and design techniques.
Methods, techniques, operations, services and activities of traffic signal systems.
Operational characteristics of materials, mechanical and hydraulic equipment, and tools used in the installation, maintenance and repair of electrical systems.
Advanced troubleshooting and diagnostic techniques in traffic signal systems.

Knowledge of:

Blueprints, schematics, symbols, drawings and related materials.
Principles of lineman work.
Traffic work zone safety practices.
Heavy equipment operation.
First aid practices used in electrical emergencies.
Pertinent federal, state and local laws, codes and regulations.
International Municipal Signal Association standards as described in the Manual of Uniform Traffic Control Devices (MUTCD).
Modern office procedures, methods and computer equipment, including common office software.

Ability to:

Lead, organize and review the work of staff in the area of work assigned.
Independently perform the most difficult electrical installation and repair work on traffic signal equipment.
Interpret, explain and enforce department policies and procedures.
Operate a variety of vehicular, stationary and electrical repair equipment in a safe and effective manner.
Perform maintenance on traffic signal electrical systems in the city.
Drive and operate aerial lift equipment.
Work in aerial lift equipment, on poles and at heights up to 80 feet.
Work near connected electrical circuits.
Distinguish colors.
Analyze and interpret electrical schematics, diagrams, drawings and plans.
Analyze, interpret, troubleshoot and solve electrical systems defects.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
~~Maintain mental capacity which allows for effective interaction and communications with others.~~
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- *Walking, standing or sitting for extended periods of time; and*
- *Operating assigned equipment and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:
- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment and vehicles.*

Maintain mental capacity which allows the capability of:
- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Three years of increasingly responsible journey-level electrical experience, preferably including the maintenance and installation of traffic signals.

Training:

Equivalent to graduation from high school. Additional specialized training in electrical work or a related field.

License or Certificate

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

Possession, and maintenance, of a current Clark County Journeyman Electrician or Master Electrician ID card on the date of application.

Possession of a Level I Traffic Signal Electrician Certification from the International Municipal Signal Association, Inc., on the date of application.

Possession of a Work Zone Safety Certification from the International Municipal Signal Association, Inc., on the date ofapplication.

Possession of a Fork Lift Certificate from the City of Las Vegas within 6 months of the date of appointment.

Possession of an appropriate aerial lift certification from the City of Las Vegas within 6 months of date of appointment.

~~Possession of an Level I Traffic Signal Electrician Certification from the International Municipal Signal Association, Inc., on the date of application.~~

Possession of an Level II Traffic Signal Electrician Certification from the International Municipal Signal Association, Inc., within 6 months ~~one year~~ of meeting the certification qualifications.

~~Possession of a Work Zone Safety Certification from the International Municipal Signal Association, Inc., on 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 is primarily performed out of doors, subject to typical Nevada weather.
Hazards: Exposure to noise, dust, grease, fumes, high voltage, extreme heat, electrical energy, working at heights on scaffolding, ladders, aerial lift equipment, working underground in confined spaces, slippery and uneven surfaces, and work around moving equipment and heavy construction equipment.
Equipment Used: City aerial lift truck, backhoe, trenching machine, asphalt and concrete cutter, jackhammer, variety of hand and power tools.
Safety Equipment: Steel-toed shoes, gloves, safety glasses, goggles, back brace, hearing protection, safety vest, safety lanyard while working at heights.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, throughout work shift, up to 1 mile per shift. Can be extended based on assignment.
Sitting: Occasionally, while operating vehicle to and from job assignments.
Lift/carry: Frequently, between 1-80 lbs., hand and power tools, aluminaire arms, traffic signal poles, traffic signals and plumbing devices. Infrequently, up to and exceeding 100 lbs., while lifting carrying spools of wire, adapter plates, traffic signal 5-section heads, jackhammers. Usual carry between 20-30 ft.
Push/pull: Frequently-constantly, using one or both arms or hands, exerting a force (typically 20-100 lbs.) moving heavy, awkward equipment onto boom truck lift bucket, moving steel rebar and bolts while setting new traffic signals at ground level, using jackhammers and other power tools.
Climbing: Frequently, on and off boom truck, in and out of vehicle steps (16-18"), climbing in and out of lift bucket, ladders, on and off backhoe and trencher equipment throughout work shift. Requires balance while working in lift bucket, and working at heights up to 47 ft. Must be able to balance heavy load while climbing ladders and in lift truck.
Bending/twisting: Frequently-constantly, at waist, knees and neck throughout work shift, depending on assignments. Some assignments may require constant bending and stooping while working at street level installing and lacing loops. Worker must be able to crawl in and out of lift bucket up to several times per shift.
Kneeling/crouching/crawling: Frequently, depending on assignments. Crawling, infrequently.
Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering and gripping while handling heavy and awkward materials, hand and power tools. Subject to excessive gripping and vibration. Work is frequently at or above shoulder height.
Sight: Constantly, with ability to distinguish colors, depth perception, hand, eye and foot coordination. Visual acuity in near-, mid- and far-range required, as worker is exposed to extreme traffic hazards.
Speech/hearing: Constantly, must be able to communicate clearly on two-way radio and with co-workers throughout shift.

