

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES
Department of Human Resources
400 Stewart Avenue
Las Vegas, Nevada

CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.lasvegasnevada.gov>

TELECONFERENCE AGENDA

DATE: April 27, 2005

TIME: 11:30 a.m.

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

***NOTE:** Minutes from this meeting will be included as part of the next regularly scheduled meeting on May 11, 2005.

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1) Buyer I – Promotional
- 2) Buyer I – Open
- 3) Municipal Court Marshal Sergeant – Promotional
- 4) Parking Operations Laborer – Open
- 5) Planner I – Promotional
- 6) Planner I – Open
- 7) Senior Adaptive Recreation Leader – Promotional
- 8) Senior Adaptive Recreation Leader – Open
- 9) Structural Plans Examiner – Promotional
- 10) Structural Plans Examiner – Open

- B. CLASSIFICATION SPECIFICATIONS:

- 1) Code Enforcement Officer I/II – Revised
- 2) Traffic Electrician I (X) / Field Electrician II (X) – Revised
- 3) Traffic Electrician I (X) / Traffic Signal Electrician II (X) – Revised
- 4) Plant Operations and Maintenance Supervisor – New

- IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED:

- V. 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.

11:30
11:35

S. ✓

W ✓
EM ✓
PR ✓
BL ✓

M - EM } pass
2 - PR }

M - PR } pass
2 - BL }

7/1 ✓

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

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

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



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

CITY OF LAS VEGAS

ELIGIBLE LIST

Buyer I
Examination

057954002P
Exam Code

March 30, 2005
Date of Test

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	8	GROUP 1	2
REJECTED	4	GROUP 2	3
<i>TOTAL RECEIVED</i>	12	GROUP 3	0
		<i>TOTAL ON LIST</i>	5

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	5			
FAILED	3			
<i>TOTAL TESTED</i>	8			
<i>DID NOT APPEAR</i>	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Buyer I
Examination

March 30, 2005
Date of Test

0579540020
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	47	GROUP 1	4
REJECTED	34	GROUP 2	11
TOTAL RECEIVED	81	GROUP 3	16
		TOTAL ON LIST	31

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	31			
FAILED	8			
TOTAL TESTED	39			
DID NOT APPEAR	8			

CITY OF LAS VEGAS

ELIGIBLE LIST

Municipal Court Marshal Sergeant
Examination

March 11, 2005 (Written)

April 15, 2005 (Oral)

Date of Test

05500001P

Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	8	GROUP 1	1
REJECTED	1	GROUP 2	1
<i>TOTAL RECEIVED</i>	9	GROUP 3	3
		<i>TOTAL ON LIST</i>	5

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%	50%		
PASSED	5	5		
FAILED	2	0		
<i>TOTAL TESTED</i>	7	5		
<i>DID NOT APPEAR</i>	1	0		

CITY OF LAS VEGAS

ELIGIBLE LIST

Parking Operations Laborer
Examination

April 4, 2005
Date of Test

0579587010
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	227	GROUP 1	78
REJECTED	0	GROUP 2	80
TOTAL RECEIVED	227	GROUP 3	19
		TOTAL ON LIST	177

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	177			
FAILED	12			
TOTAL TESTED	189			
DID NOT APPEAR/ WITHDREW	38			

CITY OF LAS VEGAS

ELIGIBLE LIST

Planner I
Examination

April 7, 2005
Date of Test

05306903P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Planner I
Examination

April 7, 2005
Date of Test

053069030
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	28	GROUP 1	3
REJECTED	14	GROUP 2	19
TOTAL RECEIVED	42	GROUP 3	4
		TOTAL ON LIST	26

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T & E</u>
(Weight)				100%
PASSED				26
FAILED				2
TOTAL TESTED				28
DID NOT APPEAR				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Sr. Adaptive Recreation Leader
Examination

April 14, 2005
Date of Test

05307003P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Sr. Adaptive Recreation Leader
Examination

April 14, 2005
Date of Test

05307003O
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	9	GROUP 1	1
REJECTED	4	GROUP 2	4
<i>TOTAL RECEIVED</i>	13	GROUP 3	2
		<i>TOTAL ON LIST</i>	7

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		7		
FAILED		2		
TOTAL TESTED		9		
DID NOT APPEAR		0		

