

4:35 9. ✓
5:05 pm.

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: April 13, 2005
TIME: 4:30 p.m.

JA
EM
W
PR
MD

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 March 9, 2005
- IV. APPROVAL OF MINUTES: Teleconference Meeting of March 23, 2005
- V. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1. Building Inspector – Promotional
- 2. Building Inspector – Open
- 3. Business Services Supervisor – Promotional
- 4. Business Services Supervisor – Open
- 5. Electrical Inspector – Promotional
- 6. Electrical Inspector – Open
- 7. GIS Analyst II – Open
- 8. Neighborhood Planner – Promotional
- 9. Neighborhood Planner – Open
- 10. Office Specialist II – Promotional
- 11. Office Specialist II – Open
- 12. Plumbing/Mechanical Inspector – Promotional
- 13. Plumbing/Mechanical Inspector – Open

M - JA } pass
2 - PR } pass

- B. EXTENSION OF ELIGIBLE LISTS:

- 1. Animal Control Officer I – Promotional
- 2. Animal Control Officer I – Open
- 3. Field Electrician II – Promotional
- 4. Field Electrician II – Open
- 5. License Officer I – Promotional
- 6. License Officer I – Open
- 7. License Officer II – Promotional
- 8. License Officer II – Open
- 9. Mechanic I – Promotional
- 10. Mechanic I – Open
- 11. Pre-Trial Services Officer – Promotional
- 12. Pre-Trial Services Officer – Open
- 13. Senior Personnel Technician – Promotional
- 14. Senior Traffic Signal Electrician – Promotional
- 15. Supervisor of Fire Investigations – Promotional

M - PR } pass
2 - JA } pass

103 ✓

C. CLASSIFICATION SPECIFICATIONS:

- M - EM*
D - GA
1. Field Electrician II – Revised
 - ~~2~~ Planner I – Revised
 - ~~3~~ Planner II – Revised
 4. Plans Examination Supervisor – Revised
 5. Traffic Signal Electrician II – Revised
 6. Neighborhood Services Job Trainer – New
 7. Neighborhood Services Specialist – New
- pend back*
M - JA
2 - EM

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 SCHEDULED 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

DATE: April 13, 2005

[illegible]

****CORRECTED****

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
ANNOTATED MINUTES
for the
APRIL 13, 2005
REGULAR MEETING**

**Agenda Documentation
June 8, 2005**

**TO:
CIVIL SERVICE BOARD OF TRUSTEES**

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

I. CALL TO ORDER: April 13, 2005 at 4:30 p.m. in the Human Resources Department.

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

Counsel for the Civil Service Board, Morgan Davis, was also present at this meeting.

STAFF PRESENT

Ann Rubertino-Beck
Michele McNulty
Gia Rodriguez
Myrtle Harvey

OTHERS PRESENT

Tommy Ricketts – President, LVCEA
Jody Donahue – Planning & Development
Margo Wheeler – Director, Planning & Development

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

III. APPROVAL OF MINUTES of Regular Meeting of March 9, 2005: A motion was made by Trustee Johan Aliseo that the minutes of the Regular Meeting of March 9, 2005 be approved. Trustee Priscilla Rocha seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of Teleconference Meeting of March 23, 2005: A motion was made by Trustee Priscilla Rocha that the minutes of the Teleconference Meeting of March 23, 2005 be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
APRIL 13, 2005
PAGE 2**

V. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

1. Building Inspector – Promotional
2. Building Inspector – Open
3. Business Services Supervisor – Promotional
4. Business Services Supervisor – Open
5. Electrical Inspector – Promotional
6. Electrical Inspector – Open
7. GIS Analyst II – Open
8. Neighborhood Planner – Promotional
9. Neighborhood Planner – Open
10. Office Specialist II – Promotional
11. Office Specialist II – Open
12. Plumbing/Mechanical Inspector – Promotional
13. Plumbing/Mechanical Inspector – Open

A motion was made by Trustee Johan Aliseo that items 1 through 13 of the Eligible Lists To Be Certified be approved. The motion was seconded by Trustee Priscilla Rocha. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

1. Animal Control Officer I – Promotional
2. Animal Control Officer I – Open
3. Field Electrician II – Promotional
4. Field Electrician II – Open
5. License Officer I – Promotional
6. License Officer I – Open
7. License Officer II – Promotional
8. License Officer II – Open
9. Mechanic I – Promotional
10. Mechanic I – Open
11. Pre-Trial Services Officer – Promotional
12. Pre-Trial Services Officer – Open
13. Senior Personnel Technician – Promotional
14. Senior Traffic Signal Electrician – Promotional
15. Supervisor of Fire Investigations – Promotional

A motion was made by Trustee Priscilla Rocha that items 1 through 15 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Johan Aliseo. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
APRIL 13, 2005
PAGE 3**

C. CLASSIFICATION SPECIFICATIONS:

1. Field Electrician II – Revised
2. Planner I – Revised
3. Planner II – Revised
4. Plans Examination Supervisor – Revised
5. Traffic Signal Electrician II – Revised
6. Neighborhood Services Job Trainer – New
7. Neighborhood Services Specialist – New

Prior to a motion being made, the minimum qualifications requirements of item 2 and 3 were discussed with staff and others in attendance. As a result, the Civil Service Board trustees recommended that both classification specifications for the Planner I and II series be sent back for revision to reflect the four year degree requirements or AICP certification in lieu of the degree. A motion was made by Trustee Johan Aliseo that item 2 and 3 (Planner I and II series) be pulled and sent back to Human Resources for reevaluation and produce an alternative resolution to what was presented. The motion was seconded by Trustee Ed Miramontes. Motion carried.

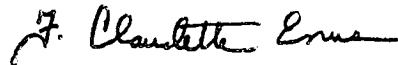
Subsequently, another motion was made by Trustee Ed Miramontes that item 1, 4, 5, 6 and 7 of the Classification Specifications be approved. This motion was seconded by Trustee Johan Aliseo. Motion carried.

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 5:05 p.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION

April 13, 2005

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: March 9, 2005 at 4:30 p.m. in the Human Resources Department.

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

In the absence of Chairperson Lavonne Lewis, Trustee Johan Aliseo served as acting Chair.
Counsel for the Civil Service Board, Morgan Davis, was also present at this meeting.

STAFF PRESENT
Ann Rubertino-Beck
Glenna Worthington
Gia Rodriguez
Myrtle Harvey
Sandy Gandy
Helen Gonzales
Ron Prewitt

OTHERS PRESENT
Tammy Hughes - WPCF
Jody Donahue – Planning

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

III. APPROVAL OF MINUTES of Regular Meeting of February 9, 2005: A motion was made by Trustee Priscilla Rocha that the minutes of the Regular Meeting of February 9, 2005 be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of Teleconference Meeting of February 23, 2005: A motion was made by Trustee Barbara Loupe that the minutes of the Teleconference Meeting of February 23, 2005 be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

V. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

1. Accounting Technician I – Open
2. Communications Specialist – Promotional
3. Communications Specialist – Open
4. Court Clerk I – Promotional
5. Court Clerk I – Open
6. Leisure Services Coordinator (Tennis) – Open
7. Paralegal – Promotional

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
March 9, 2005
PAGE 2

8. Permits Supervisor – Promotional
9. Permits Technician – Promotional
10. Permits Technician – Open
11. Public Information Specialist – Open
12. Recreation Leader I – Promotional
13. Recreation Leader I – Open

A motion was made by Trustee Priscilla Rocha that items 1 through 13 of the Eligible Lists To Be Certified be approved. The motion was seconded by Trustee Barbara Loupe. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

1. Electrician I – Open
2. Engineering Technician II (Traffic) – Open
3. Fire Captain – Promotional
4. Human Resources Specialist – Promotional
5. Planning Supervisor (Planning & Dev.) – Promotional
6. Rapid Response Crew Leader – Promotional
7. Statistical Analyst I – Promotional
8. Statistical Analyst I – Open
9. Traffic Signal Technician I – Open
10. Vehicle Services Worker – Promotional
11. Vehicle Services Worker – Open

A motion was made by Trustee Ed Miramontes that items 1 through 11 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Priscilla Rocha. Motion carried.

C. CLASSIFICATION SPECIFICATIONS:

1. Assistant Fire Protection Engineer – Revised
2. GIS Technician – Revised
3. Microcomputer Specialist II – Revised
4. Planner I – Revised
5. Planner II – Revised
6. Planning Supervisor – Revised
7. Public Safety Technician – Revised
8. Senior Microcomputer Specialist – Revised
9. Senior Planner – Revised
10. Technical Writer – Revised
11. Video Programming Technician – Revised
12. Environmental Systems Technician Trainee, I, II and III – New
13. Inspection Associate – New
14. Records Courier – New

Prior to a motion being made, staff recommended that items 4 and 5 be stricken from the list for further review and revision with respect to minimum qualification requirements. A motion was made by Trustee Ed Miramontes that items 1 through 3 and 6 through 14 of the Classification Specifications be approved. The motion was seconded by Trustee Priscilla Rocha. Motion carried.