Other physical demands: Some work assignments require extended stooping and bending working at lower levels throughout work shift. May involve movement of heavy steel and concrete parts and manhole covers while installing traffic signals. Worker must exercise good judgment and an ability to lift heavy items.

ARB-
REV ~~2/13/01~~ ~~7/20/04~~11/29/04
FLSA & City: nonexempt

CSB ~~7/11/01~~

TRAFFIC SIGNAL ELECTRICIAN II

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

DEFINITION

To perform skilled maintenance, repair and installation of traffic signal electrical systems; to provide solutions for equipment problems; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Traffic Signal Electrician series. Positions at this level are distinguished from the Sr. Traffic Signal Electrician by the level of experience required to perform the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives ~~direction~~ general supervision from the Traffic Signal Field Supervisor or other higher level management staff.

May receive functional and technical supervision from a Senior Traffic Signal Electrician.

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

Essential Functions:

1. Install, repair and maintain traffic signal systems, including poles, vehicle and pedestrian indicators, light fixtures, fuses, mast arms, illuminated signs, electronic eyes for traffic signal and flasher devices, underground cable and service entrance equipment.

2. Operate circuit testing equipment, aerial lift equipment, pneumatic tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, small power tools, hand tools and related equipment.

3. Troubleshoot traffic signal systems, and perform scheduled maintenance.

4. Read and interpret blueprints, schematic drawings and related symbols and markings; locate, identify and mark underground utilities; locate and upgrade code infractions.

Essential Functions:

5. Operate a boom truck and ladder to install, maintain and repair traffic signal systems and traffic light poles involved in accidents.

6. Respond to public inquiries in a courteous manner, provide information within the area of assignment; resolve complaints in an efficient and timely manner.

7. Adhere to all related codes and regulations for duties assigned including obtaining required permits. Adhere to safe work practices and procedures. Maintain, repair and set up devices for work zone traffic control and worker safety. Ensure public safety is maintained during the maintenance of any traffic signal device.

8. Retrieve work orders and resolve problems using office computer system.

Marginal Functions:

1. Assist in estimating time, materials, and equipment required for jobs assigned and requisitioning materials as required. Verify manifests upon receipt and inspect materials delivered by vendors; move materials into storage.

2. Respond to traffic signal emergencies during evenings and weekends.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services, activities, methods and techniques of traffic signal electrical services.
National Electrical Code.
Principles, practices, theories and materials of the electrical trade.
Properties and principles of electricity.
Operational characteristics of mechanical and hydraulic equipment and tools used in the installation, maintenance, and repair of electrical systems.
Preventive maintenance techniques and procedures.
Techniques of electrical trouble shooting and diagnosis.
Occupational hazards and standard safety practices necessary in the area of work assigned.
Principles of mathematics applying to electrical and related work.
Electrical calculation and design techniques.
Blueprints, schematics, symbols, drawings and related materials.
Principles of lineman work.
Traffic work zone safety practices.
Heavy equipment operation.
Basic first aid practices used in electrical emergencies.
International Municipal Signal Association Standards as described in the Manual of Uniform Traffic Control Devices (MUTCD).
Pertinent federal, state and local laws and regulations.
Modern office procedures, methods and computer equipment, including common office software.

Ability to:

Independently perform skilled maintenance and repair work related to traffic signal electrical systems and components.
Read and interpret department policies and procedures.
Operate a variety of vehicular, stationary and electrical repair equipment in a safe and effective manner.
Drive and operate aerial lift equipment.
Work in aerial lift equipment, on poles and at heights up to 80 feet.
Work near connected electrical circuits.
Distinguish colors.
Analyze and interpret problems in traffic signal systems.
Read and interpret electrical schematics, diagrams, drawings and plans.
Troubleshoot and solve electrical system defects.
Understand and follow oral and written instructions and sketches.
Work independently ~~in the absence of~~ without direct supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- -- *Walking, standing or sitting for extended periods of time; and*
- -- *Operating assigned equipment and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:
- -- *Making observations;*
- -- *Communicating with others;*
- -- *Reading and writing; 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 journey-level electrical experience.

Training:

Equivalent to graduation from high school supplemented by specialized training in the electrical field.

License or Certificate

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

By the date of application, must possess or have completed any one of the following four:

1. A journeyman electrician card from a recognized union, such as the International Brotherhood of Electrical Workers (IBEW).
2. An apprenticeship from an organization such as a chapter of the Associated Builders and Contractors (ABC), or a union such as the IBEW.
3. Official mailed test results from the International Code Council indicating a passing score on the Standard Journeyman Electrician or Standard Master Electrician examination. Examination must have been taken within three years of the date of application. The Standard Journeyman Sign Electrician and the Standard Journeyman Residential Electrician examinations are not acceptable.
4. A current Clark County, Nevada, Journeyman Electrician or Master Electrician ID card.