CITY OF LAS VEGAS

ELIGIBLE LIST

Structural Plans Examiner
Examination

April 15, 2005
Date of Test

05223302P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Structural Plans Examiner
Examination

April 15, 2005
Date of Test

052233020
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	4	GROUP 1	2
REJECTED	2	GROUP 2	0
TOTAL RECEIVED	6	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		1		
TOTAL TESTED		3		
DID NOT APPEAR		1		

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: April 27, 2005

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

SUBJECT: B. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED:

1. Code Enforcement Officer I/II
2. Traffic Electrician I (X) / Field Electrician II (X)
3. Traffic Electrician I (X) / Traffic Signal Electrician II (X)

Code Enforcement Officer I/II was revised to change the timing of the certification requirements.

Traffic Electrician I (X) / Field Electrician II (X) and Traffic Electrician I (X) / Traffic Signal Electrician II (X) were revised to add a driver's license requirement at the lower level.

NEW:

4. Plant Operations and Maintenance Supervisor

Plant Operations and Maintenance Supervisor was created at the request of the Public Works Department.

RECOMMENDATION

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

CODE ENFORCEMENT OFFICER I
CODE ENFORCEMENT OFFICER 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 field inspections of properties to ensure compliance with applicable zoning and nuisance codes and ordinances; to resolve complaints; and to perform various related technical duties.

DISTINGUISHING CHARACTERISTICS

Code Enforcement Officer I— This is the entry-level class in the Code Enforcement Officer series. This class is distinguished from the Code Enforcement Officer II by the performance of the more routine tasks and duties assigned to positions within the series including conducting routine field investigations and inspections. This class may contain positions wherein employees perform routine tasks in a permanent basis, and therefore remain at an entry level.

Code Enforcement Officer II— This is the full journey level class within the Code Enforcement Officer series. Employees within this class are distinguished from the Code Enforcement Officer I by the performance of the full range of duties as assigned, including conducting comprehensive investigations and inspections, issuing citations and advising property owners. 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 I level, or when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED

Code Enforcement Officer I

Receives immediate supervision from Code Enforcement Supervisor and higher management staff. Receives technical and functional supervision from the Senior Code Enforcement Officer.

Code Enforcement Officer II

Receives general supervision from Code Enforcement Supervisor and higher management staff. Receives technical and functional supervision from the Senior Code Enforcement Officer.

CITY OF LAS VEGAS
Code Enforcement Officer I/II (continued)

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

Essential Functions:

1. Inspect single family and multi-family homes, rental units, apartment buildings, businesses and vacant lots to ensure compliance with current applicable zoning, International Code Council (ICC) Housing and Property Maintenance Codes, nuisance codes, ordinances and regulations; conduct follow-up inspections as necessary; issue notices of violation and assess fees as necessary.
2. Respond to alleged violations; interview complainant and witnesses; take photographs of violations and document activities; communicate in verbal and written form all applicable code information and notification and appeal processes to all parties, tenants, owners, contractors and other agency representatives.
3. Conduct research to determine the approved conditional uses of property; research ownership, compliance requirements, fees, legal process and other state, federal and local requirements necessary to enforce City codes.
4. Inspect property for abandoned or inoperative vehicles; issue citations or infractions to offenders, appear in court, give legal depositions, provide witness information, prepare administrative search warrants, prepare summons and complaint affidavits as required by City Attorney; issue notices for vehicle abatement if necessary; oversee abatement and removal of vehicles.
5. Serve as a resource to other city departments regarding zoning, nuisance, housing and property maintenance code requirements.
6. Maintain detailed, accurate and complete records, case files and reports of inspections and surveillance activities.
7. Operate computer to process and acquire data relative to inspection sites and effective code enforcement, including land use, zoning, court data, licensing, corporation status, county assessor and other databases and agency websites.
8. Respond to and resolve citizen inquiries and complaints.

Marginal Functions:

1. Assist in preparing case reports for court or administrative proceedings; testify in court and at administrative proceedings as necessary.
2. Perform related duties and responsibilities as required.
3. Participate in special community events, including educating citizen groups, attending neighborhood and town hall meetings and television programs.

CITY OF LAS VEGAS
Code Enforcement Officer I/II (*continued*)

QUALIFICATIONS

Code Enforcement Officer I

Knowledge of:

Basic applicable city, state and federal codes, ordinances and regulations related to building, zoning, nuisance requirements and International Code Council (ICC) Housing and Property Maintenance Codes.