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

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
March 9, 2005
PAGE 3

VII. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:50 p.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
April 13, 2005

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: March 23, 2005 at 11:40 a.m. via Teleconference

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

Also present was Morgan Davis, Counsel for the Civil Service Board.

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) Control Center Supervisor – Promotional
- 2) Legal Secretary – Promotional
- 3) Legal Secretary – Open
- 4) Senior Planner – Promotional
- 5) Senior Planner – Open

Trustee Barbara Loupe made a motion to approve Items number 1 through 5 of the Eligible Lists to be certified. Trustee Johan Aliseo seconded the motion. Motion carried.

B. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST:

- 1) Corrections Officer – Open

Trustee Johan Aliseo made a motion to approve Item number 1 of the Abolishing Eligible List to be certified. Trustee Ed Miramontes seconded the motion. Motion carried.

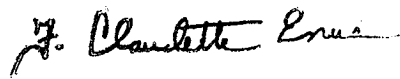
IV. DISCUSSION ITEMS

None.

V. CITIZEN PARTICIPATION:

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:45 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: April 13, 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: 13

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Building Inspector – Promotional	6	4	2
2. Building Inspector – Open	45	28	25
3. Business Services Supervisor – Promotional	8	7	7
4. Business Services Supervisor – Open	26	10	10
5. Electrical Inspector – Promotional	10	5	5
6. Electrical Inspector – Open	24	15	12
7. GIS Analyst II - Open	9	7	3
8. Neighborhood Planner – Promotional	0	0	0
9. Neighborhood Planner – Open	35	19	13
10. Office Specialist II – Promotional	7	7	7
11. Office Specialist II – Open	118	78	73
12. Plumbing/Mechanical Inspector – Promotional	5	2	2
13. Plumbing/Mechanical Inspector – Open	16	4	4

CITY OF LAS VEGAS

ELIGIBLE LIST

Building Inspector
Examination

March 25, 2005
Date of Test

057955202P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	5	GROUP 1	1
REJECTED	1	GROUP 2	0
<i>TOTAL RECEIVED</i>	6	GROUP 3	1
		<i>TOTAL ON LIST</i>	2

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	2			
FAILED	2			
<i>TOTAL TESTED</i>	4			
<i>DID NOT APPEAR</i>	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Building Inspector
Examination

March 25, 2005
Date of Test

0579552020
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	33	GROUP 1	3
REJECTED	12	GROUP 2	9
<i>TOTAL RECEIVED</i>	45	GROUP 3	13
		<i>TOTAL ON LIST</i>	25

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	25			
FAILED	3			
<i>TOTAL TESTED</i>	28			
<i>DID NOT APPEAR</i>	5			

CITY OF LAS VEGAS

ELIGIBLE LIST

Business Services Supervisor
Examination

March 29-30, 2005
Date of Test

057941902P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS		ELIGIBLE LIST	
ACCEPTED	8	GROUP 1	2
REJECTED	0	GROUP 2	5
TOTAL RECEIVED	8	GROUP 3	0
		TOTAL ON LIST	7

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		7		
FAILED		0		
TOTAL TESTED		7		
WITHDREW		1		

CITY OF LAS VEGAS

ELIGIBLE LIST

Business Services Supervisor
Examination

March 29-30, 2005
Date of Test

0579419020
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	10	GROUP 1	1
REJECTED	16	GROUP 2	5
<i>TOTAL RECEIVED</i>	26	GROUP 3	4
		<i>TOTAL ON LIST</i>	10

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Electrical Inspector
Examination

March 25, 2005
Date of Test

057955402P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS		ELIGIBLE LIST	
ACCEPTED	8	GROUP 1	3
REJECTED	2	GROUP 2	2
TOTAL RECEIVED	10	GROUP 3	0
		TOTAL ON LIST	5

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	5			
FAILED	0			
TOTAL TESTED	5			
DID NOT APPEAR	3			

CITY OF LAS VEGAS

ELIGIBLE LIST

Electrical Inspector
Examination

March 25, 2005
Date of Test

0579554020
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	18	GROUP 1	3
REJECTED	6	GROUP 2	5
<i>TOTAL RECEIVED</i>	24	GROUP 3	4
		<i>TOTAL ON LIST</i>	12

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	12			
FAILED	3			
<i>TOTAL TESTED</i>	15			
<i>DID NOT APPEAR</i>	3			

CITY OF LAS VEGAS

ELIGIBLE LIST

GIS Analyst II
Examination

March 16, 2005
Date of Test

052553020
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	8	GROUP 1	0
REJECTED	1	GROUP 2	1
<i>TOTAL RECEIVED</i>	9	GROUP 3	2
		<i>TOTAL ON LIST</i>	3

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	3			
FAILED	4			
<i>TOTAL TESTED</i>	7			
<i>DID NOT APPEAR</i>	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Neighborhood Planner
Examination

April 4, 2005
Date of Test

057958501P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Neighborhood Planner
Examination

April 4, 2005
Date of Test

0579585010
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	19	GROUP 1	3
REJECTED	16	GROUP 2	4
<i>TOTAL RECEIVED</i>	35	GROUP 3	6
		<i>TOTAL ON LIST</i>	13

<u>TESTS</u>			
<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
			<u>T&E</u>
(Weight)			100%
PASSED			13
FAILED			6
<i>TOTAL TESTED</i>			19
<i>DID NOT APPEAR</i>			0

CITY OF LAS VEGAS

ELIGIBLE LIST

Office Specialist II
Examination

March 15, 2005
Date of Test

05366202P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS		ELIGIBLE LIST	
ACCEPTED	7	GROUP 1	1
REJECTED	0	GROUP 2	6
TOTAL RECEIVED	7	GROUP 3	0
		TOTAL ON LIST	7

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	7			
FAILED	0			
TOTAL TESTED	7			
DID NOT APPEAR	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Office Specialist II
Examination

March 15, 2005
Date of Test

053662020
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	102	GROUP 1	11
REJECTED	16	GROUP 2	35
<i>TOTAL RECEIVED</i>	118	GROUP 3	27
		<i>TOTAL ON LIST</i>	73

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	73			
FAILED	5			
<i>TOTAL TESTED</i>	78			
<i>DID NOT APPEAR</i>	24			

CITY OF LAS VEGAS

ELIGIBLE LIST

Plumbing/Mechanical Inspector
Examination

March 23, 2005
Date of Test

057955502P

Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS		ELIGIBLE LIST	
ACCEPTED	3	GROUP 1	1
REJECTED	2	GROUP 2	1
TOTAL RECEIVED	5	GROUP 3	0
		TOTAL ON LIST	2

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Plumbing/Mechanical Inspector
Examination

March 23, 2005
Date of Test

0579555020

Exam Code

Open

Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	8
REJECTED	8
TOTAL RECEIVED	16

ELIGIBLE LIST

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

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight) 100%

PASSED	4			
FAILED	0			
TOTAL TESTED	4			
DID NOT APPEAR	4			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date **April 13, 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: 15

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Animal Control Officer I – Promotional	1	04/13/05	10/13/05	1
2. Animal Control Officer I – Open	26	04/13/05	10/13/05	1
3. Field Electrician II – Promotional	1	04/13/05	10/13/05	1
4. Field Electrician II – Open	5	04/13/05	10/13/05	1
5. License Officer I – Promotional	33	04/14/05	10/14/05	2
6. License Officer I – Open	58	04/14/05	10/14/05	2
7. License Officer II – Promotional	13	04/14/05	10/14/05	2
8. License Officer II – Open	6	04/14/05	10/14/05	2
9. Mechanic I – Promotional	2	04/13/05	10/13/05	1
10. Mechanic I – Open	12	04/13/05	10/13/05	1
11. Pre-Trial Services Officer – Promotional	6	04/22/05	10/22/05	3
12. Pre-Trial Services Officer – Open	39	04/22/05	10/22/05	3
13. Senior Personnel Technician – Promotional	4	04/14/05	10/14/05	2
14. Senior Traffic Signal Electrician – Promotional	1	04/08/05	10/08/05	3
15. Supervisor of Fire Investigations – Promotional	1	04/22/05	10/22/05	3

TRAFFIC ELECTRICIAN I
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

Traffic Electrician I: This is an entry-level class in the Electrician series. This class is distinguished from the Electrician II classes by the performance of the more routine tasks and duties assigned to positions within the series. This class may be used as a training class, wherein employees may need only limited or no directly related work experience, or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

Field Electrician II: 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. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level; when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED

Traffic Electrician I

Receives direct supervision from the Electrical Services Field Supervisor and higher-level staff.
May receive functional and technical supervision from a Senior Field Electrician.

Field Electrician II

Receives general supervision from the Electrical Services Field Supervisor or higher-level staff.
May receive functional and technical supervision from a Senior Field Electrician.