Posssession, and maintenance, of a current Clark County Journeyman Electrician or Master Electrician ID card within 6 months of the date of appointment.

Possession of a Forklift Certificate from the City of Las Vegas within 6 months of the date of appointment.

Possession of an appropriate aerial lift certification from the City of Las Vegas within 6 months of date of appointment.

Possession of a Work Zone Safety Certification from the International Municipal Signal Association, Inc., or equivalent, within six months of the date of appointment.

Possession of Level I Traffic Signal Electrician Certification from the International Municipal Signal Association, Inc. within ~~one year~~ six months of meeting the certification qualifications. ~~Possession of a Work Zone Safety Certification from the International Municipal Signal Association, Inc., or equivalent, within one year 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 is primarily performed out of doors, subject to typical Nevada weather.
Hazards: Exposure to noise, dust, grease, fumes, high voltage, extreme heat, electrical energy, working at heights on scaffolding, ladders, aerial lift equipment, working underground in confined spaces, slippery and uneven surfaces, and work around moving equipment and heavy construction equipment.
Equipment Used: City aerial lift truck, backhoe, trenching machine, asphalt and concrete cutter, jackhammer, variety of hand and power tools.
Safety Equipment: Steel-toed shoes, gloves, safety glasses, goggles, back brace, hearing protection, safety vest, safety lanyard while working at heights.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, throughout work shift, up to 1 mile per shift. Can be extended based on assignment.

Sitting: Occasionally, while operating vehicle to and from job assignments.

Lift/carry: Frequently, between 1-80 lbs., hand and power tools, aluminaire arms, traffic signal poles, traffic signals and plumbing devices. Usual carry between 20-30 ft. Infrequently, up to and exceeding 100 lbs., while lifting carrying spools of wire, adapter plates, traffic signal 5-section heads, jackhammers.

Push/pull: Frequently-constantly, using one or both arms or hands, exerting a force (typically 20-100 lbs.) moving heavy, awkward equipment onto boom truck lift bucket, moving steel rebar and bolts while setting new traffic signals at ground level, using jackhammers and other power tools.

Climbing: Frequently, on and off boom truck, in and out of vehicle steps (16-18"), climbing in and out of lift bucket, ladders, on and off backhoe and trencher equipment throughout work shift. Requires balance while working in lift bucket, and working at heights up to 47 ft. Must be able to balance heavy load while climbing ladders and in lift truck.

Bending/twisting: Frequently-constantly, at waist, knees and neck throughout work shift, depending on assignments. Some assignments may require constant bending and stooping while working at street level installing and lacing loops. Worker must be able to crawl in and out of lift bucket up to several times per shift.

Kneeling/crouching/crawling: Frequently, depending on assignments. Crawling, infrequently.

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~~PLMKAGARB~~
REV ~~4/14/99 7/20/04~~12/6/04
FLSA and City: nonexempt

CSB ~~7/11/01~~

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date January 12, 2005

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

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

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

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

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

The reasoning is as follows:

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

RECOMMENDATION

The City recommends approval of the abolishment of these lists.

Martha Davis

From: Judy Tuttle
Sent: Monday, December 20, 2004 10:27 AM
To: Martha Davis; Patti Miller; Ellen Thompson
Subject: FW: Recruitments/Abolishment of Permit Tech List

-----Original Message-----
From: Claudette Enus
Sent: Friday, December 03, 2004 8:58 AM
To: Judy Tuttle
Subject: RE: Recruitments

Judy, I'm fine with abolishing the list for the Permit Tech.

-----Original Message-----
From: Judy Tuttle
Sent: Thursday, December 02, 2004 3:40 PM
To: Claudette Enus
Subject: FW: Recruitments

Claudette, I have spoken to Chris Peterson at length on item #3 - abolishment of the Permit Tech list. It is the right thing to do despite many names. They cannot get to Group 3 and they have interviewed all the rest. When we have a list as long as this one, something is wrong; hence, our conversation.

We will be altering our job announcement for their purposes to try to bring in exactly they need and test only the most qualified on the open side. All internal applicants who qualify will be invited to test.

Please consider abolishing and we'll try this again for them. Thanks.

-----Original Message-----
From: Paul Wilkins
Sent: Tuesday, November 30, 2004 11:21 AM
To: Judy Tuttle
Cc: Chris Peterson; Ruth Carroll
Subject: Recruitments

Judy

Please abolish the current Permit Technician lists and begin a new recruitment. Staff has interviewed the reachable candidates and hired two from the list. The remaining candidates do not meet the current requirements of the department.

Thank you for your assistance. If you need additional information, please contact Chris at x6256.

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: January 12, 2005

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

SUBJECT: E. APPEAL HEARING

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

Robert Everett to appeal results of his qualifying to test for the Animal Control Officer I position.