Basic operational characteristics, services and activities of a code enforcement program.

General construction methods used in building and related structures.

Basic computer use.

Ability to:

Learn to interpret and enforce applicable city, state and federal codes, ordinances and regulations related to zoning, International Code Council (ICC) Housing and Property Maintenance Codes and nuisance violations.

Learn Hansen or other computer applications and to operate computer equipment relative to area of assignment.

Learn to enforce proper zoning, nuisance, health and safety requirements.

Work with diverse cultural and socioeconomic groups using tact, discretion, initiative and independent judgment within established guidelines.

Learn to establish and meet critical deadlines, compile and collect data, establish priorities, organize workload, and conduct necessary follow-up activities with minimal supervision.

Learn to operate modern office equipment, including computers.

Communicate clearly and concisely, both orally and in writing.

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

CITY OF LAS VEGAS
Code Enforcement Officer I/II (continued)

Experience and Training Requirements

Experience:

Two years of work experience which require the frequent interpretation, explanation or enforcement of varied codes and regulations including one year of experience with frequent heavy public contact in stressful or confrontational situations.

Training:

Equivalent to graduation from high school supplemented with college level coursework in building, planning, criminal justice or related field.

License or Certificate

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

Possession of Zoning Enforcement Officer certification, issued by the American Association of Code Enforcement (AACE), within six months of the date of appointment.

Code Enforcement Officer II

In addition to the qualifications for Code Enforcement I:

Knowledge of:

Principles and techniques of inspection.
Operational characteristics, services and activities of a code enforcement program.
Methods and techniques of conflict resolution.
Advanced construction methods used in building and related structures.

Ability to:

Interpret and enforce applicable city, state and federal codes, ordinances and regulations related to zoning, nuisance, housing code and property maintenance issues.
Enforce proper zoning, nuisance, health and safety requirements.
Establish and meet critical deadlines, compile and collect data, establish priorities, organize workload, and conduct necessary follow-up activities with minimal supervision.

CITY OF LAS VEGAS
Code Enforcement Officer I/II (continued)

Experience and Training Requirements

Experience:

Three years of experience inspecting residential or commercial properties for housing, zoning, building, property maintenance or related code enforcement issues including two years of experience with frequent, heavy public contact in stressful or confrontational situations.

Training:

Equivalent to two years of college-level course work in construction technology, pre-engineering, business administration, criminal justice or a related field.

License or Certificate

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

Possession of a Zoning Enforcement Officer certification, issued by the American Association of Code Enforcement (AACE), on the date of application.

Possession of a Housing and Property Maintenance certification, issued by the American Association of Code Enforcement (AACE), on the date of application.

WORKING CONDITIONS

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

Environmental Conditions:

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

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

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

Personal Protective Equipment (PPE): Safety shoes, hardhat, hearing protection, safety glasses.

CITY OF LAS VEGAS
Code Enforcement Officer I/II (continued)

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

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

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

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

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

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

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

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

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

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

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

ARB

REV 4/18/05

FLSA & City: nonexempt

CSB 4/27/05

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.

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.

License or Certificate

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

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.

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

Knowledge of:

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.

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.

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

License or Certificate

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 5-7100lbs.) 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.

CITY OF LAS VEGAS
Traffic Electrician I/Field 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, 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 street lighting and park lighting. Worker must exercise good judgment and have an ability to lift heavy items.

ARB
REV 4/14/05
FLSA and City: nonexempt

CSB: 4/27/05

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.

License or Certificate

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

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.

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

Knowledge of:

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.

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.

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

License or Certificate (continued)

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.

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.

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

Physical Conditions:

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.

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 4/14/05

FLSA and City: nonexempt

CSB 4/27/05

PLANT OPERATIONS & MAINTENANCE 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 plan, prioritize, supervise, assign and review the work of staff responsible for the operations and maintenance of the Public Works Environmental Division's wastewater treatment facilities; to ensure plants are operational and functioning and all applicable state and federal standards and regulations are met or exceeded; and to perform a variety of technical and administrative tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Plant Operations and Maintenance Superintendent and higher level management.