CITY OF LAS VEGAS
Traffic Electrician I/Field Electrician II (*continued*)

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

Essential Functions:

1. Install, repair and maintain street lighting and park lighting systems.
2. Operate circuit testing equipment, aerial lift equipment, boom trucks, heavy trucks, at times with trailer attached, pneumatic tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, concrete saws, 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.
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; ensure public safety is maintained during work activities.
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. Perform maintenance and repair work involving concrete, plumbing, iron, steel and rough painting.
9. Retrieve and resolve work orders using office and field computer systems.

Marginal Functions:

1. Perform related duties and responsibilities as required.
2. Perform rough carpentry and concrete work in the course of installing and maintaining streetlights, park lights and related equipment.
3. 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.

CITY OF LAS VEGAS
Traffic Electrician I/Field Electrician II (*continued*)

QUALIFICATIONS

Traffic Electrician I

Knowledge of:

Basic properties and principles of electricity.
National Electrical Code as it applies to area of assignment.
Basic principles, practices, theories, and materials of the electrical trade.
Basic operational characteristics of mechanical and hydraulic equipment and tools used in the installation, maintenance, and repair of electrical systems.
Basic preventive maintenance techniques and procedures.
Occupational hazards and standard safety practices necessary in the area of work assigned.
Basic principles of mathematics applying to electrical and related work.
Basic techniques for reading and interpreting blueprints, schematics, symbols, drawings and related materials.
Basic principles of lineman work.
Basic repair of streetlights, park lighting and traffic signals and connecting wiring.
Heavy equipment operation.
Pertinent federal, state, and local laws and regulations.
Basic techniques and procedures of painting.

Ability to:

Perform semi-skilled maintenance and repair work related to streetlight and park lighting electrical systems and components.
Read and understand department policies and procedures.
Operate a variety of vehicular, stationary, and electrical repair equipment in a safe and effective manner.
Read and follow streetlight and park lighting maintenance procedures.
Read and understand streetlight and park lighting circuitry.
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.
Read and interpret electrical schematics, diagrams, drawings and plans at a basic level.
Learn to troubleshoot and solve basic electrical system defects.
Understand and follow oral and written instructions and sketches.
Work independently without constant supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
Traffic Electrician I/Field Electrician II (*continued*)

Ability to:

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

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity, which allows the capability of:

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

Experience and Training Requirements

Experience:

One year of experience in the electrical maintenance, electrical construction or electronic fields.

Training:

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

Field Electrician II

In addition to the qualifications for Traffic Electrician I:

Knowledge of:

Operations, services and activities of street and park lighting electrical systems.

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.

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.

Modern office procedures, methods and computer equipment, including common office software.

CITY OF LAS VEGAS
Traffic Electrician I/Field Electrician II (*continued*)

Ability to:

Independently perform electrical installation, maintenance and repair work related to streetlight and park lighting electrical systems and components.

Read and interpret department policies and procedures.

Read and interpret electrical schematics, diagrams, drawings and plans.

Troubleshoot and solve electrical system defects.

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 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.

CITY OF LAS VEGAS
Traffic Electrician I/Field Electrician II (*continued*)

WORKING CONDITIONS

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

Environmental Conditions:

Location: Work is 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, on ladders, in aerial lift equipment, working above ground and below ground in confined spaces, on slippery and uneven surfaces, and work around moving equipment and heavy traffic in public right of way.

Equipment Used: City aerial lift truck, backhoe, trenching machine, 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, hard hat, rubber gloves, insulated equipment and 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 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. Assistance from others is available for lifting over 100 lbs.

Push/pull: Frequently-constantly, using one or both arms and hands, exerting a force (typically 5-7100lbs.) moving heavy or awkward equipment, suspended from a hoist, 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 using steps (16-18"), climbing in and out of lift bucket and ladders, on and off backhoe and trencher equipment 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 and vibration. Work is frequently at or above shoulder height.

CITY OF LAS VEGAS
Traffic Electrician I/Field Electrician II (*continued*)

Physical Conditions:

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 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 and concrete parts and manhole covers while installing street lighting and park lighting. Worker must exercise good judgment and have an ability to lift heavy items.

ARB
REV 2/25/05
FLSA and City: nonexempt

CSB: 4/13/05

PLANNER I

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 entry-level professional work in the field of planning; and to provide information and assistance to city officials, city staff, developers, the business community and the public on planning, zoning, housing, annexations and development related matters.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Planner series. This class is distinguished from the Planner II by the performance of the more routine tasks and duties assigned to positions within the series including proposal and application review, report preparation and a high degree of public interaction.

SUPERVISION RECEIVED

Receives general supervision from a Planning Supervisor or higher management staff.

May receive functional and technical supervision from a Sr. Planner.

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

Essential Functions:

1. Answer questions and provide information to the public; conduct research; interpret data and explain regulations to citizens; assist with inquiries pertaining to planning.
2. Compile technical information and make recommendations on staff studies; prepare basic reports.
3. Conduct research and prepare backup information for senior staff; prepare documentation for meetings.
4. Assist in the preparation of public hearing notifications, zoning applications and notifications or related public information notices.
5. Assist in establishing and maintaining productive working relationships with the public, staff of other departments and other local agencies.

CITY OF LAS VEGAS
Planner I (Continued)

Essential Functions:

6. Support the review of applications for Master Plan amendments, redevelopment area planning and other policy activities by conducting background research, drafting initial reports, visiting sites to review conditions and compatibility of land uses, conducting research related to public meeting inquiries, and related activities.
7. Prepare initial studies; assist in preparing or reviewing environmental impact reports.
8. Assist in preparing staff reports on zoning and land use applications for the Planning Commission, City Council, various committees and advisory boards as directed; undertake research and prepare reports and maps.
9. Collect, record and summarize statistical and demographic information; establish and maintain a comprehensive database.
10. Review development proposals and applications for business licenses, building permits and sign permits for completeness, accuracy and compliance with appropriate regulations and ordinances; log, verify, document and file reference materials; maintain current computer information; issue permits; provide information regarding the permit process and explain and interpret zoning codes, standards and regulations to assist applicant in meeting necessary requirements.
11. Check commercial, industrial and residential development plans to determine if plans meet minimum code requirements; assign street addresses and suite assignments to residential and commercial developments; assign street block numbering information to traffic signal plans.
12. Investigate complaints concerning the city's planning function and recommend corrective action.
13. Assist with pre-application meetings with customers; visit sites and take site photographs.
14. Provide information pertinent to the development of the Master Plan; assist with recommending and developing policies and procedures for future environmental, transportation, redevelopment and other regulations.
15. Perform inspection of properties and structures for compliance to approved specifications prior to issuing certificate of occupancy.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles and practices of urban planning and development.
The purpose and intent of zoning regulations.
Basic site planning and architectural design techniques and methods.
Basic computer functions.
Technical report writing, research methods and data compilation.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Basic mathematics.
Modern office methods, practices, procedures and equipment, including a computer.
Common office software, including word processing.
Basic ArcView software.

Ability to:

Learn laws, regulations and ordinances underlying general plans, zoning and land divisions.
Learn applicable environmental laws and regulations.
Learn about current literature, information sources and research techniques in the field of urban planning.
Learn to interpret and explain planning and zoning regulations.
Read site plans.
Explain technical terminology and information to the public.
Manage multiple assignments.
Learn to recognize that political sensitivities and inter-relationships in the local community can effect the planning process.
Learn to set priorities.
Understand and carry out oral and written directions.
Communicate clearly and concisely, both orally and in writing.
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:
-- *Sitting and standing for extended periods of time; and*
-- *Operating computers, copiers and related office machines.*
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations;*
-- *Operating assigned equipment;*
-- *Communicating with others; and*
-- *Reading and writing.*
Maintain mental capacity which allows the capability of:
-- *Making sound decisions;*
-- *Effective interaction and communication with others; and*
-- *Demonstrating intellectual capabilities.*

CITY OF LAS VEGAS
Planner I (Continued)

Experience and Training Requirements

Experience:

No professional planning experience is required. Completion of an internship in planning or a related field at a public agency is preferred.

Training:

A Bachelor's degree from an accredited college or university with major course work in planning, geography, landscape architecture, urban studies, engineering, sociology or a field related to the essential functions.

WORKING CONDITIONS

Environmental Conditions:

Office environment with occasional field work.

Physical Conditions:

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

ARB/KAG
REV 2/16/05
FLSA & City: nonexempt

CSB 4/13/05

PLANNER 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 professional level work in the field of planning; and to provide information and assistance to city officials, city staff, developers, the business community and the public on planning, zoning, housing, annexations and development related matters.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Planner series. Employees within this class are distinguished from the Planner I by the performance of the full range of duties as assigned including complex plans examination, policy development and advanced report preparation. 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 AND EXERCISED

Receives general supervision from a Planning Supervisor or higher management staff.

May receive technical and functional supervision from a Sr. Planner.

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

Essential Functions:

1. Analyze and compile technical and statistical information, make recommendations on special studies and prepare planning reports; use word processing, database, mapping (ArcView), geographical information systems (GIS), and zoning research software.
2. Prepare staff reports for the Planning Commission, Hearings Officer handling zoning variances, City Council and various committees and advisory boards as directed; undertake research; prepare reports and maps.
3. Answer questions and provide information to the public and other city departments and local agencies; interpret planning and zoning regulations for the general public; investigate complaints concerning the city's planning function and recommend corrective action.

CITY OF LAS VEGAS
Planner II (*Continued*)

Essential Functions:

4. Participate in establishing and maintaining productive working relationships with community leaders, elected officials, staff of other departments and other local agencies; assist staff with being sensitive to and maintaining such relationships; assist staff to handle sensitive situations.
5. Conduct research and draft ordinances or plan amendments for review.
6. Assist and answer questions from lower level Planning staff; facilitate a weekly junior staff meeting.
7. Oversee the processing of annexation petitions: process applications, research the parcels, prepare ordinance requests, write staff reports and assist customers with inquiries regarding the process; coordinate submittal of applications on closing dates; independently conduct pre-application meetings.
8. Perform varied activities in support of the Historic Preservation Commission.
9. Research and write reports, including maps and graphs, for special area plans and other projects; make presentations at meetings and public hearings.
10. Provide comments for applications submitted to the Planning Commission.
11. Write staff reports for Master Plan amendments.
12. Assist customers with geographic information systems (GIS) related questions.
13. Assist in establishing and maintaining productive working relationships with community leaders, elected officials, staff of other departments and other local agencies.
14. May attend Planning Commission, Recommending Committee, Historic Preservation Commission, Southern Nevada Water Authority Conservation Work Group and various neighborhood meetings.
15. Accept commercial, industrial and residential development building permit applications from the public and check plans to determine if they comply with zoning code requirements; compose letters informing applicant of permit status.
16. Review business license applications for compliance with zoning and land use codes and special requirements; confer with applicant to recommend corrective action, if needed.
17. Prepare and present staff reports for the Planning Commission and various committees and advisory boards as directed; undertake research and prepare reports and maps to present request, findings and recommendations.

CITY OF LAS VEGAS
Planner II (Continued)

Essential Functions:

18. Confer with and advise architects, builders, attorneys, contractors, engineers and the general public regarding city development policies and standards; conduct pre-application meetings with developers.
19. Perform initial inspection of properties and structures for compliance to approved conditions prior to issuing certificate of occupancy; take photos using a digital camera for use in Planning Commission meetings.
20. Review development proposals and applications for compliance with appropriate regulations and policies; prepare reports on recommendations.
21. Research background of parcels of land and compose letters stating findings.
22. Provide information pertinent to the development of the Master Plan or Zoning Ordinance; recommend and assist in development of policies and procedures for future zoning, environmental, transportation, housing, redevelopment and other issues.

Marginal Functions:

1. Assign residential, commercial and industrial addresses; assign suite numbers and unit numbers to residential and commercial developments; assign block numbers to traffic signal plans.
2. Perform related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of urban planning and development.
Laws, regulations and ordinances underlying general plans, zoning and land divisions.
Applicable environmental regulations.
Techniques and practices of research and data analysis.
Technical report writing techniques and principles.
Modern office methods, practices, procedures and equipment including a computer and common office software.
Applicable federal, state and local laws, codes and regulations.
Current literature, information sources and research techniques in the field of urban planning.
General site planning, landscape design and architectural design techniques and methods.
The building permit process and city addressing requirements.

CITY OF LAS VEGAS
Planner II (Continued)

Ability to:

- Respond to difficult and sensitive public inquiries.
- Interpret and explain planning and zoning regulations.
- Explain technical terminology and information to the general public.
- Work independently and as part of a team.
- Interpret various types of maps, site plans, floor plans, elevations, graphs and statistical data.
- Meet strict deadlines.
- Manage multiple assignments.
- Recognize that political sensitivities and inter-relationships in the local community can effect the planning process.
- Set priorities.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Present information in a public forum.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain effective interaction and communication with others.
- 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 computers, copiers, and related office equipment.*
- Maintain mental capacity which allows the capability of:
 - *Making sound decisions;*
 - *Effective interaction and communication with others; and*
 - *Demonstrating intellectual capabilities.*
- Maintain effective audio-visual discrimination and perception needed for:
 - *Making observations;*
 - *Operating assigned equipment;*
 - *Communicating with others; and*
 - *Reading and writing.*

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in urban, community or regional planning, preferably with one year at a public agency. A Master's degree in planning may substitute for one year of experience.

Training:

A Bachelor's degree from an accredited college or university with major course work in planning, geography, landscape architecture, urban studies, engineering, sociology or a field related to the essential functions.

CITY OF LAS VEGAS
Planner II (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

Office environment; occasional field inspections.

Physical Conditions:

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

ARB/KAG
REV 2/16/05
FLSA & City: nonexempt

CSB 4/13/05

PLANS EXAMINATION 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 the Plans Examination staff of the - Permits Division within the Building & Safety Department; to oversee and participate in all work activities; and to perform a variety of technical and administrative tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy Building & Safety Director and higher level management staff.

Exercises direct supervision over professional, 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, supervise and review the work of staff responsible for reviewing plans for conformance to codes.
2. Consult with engineers, architects, contractors and property owners regarding building plans.
3. Participate in the selection of staff; 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.
4. Participate in and supervise studies and training to incorporate new code changes and requirements into the plan review function.
5. Establish schedules and methods for providing section participation in building permit and business licensing services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

CITY OF LAS VEGAS
Plans Examination Supervisor (*continued*)

6. Interpret and apply environmental quality laws and regulations relative to building construction to ensure that development, city projects and municipal code amendments are in compliance.
7. Prepare reports of activities as needed.
8. Participate in development of division plans to improve efficiencies and effectiveness of operations.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of building code administration; advise and inform staff of related matters.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a building plans examination program.

Principles of supervision, training and performance evaluation.

Modern and complex principles and practices of construction and safety related to buildings.

Principles of engineering as they relate to the building codes.

Computer graphics programs which can demonstrate solutions to problematic construction issues.

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

Ability to:

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

Use word processing, multi-functional graphics and engineering design software on a personal computer.

Read and interpret electrical, structural, plumbing and mechanical building plans, codes and specifications.

Find alternate solutions to engineering and construction problems.

Use initiative and independent judgment within established guidelines.

Communicate clearly and concisely, both orally and in writing.

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

CITY OF LAS VEGAS
Plans Examination Supervisor (*continued*)

Ability to:

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*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

- *Making sound decisions*
- *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Four years of increasingly responsible experience in structural engineering or building inspection, including two years of supervisory or lead responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in engineering or a related field.

License or Certificate

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

Possession of a Certified Plans Examiner certification from the International Code Council (ICC) within six months of the date of appointment.

Possession of a Certified Building Official certification from the International Code Council (ICC) within six months of the date of appointment.

CITY OF LAS VEGAS
Plans Examination Supervisor (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Office environment; travel from site to site.

Physical Conditions:

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

ARB

REV 2/24/05

FLSA: exempt; City: nonexempt

CSB 4/13/05

TRAFFIC ELECTRICIAN I
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

Traffic Electrician I: This is an entry-level class in the Electrician series. This class is distinguished from the Electrician II classes by the performance of the more routine tasks and duties assigned to positions within the series. This class may be used as a training class, wherein employees may need only limited or no directly related work experience, or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

Traffic Signal Electrician II: 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. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level; when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED

Traffic Electrician I

Receives direct supervision from the Traffic Signal Field Supervisor and higher-level staff. May receive functional and technical supervision from a Senior Traffic Signal Electrician.

Traffic Signal Electrician II

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.

CITY OF LAS VEGAS
Traffic Electrician I/Traffic Signal Electrician II (Continued)

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

Essential Functions:

1. 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, boom trucks, heavy trucks, at times with trailer attached, pneumatic tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, concrete saws, 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.
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 work activities.
8. Retrieve work orders and resolve problems using office computer system.
9. Perform maintenance and repair work involving concrete, plumbing, iron, steel and rough painting,

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. Perform rough carpentry and concrete work in the course of installing and maintaining traffic signals and related equipment.
3. Respond to traffic signal emergencies during evenings and weekends.
4. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Traffic Electrician I/Traffic Signal Electrician II (*Continued*)

QUALIFICATIONS

Traffic Electrician I

Knowledge of:

Basic properties and principles of electricity.
National Electrical Code as it applies to area of assignment.
Basic principles, practices, theories, and materials of the electrical trade.
Basic operational characteristics of mechanical and hydraulic equipment and tools used in the installation, maintenance, and repair of electrical systems.
Basic preventive maintenance techniques and procedures.
Occupational hazards and standard safety practices necessary in the area of work assigned.
Basic principles of mathematics applying to electrical and related work.
Basic techniques for reading and interpreting blueprints, schematics, symbols, drawings and related materials.
Basic principles of lineman work.
Basic repair of traffic signals and connecting wiring.
Heavy equipment operation.
Basic first aid practices used in electrical emergencies.
Pertinent federal, state, and local laws and regulations.
Basic techniques and procedures of painting.