Exercises direct supervision over supervisory and technical 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 all levels of Plant Operators, Maintenance Mechanics and Environmental Systems Technicians, and Plant Operations Shift Supervisors responsible for all wastewater treatment operations and facilities of the Environmental Division; ensure that all applicable state and federal regulations are met or exceeded.
2. Monitor and control wastewater treatment plant functions through the use of SCADA and other complex computer control systems to achieve compliance with federal and state regulations and standards for the discharge permit.
3. Participate in developing and implementing goals and objectives; implement approved policies and procedures.
4. Inspect and evaluate the processing of wastewater and the equipment used; monitor chemical dosages; obtain and interpret laboratory and process data, and direct or make adjusts to plant processes accordingly.
5. Participate in planning and implementing comprehensive staff training programs

CITY OF LAS VEGAS
Plant Operations & Maintenance Supervisor (*continued*)

Essential Functions:

6. Establish schedules, procedures and methods for operations and maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
7. Participate in the preparation and administration of the division budget; submit budget recommendations.
8. Evaluate technical processes, skills and equipment needed to maintain treatment parameters to ensure all state, Environmental Protection Agency and other federal standards are met; inspect facilities as required; recommend process changes and training on new or modified equipment.
9. Ensure employees comply with applicable work flow diagram, which detail how to submit requests for work orders, purchases, maintenance and engineering.
10. Participate in planning and coordinating plant shut-downs for tie-ins, equipment installation and major maintenance procedures.
11. Resolve employee complaints, problems and questions; 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.
12. Participate in interviewing and selecting staff; provide and coordinate staff training, including the safe handling of hazardous chemicals.
13. Work with supply, purchasing, laboratory and engineering staff to prepare cost estimates for equipment and supplies; approve the acquisition of materials and supplies.
14. Assist in coordinating the activities of contractors and other division and department staff performing work at plant facilities.
15. Ensure that staff maintains current skill and data logs, and time, material and equipment use records; prepare reports on operations, maintenance, training and other activities.
16. Monitor chemical inventory controls and chemical dosages.
17. Ensure employees adhere to safe work practices.
18. Stay abreast of new trends and innovations in wastewater treatment, maintenance management, and process control.

Marginal Functions:

1. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Plant Operations & Maintenance Supervisor (*continued*)

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of the processes, machinery, equipment and materials used in a large wastewater treatment operations program.
Modern and complex wastewater treatment principles and techniques, especially activated sludge.
Advanced Supervisory Control and Data Acquisition (SCADA) system operation and automated control of equipment and processes.
Principles of supervision, training and performance evaluation.
Chemical processes involved in wastewater treatment.
Pertinent federal, state and local laws, codes and regulations.
Techniques and practices of welding.
Advanced mathematical principles.
Occupational hazards and standard safety practices.
Modern office procedures, methods and computer equipment.
Principles and procedures of record keeping.
Methods, techniques and tools used in wastewater treatment equipment and facility construction, maintenance and repair.
Emergency first responder procedures.
Operations of a Computerized Maintenance Management System (CMMS).

Ability to:

Apply, explain and enforce applicable regulations and standards.
Interpret, apply, explain and enforce city, department and division policies and procedures.
Read and interpret maps and blueprints.
Estimate time and materials needed for projects.
Use initiative and independent judgment within established guidelines.
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 including city officials and the general public.
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.*

CITY OF LAS VEGAS
Plant Operations & Maintenance Supervisor (*continued*)

Experience and Training Requirements

Experience:

Five years of increasingly responsible experience in the operations and maintenance of a wastewater treatment plant facility, including three years of lead or supervisory experience.

Training:

Equivalent to an Associate degree from an accredited college or technical institution with major course work in wastewater treatment plant operations, microbiology, chemistry, engineering (civil, mechanical, electrical, or environmental health), environmental control technologies, or another field closely related to the essential functions.
Additional specialized training in wastewater treatment plant operations any of the skilled trades, or in managerial and supervisory skills is desirable.

License or Certificate

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

Possession of a Nevada Grade IV Wastewater Treatment Plant Operator certificate on the date of conditional job offer.

Possession of an International Maintenance Institute (IMI) Water/Wastewater Maintenance Professional Certificate within 6 months of date of appointment.

Possession of a City of Las Vegas forklift certificate within six months of the date of appointment.