Ability to:

Perform semi-skilled maintenance and repair work related to traffic signal electrical systems and components.
Read and understand department policies and procedures.
Operate a variety of vehicular, stationary, and electrical repair equipment in a safe and effective manner.
Read and follow traffic signal maintenance procedures.
Read and understand traffic signal field circuitry.
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.
Read and interpret electrical schematics, diagrams, drawings and plans at a basic level.
Learn to troubleshoot and solve basic electrical system defects.
Understand and follow oral and written instructions and sketches.
Work independently without constant supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
Traffic Electrician I/Traffic Signal Electrician II (*Continued*)

Ability to:

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

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity, which allows the capability of:

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

Experience and Training Requirements

Experience:

One year of experience in the electrical maintenance, electrical construction or electronic fields.

Training:

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

Traffic Signal Electrician II

In addition to the qualifications for Traffic Electrician I:

Knowledge of:

Operations, services, activities, methods and techniques of traffic signal electrical services.

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 troubleshooting and diagnosis.

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.

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.

CITY OF LAS VEGAS
Traffic Electrician I/Traffic Signal Electrician II (*Continued*)

Ability to:

Independently perform skilled maintenance and repair work related to traffic signal electrical systems and components.
Read and interpret department policies and procedures.
Analyze and interpret problems in traffic signal systems.
Read and interpret electrical schematics, diagrams, drawings and plans.
Troubleshoot and solve electrical system defects.

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.

CITY OF LAS VEGAS
Traffic Electrician I/Traffic Signal Electrician II (Continued)

License or Certificate

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, on 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, hard hat, rubber gloves, insulated equipment, and 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, luminaire arms, traffic signal poles, traffic signals and plumbing devices. Usual carry between 20-30 ft. Infrequently, up to and exceeding 100 lbs., while lifting and carrying spools of wire, adapter plates, traffic signal 5-section heads, jackhammers. Assistance from others is available for lifting over 100 lbs.

Push/pull: Frequently-constantly, using one or both arms or hands, exerting a force (typically 20-100 lbs.) moving heavy or awkward equipment, suspended from a hoist, 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 using steps (16-18"), climbing in and out of lift bucket, on ladders, on and off backhoe and trencher equipment 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.

CITY OF LAS VEGAS
Traffic Electrician I/Traffic Signal Electrician II (*Continued*)

Physical Conditions:

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, 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 have an ability to lift heavy items.

ARB
REV 2/25/05
FLSA and City: nonexempt

CSB 4/13/05

NEIGHBORHOOD SERVICES JOB TRAINER

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 with participants in the EVOLVE program to develop job seeking skills and successful on-the-job behaviors, and to educate and guide participants in seeking livable wage employment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Neighborhood Services Program Coordinator and higher level management 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. Work with participants in the EVOLVE program to develop job seeking skills and successful on-the-job behaviors, and to seek livable wage employment.
2. Contact and work with prospective employers to create alliances that will result in their hiring program participants; serve as a liaison between participants and employers; match participants with jobs and employers; coordinate recruitment and placement of training program participants.
3. Maintain contact with employers to solicit information regarding job vacancies, qualifications and job descriptions.
4. Evaluate participants' employability and potential barriers to employment; administer assessment tests to identify training and skill-building needs; develop plan to increase each individual's marketability; teach and assist participants to use job listings, complete job applications, prepare resumes, conduct online job searches, develop contacts by cold calling and networking, and interview successfully.
5. Conduct workshops for participants on topics such as presenting a positive image, employer expectations, getting along with co-workers, job etiquette and acceptable behaviors; offer specific training programs to help participants maintain or improve job skills.
6. Present information to participants using a variety of instructional techniques and formats such as role playing, simulations, team exercises, group discussions, videos and lectures.

CITY OF LAS VEGAS
Neighborhood Services Job Trainer (*continued*)

Essential Functions:

7. Assist participants to set up email accounts and provide basic applications and Internet training.
8. Document each participant's contacts and progress; prepare aggregate program reports as requested.
9. Refer participants to services such as vocational counseling, literacy or language instruction and vocational training.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Types of problems or barriers encountered by program participants seeking jobs.
Principles, techniques and practices of adult education and classroom training.
Principles and methods of curriculum and training design.
Principles and methods of teaching and instruction for individuals and groups.
Principles and methods for measuring the effects of training.
Techniques of active listening.
Skills, methods and techniques of successful job searching.
Techniques for setting up and using email.
Techniques for navigating the Internet.
Sources of information regarding local job openings.
Standard record-keeping techniques and practices.
Techniques for understanding and communicating with individuals from various cultures and socio-economic and ethnic backgrounds.
The socioeconomic and cultural conditions found in the local community and within the target populations.
The Department of Labor's O*Net system of occupational information.
English usage, sentence structure, vocabulary, composition, spelling, grammar and punctuation.
Common office applications, including word processing.
Common office computer hardware, including printers.
Techniques of interviewing.
Techniques of mediation.
Training principles and practices.
Techniques of behavior modification.
Techniques of selling a concept and gaining business participation.
Current labor market conditions in Las Vegas.
Techniques of customer service.
Pertinent federal, state and local laws, codes, regulations.

CITY OF LAS VEGAS
Neighborhood Services Job Trainer (*continued*)

Ability to:

- Interact with a variety of individuals from different social, economic, educational, ethnic and cultural backgrounds.
- Demonstrate respect and sensitivity for cultural differences.
- Establish rapport with customers.
- Vary method or approach to suit situation or participant.
- Write a presentable resume and letter of interest for others.
- Teach and provide one-on-one training and feedback as needed.
- Resolve problems between customer and employer.
- Use initiative and independent judgment within established guidelines.
- Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.
- Act calmly, rationally, decisively and tactfully in difficult situations.
- Speak before groups in a formal classroom setting.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and recommend best options.
- 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 experience in vocational counseling or job development.

Training:

Equivalent to a bachelor's degree with major course work in adult education, social work, social services, counseling, psychology, social psychology, criminal justice or a related field.

License or Certificate

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

CITY OF LAS VEGAS
Neighborhood Services Job Trainer (*continued*)

Special Requirement

Fluency in Spanish is desirable.

One-Stop Site hours accommodates participants' schedules; will be required to work non-traditional hours to staff the Site.

WORKING CONDITIONS

Environmental Conditions:

Office environment; travel from site to site; exposure to computer screens. May be exposed to hostile individuals.

Physical Conditions:

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

ARB
NEW 3/2/05
FLSA & City: nonexempt

CSB 4/13/05

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 participate in the planning, organization, coordination of programs and activities within the Neighborhood Services Department; to provide information and assistance to city officials, city staff, neighborhoods and the public on neighborhood initiatives; and to perform technical and administrative tasks related to assignment.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Neighborhood Services Specialist series. Employees within this class are distinguished from the Sr. Neighborhood Services Specialist by the performance of entry to mid-level tasks and duties, including the preparation of reports and correspondence. They are involved in some program development and implementation, but with a greater degree of oversight from supervisory staff. Some assignments may be more complex or broader in scope with closer supervision.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Planning Supervisor, the Neighborhood Planning and Initiatives 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. Participate in the development and implementation of neighborhood services initiatives; research information such as similar programs conducted by other agencies and community organizations that may participate; compile information and draft preliminary recommendations for initiative objectives and services.
2. Work with neighborhood association grant recipients to ensure grant requirements are met and project is completed.
3. Participate in ongoing efforts to encourage and support the involvement, effectiveness and viability of neighborhood associations, boards and commissions to address and resolve problems and issues at the neighborhood and community level.

CITY OF LAS VEGAS
Neighborhood Services Specialist (continued)

Essential Functions

4. Provide guidance to citizens, neighborhood associations and advisory boards in obtaining and coordinating city services, or refer to other agencies; respond to requests for information from citizens and community groups.
5. Participate in implementing programs to generate citizen involvement in neighborhood improvement efforts; prepare and conduct presentations to community groups about neighborhood improvement and related programs.
6. Assist in the preparation of complex management, policy and staff reports for City Council, various committees and advisory boards.
7. Develop and administer neighborhood surveys, and compile and analyze data.
8. Investigate citizen complaints and recommend corrective action.
9. Collect records and summarize statistical and demographic information; establish and maintain comprehensive databases.
10. Coordinate and implement workflow-tracking systems, including Hansen, that are integral to the collection of data for management purposes.
11. Provide liaison services with City Council regarding Council Action Requests (CARs).

Marginal Functions

1. Perform related duties and responsibilities as required.
2. May provide translation services, both written and verbal, to citizens.

QUALIFICATIONS

Knowledge of:

Principles and practices of neighborhood program development.

Principles and practices of customer service delivery.

Computer functions, including use of common office software such as word processing, spreadsheet and database applications.

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.

CITY OF LAS VEGAS
Neighborhood Services Specialist (continued)

Ability to:

Respond to difficult and sensitive public inquiries or planning issues.

Interact 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.