Special Requirements

Will be required to be on-call, and respond if necessary, during assigned swing, graveyard and weekend shifts (facilities are 24 hour, 7 day per week operations).

CITY OF LAS VEGAS
Plant Operations & Maintenance Supervisor (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Travel from and to the different treatment sites; office, shop and wastewater treatment plant environments and, at times, construction site environment; exposure to waste, hazardous and infectious materials, loud machine noise, electrical hazards, dust, grease, inclement weather conditions.

Physical Conditions:

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

ARB
NEW 3/30/05
FLSA: exempt; City: nonexempt

CSB 4/27/05

CODE ENFORCEMENT OFFICER I
CODE ENFORCEMENT OFFICER 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 field inspections of properties to ensure compliance with applicable zoning and nuisance codes and ordinances; to resolve complaints; and to perform various related technical duties.

DISTINGUISHING CHARACTERISTICS

Code Enforcement Officer I – This is the entry-level class in the Code Enforcement Officer series. This class is distinguished from the Code Enforcement Officer II by the performance of the more routine tasks and duties assigned to positions within the series including conducting routine field investigations and inspections. This class may contain positions wherein employees perform routine tasks in a permanent basis, and therefore remain at an entry level.

Code Enforcement Officer II – This is the full journey level class within the Code Enforcement Officer series. Employees within this class are distinguished from the Code Enforcement Officer I by the performance of the full range of duties as assigned, including conducting comprehensive investigations and inspections, issuing citations and advising property owners. 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 I level, or when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED

Code Enforcement Officer I

Receives immediate supervision from Code Enforcement Supervisor and higher management staff.

_Receives technical and functional supervision from the Senior Code Enforcement Officer.

Code Enforcement Officer II

Receives general supervision from Code Enforcement Supervisor and higher management staff.

_Receives technical and functional supervision from the Senior Code Enforcement Officer.

CITY OF LAS VEGAS
Code Enforcement Officer I/II (continued)

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

Essential Functions:

1. Inspect single family and multi-family homes, rental units, apartment buildings, businesses and vacant lots to ensure compliance with current applicable zoning, International Code Council (ICC) Housing and Property Maintenance Codes, nuisance codes, ordinances and regulations; conduct follow-up inspections as necessary; issue notices of violation and assess fees as necessary.
2. Respond to alleged violations; interview complainant and witnesses; take photographs of violations and document activities; communicate in verbal and written form all applicable code information and notification and appeal processes to all parties, tenants, owners, contractors and other agency representatives.
3. Conduct research to determine the approved conditional uses of property; research ownership, compliance requirements, fees, legal process and other state, federal and local requirements necessary to enforce City codes.
4. Inspect property for abandoned or inoperative vehicles; issue citations or infractions to offenders, appear in court, give legal depositions, provide witness information, prepare administrative search warrants, prepare summons and complaint affidavits as required by City Attorney; issue notices for vehicle abatement if necessary; oversee abatement and removal of vehicles.
5. Serve as a resource to other city departments regarding zoning, nuisance, housing and property maintenance code requirements.
6. Maintain detailed, accurate and complete records, case files and reports of inspections and surveillance activities.
7. Operate computer to process and acquire data relative to inspection sites and effective code enforcement, including land use, zoning, court data, licensing, corporation status, county assessor and other databases and agency websites.
8. Respond to and resolve citizen inquiries and complaints.

Marginal Functions:

1. Assist in preparing case reports for court or administrative proceedings; testify in court and at administrative proceedings as necessary.
2. Perform related duties and responsibilities as required.
3. Participate in special community events, including educating citizen groups, attending neighborhood and town hall meetings and television programs.

CITY OF LAS VEGAS
Code Enforcement Officer I/II (*continued*)

QUALIFICATIONS

Code Enforcement Officer I

Knowledge of:

Basic applicable city, state and federal codes, ordinances and regulations related to building, zoning, nuisance requirements and International Code Council (ICC) Housing and Property Maintenance Codes.

Basic operational characteristics, services and activities of a code enforcement program.

General construction methods used in building and related structures.

Basic computer use.

Ability to:

Learn to interpret and enforce applicable city, state and federal codes, ordinances and regulations related to zoning, International Code Council (ICC) Housing and Property Maintenance Codes and nuisance violations.

Learn Hansen or other computer applications and to operate computer equipment relative to area of assignment.