Work independently and as part of a team.

Adapt to rapidly changing priorities.

Manage multiple assignments and set priorities.

Meet strict deadlines.

Apply and explain applicable laws, codes, regulations, policies and procedures.

Explain information on city services to the public.

Make formal presentations before a group.

Recognize that political sensitivities and inter-relationships in the local community can affect neighborhood planning issues.

Understand and carry out oral and written directions.

Work extended hours, including evenings and weekends.

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.

Use computerized data tracking tools.

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.*

CITY OF LAS VEGAS
Neighborhood Services Specialist (continued)

Experience and Training Requirements

Experience:

Two years of experience working with neighborhood groups or community services, or in community affairs or community development.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban or community planning, urban studies, social work, sociology, political science, public administration, business administration or a closely related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment with occasional fieldwork; travel to meeting sites; work extended hours during the evening and on weekends.

Physical Conditions:

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

ARB
3/4/05
FLSA & City: nonexempt

CSB 4/13/05

TRAFFIC ELECTRICIAN I
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

Traffic Electrician I: This is an entry-level class in the Electrician series. This class is distinguished from the Electrician II classes by the performance of the more routine tasks and duties assigned to positions within the series. This class may be used as a training class, wherein employees may need only limited or no directly related work experience, or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

Field Electrician II: 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. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level; when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED

Traffic Electrician I

Receives direct supervision from the Electrical Services Field Supervisor and higher-level staff.
May receive functional and technical supervision from a Senior Field Electrician.

Field Electrician II

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:*

CITY OF LAS VEGAS
Traffic Electrician I/Field Electrician II (continued)

Essential Functions:

1. Install, repair and maintain street lighting and park lighting systems.
2. Operate circuit testing equipment, aerial lift equipment, boom trucks, heavy trucks, at times with trailer attached, pneumatic tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, concrete saws, 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.
6. Adhere to all related codes and regulations for duties assigned, including obtaining required permits; ~~Adhere~~ to safe work practices and procedures; ~~M~~maintain, repair and set up devices for work zone traffic control and worker safety; ensure public safety is maintained during work activities.
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. Perform maintenance and repair work involving concrete, plumbing, iron, steel and rough painting.
9. Retrieve and resolve work orders using office and field computer systems.

Marginal Functions:

1. Perform related duties and responsibilities as required.
2. Perform rough carpentry and concrete work in the course of installing and maintaining streetlights, park lights and related equipment.
3. 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

Traffic Electrician I

Knowledge of:

CITY OF LAS VEGAS
Traffic Electrician I/Field Electrician II (continued)

Basic properties and principles of electricity.
National Electrical Code as it applies to area of assignment.
Basic principles, practices, theories, and materials of the electrical trade.
Basic operational characteristics of mechanical and hydraulic equipment and tools used in the installation, maintenance, and repair of electrical systems.
Basic preventive maintenance techniques and procedures.
Occupational hazards and standard safety practices necessary in the area of work assigned.
Basic principles of mathematics applying to electrical and related work.
Basic techniques for reading and interpreting blueprints, schematics, symbols, drawings and related materials.
Basic principles of lineman work.
Basic repair of streetlights, park lighting and traffic signals and connecting wiring.
Heavy equipment operation.
Pertinent federal, state, and local laws and regulations.
Basic techniques and procedures of painting.

Ability to:

Perform semi-skilled maintenance and repair work related to streetlight and park lighting electrical systems and components.
Read and understand department policies and procedures.
Operate a variety of vehicular, stationary, and electrical repair equipment in a safe and effective manner.
Read and follow street light and park lighting maintenance procedures.
Read and understand street light and park lighting circuitry.
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.
Read and interpret electrical schematics, diagrams, drawings and plans at a basic level.
Learn to troubleshoot and solve basic electrical system defects.
Understand and follow oral and written instructions and sketches.
Work independently without constant 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.*

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity, which allows the capability of:

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

CITY OF LAS VEGAS
Traffic Electrician I/Field Electrician II (continued)

Experience and Training Requirements

Experience:

One year of experience in the electrical maintenance, electrical construction or electronic fields.

Training:

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

Field Electrician II

In addition to the qualifications for Traffic Electrician I:

Knowledge of:

Operations, services and activities of street and park lighting 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, maintenance and repair work related to streetlight and park lighting electrical systems and components.

~~Repair~~ Read and interpret department policies and procedures.

Read and interpret electrical schematics, diagrams, drawings and plans.

Troubleshoot and solve electrical system defects.

~~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.~~

CITY OF LAS VEGAS
Traffic Electrician I/Field Electrician II (continued)

~~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 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.

CITY OF LAS VEGAS

Traffic Electrician I/Field Electrician II (continued)

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, dust, grease, fumes, high voltage, extreme heat, electrical energy, working at heights on scaffolding, on ladders, in aerial lift equipment, working above ground and below ground in confined spaces, on slippery and uneven surfaces, and work around moving equipment and heavy traffic in public right of way.

Equipment Used: City aerial lift truck, backhoe, trenching machine, 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, hard hat, rubber gloves, insulated equipment and 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/ 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. Assistance from others is available for lifting over 100 lbs.

Push/pull: Frequently-constantly, using one or both arms and hands, exerting a force (typically 5-75-100lbs.) moving heavy or awkward equipment, suspended from a hoist, 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 using steps (16-18"), climbing in and out of lift bucket and ladders, on and off backhoe and trencher equipment 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.

CITY OF LAS VEGAS
Traffic Electrician I/Field Electrician II (continued)

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/ 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 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 and concrete parts and manhole covers while installing streetlightsing and park lighting. Worker must exercise good judgment and have an ability to lift heavy items.

ARB

REV 11/29/042/25/05

FLSA and City: nonexempt

CSB: 1/12/05

PLANNER I

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 entry-level professional level work in the field of ~~current, comprehensive or neighborhood~~ planning; and to provide information and assistance to City officials, City staff, developers, the business community and the public on planning, zoning, housing, annexations, ~~neighborhoods, federal entitlement programs~~ and development related matters.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Planner series. This class is distinguished from the Planner II by the performance of the more routine tasks and duties assigned to positions within the series including proposal and application review, report preparation and a high degree of public interaction.

SUPERVISION RECEIVED

Receives general supervision from a Planning Supervisor or higher management staff designee.

May receive functional and technical supervision from a ~~Planner II~~ or Sr. Planner.

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

Essential Functions:

1. Answer questions and provide information to the public; conduct research; interpret data and explain regulations to citizens; assist with inquiries pertaining to ~~current, comprehensive or neighborhood~~ planning.
2. Compile technical information and make recommendations on staff studies; prepare basic reports.
3. Conduct research and prepare backup information for senior staff; prepare documentation for meetings.
4. Assist in the preparation of public hearing notifications, zoning applications and notifications or related public information notices.
5. Assist in establishing and maintaining productive working relationships with the public, staff of other departments and other local agencies.

CITY OF LAS VEGAS
Planner I (Continued)

Essential Functions:

~~When Assigned to the Planning and Development Department:~~

- 1.6. Support the review of applications for General Master Plan amendments, redevelopment area planning and other policy activities by conducting background research, drafting initial reports, visiting sites to review conditions and compatibility of land uses, conducting research related to public meeting inquiries, and related activities.
2. ~~Revise and compile technical information and prepare recommendations.~~
3. ~~Participate with other departmental and agency staff in completing related planning activities in a timely manner.~~
- 4.7. Prepare initial studies; assist in preparing or reviewing environmental impact reports.
- 5.8. Assist in preparing staff reports on zoning and land use applications for the Planning Commission, City Council, various committees and advisory boards as directed; undertake research and prepare reports and maps.
- 6.9. Collect, record and summarize statistical and demographic information; establish and maintain a comprehensive database.
7. ~~Assist in preparing and presenting staff reports on zoning and land use applications to the Planning Commission and various committees and advisory boards as directed; conduct research and prepare reports and maps.~~
10. Review development proposals and applications for business licenses, building permits and sign permits for completeness, accuracy and compliance with appropriate regulations and ordinances; log, verify, document and file reference materials; maintain current computer information; issue permits; provide information regarding the permit process and explain and interpret zoning codes, standards and regulations to assist applicant in meeting necessary requirements.
- 8.
- 9.11. Check commercial, industrial and residential development plans to determine if plans meet minimum code requirements; assign street addresses and suite assignments to residential and commercial developments; assign street block numbering information to traffic signal plans.
10. ~~Provide information regarding the permit process and explain and interpret zoning codes, standards and regulations to assist applicant in meeting necessary requirements.~~
- 11.12. Investigate complaints concerning the city's planning function and recommend corrective action ~~as necessary to resolve complaints concerning the city's current planning function.~~
- 12.13. Assist with pre-application meetings with customers; visit sites and take site photographs.