Learn to enforce proper zoning, nuisance, health and safety requirements.

Work with diverse cultural and socioeconomic groups using tact, discretion, initiative and independent judgment within established guidelines.

Learn to establish and meet critical deadlines, compile and collect data, establish priorities, organize workload, and conduct necessary follow-up activities with minimal supervision.

Learn to operate modern office equipment, including computers.

Communicate clearly and concisely, both orally and in writing.

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

CITY OF LAS VEGAS
Code Enforcement Officer I/II (continued)

Experience and Training Requirements

Experience:

Two years of work experience which require the frequent interpretation, explanation or enforcement of varied codes and regulations including one year of experience with frequent heavy public contact in stressful or confrontational situations.

Training:

Equivalent to graduation from high school supplemented with college level coursework in building, planning, criminal justice or related field.

License or Certificate

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

Possession of ICC/AACE-Zoning Enforcement Officer Certification, issued by the American Association of Code Enforcement (AACE), on the date of application within six months of the date of appointment.

Code Enforcement Officer II

In addition to the qualifications for Code Enforcement I:

Knowledge of:

Principles and techniques of inspection.
Operational characteristics, services and activities of a code enforcement program.
Methods and techniques of conflict resolution.
Advanced construction methods used in building and related structures.

Ability to:

Interpret and enforce applicable city, state and federal codes, ordinances and regulations related to zoning, nuisance, housing code and property maintenance issues.
Enforce proper zoning, nuisance, health and safety requirements.
Establish and meet critical deadlines, compile and collect data, establish priorities, organize workload, and conduct necessary follow-up activities with minimal supervision.

Experience and Training Requirements

Experience:

Three years of experience inspecting residential or commercial properties for housing, zoning, building, property maintenance or related code enforcement issues including two years of experience with frequent, heavy public contact in stressful or confrontational situations.

CITY OF LAS VEGAS
Code Enforcement Officer I/II (continued)

Experience and Training Requirements

Training:

Equivalent to two years of college-level course work in construction technology, pre-engineering, business administration, criminal justice or a related field.

License or Certificate

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

Possession of a ICC/AACE-Zoning Enforcement Officer Certification, issued by the American Association of Code Enforcement (AACE), on the date of application.

Possession of ICC/AACE-a Housing and Property Maintenance Certification, issued by the American Association of Code Enforcement (AACE), ~~at the time of flex promotion~~ on the date of application.

WORKING CONDITIONS

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

Environmental Conditions:

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

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

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

Personal Protective Equipment (PPE): Safety shoes, hardhat, hearing protection, safety glasses.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

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

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

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

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

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

CITY OF LAS VEGAS
Code Enforcement Officer I/II (continued)

Physical Conditions:

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

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

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

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

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

KAGARB

REV 9/24/04/18/05

FLSA & City: Nonexempt

CSB 10/13/04/27/05

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.

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.

License or Certificate

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

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.

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

Knowledge of:

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.

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.

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

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 5-7100lbs.) 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.

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

Physical Conditions:

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 street lighting and park lighting. Worker must exercise good judgment and have an ability to lift heavy items.

ARB

REV 2/25/05 4/14/05

FLSA and City: nonexempt

CSB: 4/13/05 4/27/05

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.

License or Certificate

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

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.

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

Knowledge of:

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.

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.

CITY OF LAS VEGAS

Traffic Electrician I/Traffic Signal Electrician II (*Continued*)

License or Certificate (continued)

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.

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.

CITY OF LAS VEGAS

Traffic Electrician I/Traffic Signal Electrician II (*Continued*)

Physical Conditions:

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.

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 2/25/054/14/05

FLSA and City: nonexempt

CSB 4/13/054/27/05

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: April 27, 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: 10

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Buyer I – Promotional	12	8	5
2. Buyer I – Open	81	39	31
3. Municipal Court Marshal Sergeant – Promotional	9	7	5
4. Parking Operations Laborer - Open	227	189	177
5. Planner I – Promotional	0	0	0
6. Planner I – Open	42	28	26
7. Senior Adaptive Recreation Leader – Promotional	2	1	1
8. Senior Adaptive Recreation Leader – Open	13	9	7
9. Structural Plans Examiner – Promotional	0	0	0
10. Structural Plans Examiner – Open	6	3	2