CITY OF LAS VEGAS
Planner I (Continued)

Essential Functions:

When Assigned to Neighborhood Planning:

- ~~1. Participate with senior staff in the facilitation of neighborhood organizing and consensus building.~~
- ~~2. Participate with senior staff to define neighborhood specific issues, prepare plans and implement action plans.~~
- ~~3. Perform initial assessment of neighborhoods for community development opportunities.~~
- ~~4. Assist senior staff in developing and implementing neighborhood revitalization programs.~~
- ~~5. Assist in the administration of neighborhood surveys and compilation of data.~~
- ~~6. Investigate complaints and recommend corrective action as necessary to resolve complaints concerning the city's neighborhood planning function.~~
- ~~7. Collect, record and summarize statistical and demographic information; establish and maintain a comprehensive database.~~
- ~~8. Assist in preparing staff reports for City Council, various committees and advisory boards as directed; undertake research and prepare reports and maps.~~
- ~~9. Assist citizens and developers regarding neighborhood based organizations and neighborhood oriented programs and services.~~

Marginal Functions:

- ~~1. Perform related duties and responsibilities as required.~~

When Assigned to the Planning and Development Department:

- ~~1.18. Provide information pertinent to the development of the Master Plan; assist with recommending and developing policies and procedures for future environmental, transportation, redevelopment and other regulations issues.~~
- ~~2.19. Perform inspection of properties and structures for compliance to approved specifications prior to issuing certificate of occupancy.~~

When Assigned to Neighborhood Planning:

- ~~1. Provide information pertinent to the development of a Neighborhood Plan; assist with recommending and developing policies and procedures for future environmental, transportation, housing, redevelopment and other issues.~~

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles and practices of urban planning and development.
The purpose and intent of zoning regulations.
Basic site planning and architectural design techniques and methods.
Basic computer functions.
Technical report writing, research methods and data compilation.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Basic mathematics.
Modern office methods, practices, procedures and equipment, including a computer.
Common office software, including word processing.
Basic ArcView software.

Ability to:

Learn laws, regulations and ordinances underlying general plans, zoning, and -land divisions
~~and neighborhood plans.~~
Learn applicable environmental laws and regulations.
Learn about current literature, information sources and research techniques in the field of
urban ~~or neighborhood~~ planning.
Learn to ~~interpret~~ interpret and explain planning and zoning regulations for the general public.
Read site plans.
Explain technical terminology and information to the public.
~~Recognize the political sensitivity of planning issues.~~
~~Make formal presentations before a group.~~
Manage multiple assignments.
Learn to recognize that political sensitivities and inter-relationships in the local community can
effect the planning process.
Learn to set priorities.
Understand and carry out oral and written directions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of
work.
~~When Assigned to Neighborhood Planning only: Learn about federally funded entitlement~~
~~programs and community development processes and programs.~~
~~Maintain effective interaction and communication with others.~~
Maintain physical condition appropriate to the performance of assigned duties and
responsibilities which may include the following:
-- *Sitting and standing for extended periods of time; and*
-- *Operating computers, copiers and related office machines.*

CITY OF LAS VEGAS
Planner I (Continued)

Ability to:

Maintain effective audio-visual discrimination and perception needed for:

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

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:

No professional planning work-experience is required. Completion of an internship in planning or a related field at a public agency is preferred. One year of experience in urban, neighborhood, community or regional planning or a closely related field is desirable.

Training:

A~~Equivalent to a~~ Bachelor's degree from an accredited college or university with major course work in planning, geography, landscape architecture, urban studies, engineering, sociology ~~or a closely related field~~ related to the essential functions.

WORKING CONDITIONS

Environmental Conditions:

Office environment with occasional field work.

Physical Conditions:

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

ARB/-KAG

REV 7/28/03 2/146/05

FLSA & City: nonexempt

CSB 9/10/03

PLANNER 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 professional level work in the field of ~~current, comprehensive or neighborhood~~ planning; and to provide information and assistance to City officials, City staff, developers, the business community and the public on planning, zoning, housing, annexations, ~~neighborhoods, federal entitlement programs~~ and development related matters.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Planner series. Employees within this class are distinguished from the Planner I by the performance of the full range of duties as assigned including complex plans examination, policy development and advanced report preparation. 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 AND EXERCISED

Receives general supervision ~~direction~~ from --a Planning Supervisor or designee higher management staff.

May receive technical and functional supervision from a Sr. Planner.

~~May exercise technical and functional 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. Analyze and compile technical and statistical information, make recommendations on special studies and prepare planning reports; use word processing, database, mapping (ArcView), geographical information systems (GIS), and zoning research software.
2. Prepare staff reports for the Planning Commission, Hearings Officer handling zoning variances, City Council and various committees and advisory boards as directed; undertake research; prepare reports and maps.

CITY OF LAS VEGAS
Planner II (Continued)

Essential Functions:

3. Answer questions and provide information to the public and other city departments and local agencies; interpret planning and zoning regulations ~~programs~~ for the general public; investigate complaints concerning the city's planning function and recommend corrective action. ~~as necessary to resolve complaints concerning the city's planning function.~~
4. Participate in establishing and maintaining productive working relationships with community leaders, elected officials, staff of other departments and other local agencies; assist staff with being sensitive to and maintaining such relationships; assist staff to handle sensitive situations.
- 4.5. Conduct research and draft ordinances or plan amendments for review.
- 5.6. Assist and answer questions from lower level Planning staff; facilitate a weekly junior staff meeting.

When Assigned to the Planning and Development Department:

- 1.6. Oversee the processing of annexation petitions: process applications, research the parcels, prepare ordinance requests, write staff reports and assist customers with inquiries regarding the process; coordinate submittal of applications on closing dates; independently conduct pre-application meetings.
- 2.7. Perform varied activities in support of the Historic Preservation Commission.
- 3.8. Research and write reports, including maps and graphs, for special area plans and other projects; make presentations at meetings and public hearings.
- 4.9. Provide comments for applications submitted to the Planning Commission.
- 5.10. Write staff reports for Master Plan amendments.
- 6.11. Assist customers with geographic information systems (GIS) related questions.
- 7.12. Assist in establishing and maintaining productive working relationships with community leaders, elected officials, staff of other departments and other local agencies.
- 8.13. May Attend Planning Commission, Recommending Committee, Historic Preservation Commission, Southern Nevada Water Authority Conservation Work Group and various neighborhood meetings.
- 9.14. Accept commercial, industrial and residential development building permit applications from the public and check plans to determine if they comply with zoning code requirements; compose letters informing applicant of permit status.

CITY OF LAS VEGAS
Planner II (Continued)

10.15. Review business license applications for compliance with zoning and land use codes and special requirements; confer with applicant to recommend corrective action, if needed.

11.16. Prepare and present staff reports for the Planning Commission and various committees and advisory boards as directed; undertake research and prepare reports and maps to present request, findings and recommendations.

12.17. Confer with and advise architects, builders, attorneys, contractors, engineers and the general public regarding city development policies and standards; conduct pre-application meetings with developers.

When Assigned to the Planning and Development Department:

13.18. Perform initial inspection of properties and structures for compliance to approved conditions prior to issuing certificate of occupancy; take photos using a digital camera for use in Planning Commission meetings.

14.19. Review development proposals and applications for compliance with appropriate regulations and policies; prepare reports on recommendations.

15.20. Research background of parcels of land and compose letters stating findings.

21. Provide information pertinent to the development of the Master Plan or Zoning Ordinance Plan; recommend and assist in development of policies and procedures for future zoning, environmental, transportation, housing, redevelopment and other issues.

When Assigned to Neighborhood Planning:

~~1. Collect, record and summarize statistical and demographic information; establish and maintain a comprehensive database.~~

~~2. Lead, participate in and facilitate neighborhood organizing and consensus building processes.~~

~~3. Lead and participate with neighborhood groups in addressing neighborhood specific issues and lead the preparation and implementation of neighborhood plans.~~

~~4. Participate in and lead the evaluation of neighborhoods for community development opportunities.~~

~~5. Lead and participate in the development and implementation of neighborhood revitalization programs and neighborhood plans.~~

~~6. Develop, administer and analyze neighborhood surveys; prepare summary report.~~

Marginal Functions:

CITY OF LAS VEGAS
Planner II (Continued)

~~1. Provide information pertinent to the development of the Master Plan, Zoning Ordinance or Neighborhood Plans; recommend and develop policies and procedures for future zoning, environmental, transportation, housing, redevelopment and other issues.~~

23.1. Assign residential, commercial and industrial addresses; assign suite numbers and unit numbers to residential and commercial developments; assign block numbers to traffic signal plans.

3.2. Perform related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of urban planning and development.

Laws, regulations and ordinances underlying general plans, zoning and land divisions.

Applicable environmental regulations.

Techniques and practices of research and data analysis.

Technical report writing techniques and principles.

Modern office methods, practices, procedures and equipment including a computer and common office software.

~~Sources of planning information and how to locate them.~~

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

Current literature, information sources and research techniques in the field of urban or neighborhood planning.

~~When assigned to Planning & Development only:~~ General site planning, landscape design and architectural design techniques and methods.

The building permit process and city addressing requirements.

~~When assigned to Neighborhood Planning only:~~ Federally funded entitlement programs and community development processes and programs.

Ability to:

Respond to difficult and sensitive public inquiries.

Interpret and explain planning and zoning regulations.

Explain technical terminology and information to the general public.

Work independently and as part of a team.

Interpret various types of maps, site plans, floor plans, elevations, graphs and statistical data.

Meet strict deadlines.

Manage multiple assignments.

Recognize that political sensitivities and inter-relationships in the local community can effect the planning process.

Set priorities.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing.

Present information in a public forum.

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

CITY OF LAS VEGAS
Planner II (Continued)

Maintain effective interaction and communication with others.

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 computers, copiers, and related office equipment.*

Maintain mental capacity which allows the capability of:

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

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in urban, ~~neighborhood~~, community or regional planning, ~~or a closely related field~~ preferably with one year at a public agency. A Master's degree in planning may substitute for one year of experience.

Training:

~~Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, geography, landscape architecture, urban studies, engineering, sociology or a closely related field~~ related to the essential functions.

WORKING CONDITIONS

Environmental Conditions:

Office environment; occasional field inspections.

Physical Conditions:

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

ARB/-KAG

REV 7/28/03 2/164/05

FLSA & City: nonexempt

CSB 9/10/03

PLANS EXAMINATION 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 the Plans Examination ~~section staff~~ of the ~~Zoning, Permits and Inspections Division~~ within the Building & Safety Department; to oversee and participate in all work activities; and to perform a variety of technical and administrative tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from ~~Permits Manager~~ the Deputy Building & Safety Director and higher level management staff.

Exercises direct supervision over professional, 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, supervise and review the work of staff responsible for reviewing plans for conformance to codes.
2. Consult with engineers, architects, contractors and property owners regarding building plans.
3. ~~Participate in the selection of plans examining staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.~~ Participate in the selection of staff; 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.
4. ~~Participate in the preparation and administration of the division budget; submit budget recommendations; monitor expenditures.~~
5. 4. Participate in and supervise studies and training to incorporate new code changes and requirements into the plan review function.

CITY OF LAS VEGAS
Plans Examination Supervisor (*continued*)

6.5. Establish schedules and methods for providing section participation in building permit and business licensing services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

7.6. Interpret and apply environmental quality laws and regulations relative to building construction to ensure that development, city projects and municipal code amendments are in compliance.

7. Prepare reports of activities as needed.

~~8. Participate in the development of general plan elements and amendments; prepare planning recommendations, plans or subdivisions.~~

~~9. Participate in the selection, training, evaluation and discipline of assigned staff.~~

10.8. Participate in development of division plans to improve efficiencies and effectiveness of operations.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of building code administration; advise and inform staff of related matters.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a building plans examination program.

Principles of supervision, training and performance evaluation.

Modern and complex principles and practices of construction and safety related to buildings.

Principles of engineering as they relate to the building codes.

Computer graphics programs which can demonstrate solutions to problematic construction issues.

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

Ability to:

~~Supervise, organize and review the work of lower level staff.~~

~~Select, supervise, train and evaluate staff.~~

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

~~Prepare clear and concise reports.~~

~~Apply various building codes to construction documents.~~

Use word processing, multi-functional graphics and engineering design software on a personal computer.

CITY OF LAS VEGAS
Plans Examination Supervisor (*continued*)

Read and interpret electrical, structural, plumbing and mechanical building plans, codes and specifications.

Find alternate solutions to engineering and construction problems.

Use initiative and independent judgment within established guidelines.

Communicate clearly and concisely, both orally and in writing.

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

Maintain 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*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

- *Making sound decisions*
- *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Four years of increasingly responsible experience in structural engineering or building inspection, including two years of supervisory or lead responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in engineering or a related field.

License or Certificate

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

Possession of a Certified Plans Examiner certification from the International Code Council (ICC) Conference of Building Officials within ~~one year~~ six months of the date of appointment.

Possession of a Certified Building Official certification from the International ~~Conference of Building Officials~~ Code Council (ICC) within ~~one year~~ six months of the date of appointment.

CITY OF LAS VEGAS
Plans Examination Supervisor (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Office environment; travel from site to site; ~~construction site environment; exposure to noise, dust, heat, cold, inclement weather conditions; work at heights on scaffolding and ladders; inspect in confined spaces; inspect underground; work on slippery or uneven surfaces.~~

Physical Conditions:

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

ARB

REV 11/20/97 2/234/05

FLSA: exempt; City: nonexempt

CSB 12/10/974/13/05

TRAFFIC ELECTRICIAN I
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

Traffic Electrician I: This is an entry-level class in the Electrician series. This class is distinguished from the Electrician II classes by the performance of the more routine tasks and duties assigned to positions within the series. This class may be used as a training class, wherein employees may need only limited or no directly related work experience, or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

Traffic Signal Electrician II: 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. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level; when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED

Traffic Electrician I

Receives direct supervision from the Traffic Signal Field Supervisor and higher-level staff. May receive functional and technical supervision from a Senior Traffic Signal Electrician.

Traffic Signal Electrician II

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.

CITY OF LAS VEGAS

Traffic Electrician I/Traffic Signal Electrician II (Continued)

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

Essential Functions:

1. 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, boom trucks, heavy trucks, at times with trailer attached, pneumatic tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, concrete saws, 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.
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 work activities.~~
8. Retrieve work orders and resolve problems using office computer system.
9. Perform maintenance and repair work involving concrete, plumbing, iron, steel and rough painting,

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. Perform rough carpentry and concrete work in the course of installing and maintaining traffic signals and related equipment.
- ~~2.3.~~ Respond to traffic signal emergencies during evenings and weekends.
- ~~3.4.~~ Perform related duties and responsibilities as required.

QUALIFICATIONS

Traffic Electrician I

Knowledge of:

Basic properties and principles of electricity.
National Electrical Code as it applies to area of assignment.
Basic principles, practices, theories, and materials of the electrical trade.
Basic operational characteristics of mechanical and hydraulic equipment and tools used in the installation, maintenance, and repair of electrical systems.
Basic preventive maintenance techniques and procedures.
Occupational hazards and standard safety practices necessary in the area of work assigned.
Basic principles of mathematics applying to electrical and related work.
Basic techniques for reading and interpreting blueprints, schematics, symbols, drawings and related materials.
Basic principles of lineman work.
Basic repair of traffic signals and connecting wiring.
Heavy equipment operation.
Basic first aid practices used in electrical emergencies.
Pertinent federal, state, and local laws and regulations.
Basic techniques and procedures of painting.

Ability to:

Perform semi-skilled maintenance and repair work related to traffic signal electrical systems and components.
Read and understand department policies and procedures.
Operate a variety of vehicular, stationary, and electrical repair equipment in a safe and effective manner.
Read and follow traffic signal maintenance procedures.
Read and understand traffic signal field circuitry.
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.
Read and interpret electrical schematics, diagrams, drawings and plans at a basic level.
Learn to troubleshoot and solve basic electrical system defects.
Understand and follow oral and written instructions and sketches.
Work independently without constant 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.
Maintain effective audio-visual discrimination and perception needed for:
-- Making observations;
-- Communicating with others;

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Traffic Electrician I/Traffic Signal Electrician II (Continued)

-- 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:

One year of experience in the electrical maintenance, electrical construction or electronic fields.

Training:

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

Traffic Signal Electrician II

In addition to the qualifications for Traffic Electrician I:

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:

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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).

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Traffic Electrician I/Traffic Signal Electrician II (Continued)

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, on 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, hard hat, rubber gloves, insulated equipment, and 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.

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Traffic Electrician I/Traffic Signal Electrician II (Continued)

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 and carrying spools of wire, adapter plates, traffic signal 5-section heads, jackhammers. Assistance from others is available for lifting over 100 lbs.

Push/pull: Frequently-constantly, using one or both arms or hands, exerting a force (typically 20-100 lbs.) moving heavy, or awkward equipment, suspended from a hoist, 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 using steps (16-18"), climbing in and out of lift bucket, on ladders, on and off backhoe and trencher equipment throughout

work shift. Requires balance while working in lift bucket, and working at heights up to 4780 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 have an ability to lift heavy items.

ARB

REV 12/6/042/25/05

FLSA and City: nonexempt

CSB 1/12/05

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: April 13, 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. Field Electrician II
2. Planner I
3. Planner II
4. Plans Examination Supervisor
5. Traffic Signal Electrician II

Field Electrician II was revised to make it a flex classification by adding Traffic Electrician I.

Planner I, Planner II were revised at the request of the department.

Plans Examination Supervisor was revised to update the specification.

Traffic Signal Electrician II was revised to make it a flex classification by adding Traffic Electrician I.

NEW:

6. Neighborhood Services Job Trainer
7. Neighborhood Services Specialist

Neighborhood Services Job Trainer was created to accommodate the expanding EVOLVE program.

Neighborhood Services Specialist was created at the request of the Neighborhood Services Department.

RECOMMENDATION

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