

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

AGENDA

DATE: OCTOBER 11, 2006

TIME: 4:30 p.m.

S. V. ✓
pres
roll call: EM
JA
LL

4:30
still
JA
LP
sm
ARB

Ab
P.R.
E.B.

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

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: Regular Meeting of September 13, 2006 - EM 2nd
JA
- IV. APPROVAL OF MINUTES: Teleconference Meeting of September 27, 2006 - EM 2nd
JA
- V. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1. Building Services Electrician II – Promotional
- 2. Building Services Electrician II – Open
- 3. Computer Systems Technician II – Promotional
- 4. Computer Systems Technician II – Open
- 5. Senior Fire Investigator – Promotional
- 6. Survey Crew Leader – Promotional
- 7. Survey Crew Leader – Open

M - JA
2nd - EM

B. EXTENSION OF ELIGIBLE LISTS:

- 1. Concrete Mason II – Promotional
- 2. Concrete Mason II – Open
- 3. Construction Inspector I – Promotional
- 4. Construction Inspector I – Open
- 5. Equipment Operator II (Streets) – Promotional
- 6. Equipment Operator II (Streets) – Open
- 7. Facilities Field Supervisor – Promotional
- 8. Facilities Field Supervisor – Open
- 9. Municipal Court Marshal Sergeant – Promotional
- 10. Parking Operations Laborer – Open
- 11. Purchasing Technician – Promotional
- 12. Purchasing Technician – Open
- 13. Recreation Leader I-Aquatics – Open
- 14. Sanitation Billing Technician – Promotional
- 15. Sanitation Billing Technician – Open
- 16. Senior Mechanic – Promotional
- 17. Senior Mechanic – Open
- 18. Senior Systems Analyst (Oracle Applications) – Open

M - EM
2nd - JA

41 ✓

C. CLASSIFICATION SPECIFICATIONS

1. Maintenance Mechanic I/II - Revised

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

1. Accounting Technician I
2. Corrections Officers
3. Economic Development Officer
4. Senior Economic Development Officer

E. DISCUSSION AND POSSIBLE ACTION ON BLANKET APPROVAL TO REVISE CLASSIFICATION SPECIFICATIONS

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

VII. CITIZEN PARTICIPATION

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

Indy Clarified Item E

Items for discussion: 10 questions

mtg adj 4:40

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
Bulletin Board, City Hall Plaza (Next door to Metro Records)
City Hall Plaza, Special Outside Posting Bulletin Board
City Hall 2nd Floor, Human Resources Posting Bulletin Board

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
ANNOTATED MINUTES
For the
SEPTEMBER 13, 2006
REGULAR MEETING

Agenda Documentation
October 11, 2006

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER September 13, 2006 at 4:31 p.m. in the Human Resources Department.

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

STAFF PRESENT

Judy Tuttle
Ann Rubetino-Beck
Susan Marion
Lori Petsco
Myrtle Harvey
Ellen Thompson
Glenna Worthington

OTHERS PRESENT

Benet Vega – D&E
Dean Fletcher – Fire, IAFF 1285

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

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

III. APPROVAL OF MINUTES of Regular Meeting of August 9, 2006: Trustee Ed Miramontes made a motion to approve the minutes of the Regular Meeting of August 9, 2006. Trustee Evelyn Beals seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of Teleconference Meeting of August 23, 2006: A motion was made by Trustee Evelyn Beals that the minutes of the Teleconference Meeting of August 23, 2006 be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
SEPTEMBER 13, 2006
PAGE 2

V. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

1. Associate Court Clerk - Open
2. Auditor - Promotional
3. Auditor - Open
4. Buyer I - Open
5. Code Enforcement Officer I - Open
6. License Technician I - Promotional
7. License Technician I - Open
8. Plumbing/Mechanical Inspector - Promotional
9. Plumbing/Mechanical Inspector - Open
10. Senior Plumber - Promotional
11. Senior Plumber - Open
12. Systems Administration Specialist - Open

A motion was made by Trustee Evelyn Beals that items 1 through 12 of the Eligible Lists to Be Certified be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS

1. Accounting Technician I - Open
2. Aquatic Coordinator - Open
3. Central Stores Supervisor - Promotional
4. Central Stores Supervisor - Open
5. Construction Management Coordinator - Promotional
6. Construction Management Coordinator - Open
7. Customer Service Representative - Open
8. Engineering Associate I-Land Development - Open
9. Engineering Project Manager-Traffic - Promotional
10. Engineering Project Manager-Traffic - Open
11. Fire Captain - Promotional
12. Fire Communications Technician I - Promotional
13. Fire Communications Technician I - Open
14. Traffic Barricade Inspector I - Promotional
15. Traffic Barricade Inspector I - Open

A motion was made by Trustee Ed Miramontes that items 1 through 15 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Evelyn Beals. Motion carried.

C. CLASSIFICATION SPECIFICATIONS

1. Aquatic Biologist – Revised
2. Control Center and Communications Supervisor – Revised
3. Deputy Fire Marshal– Revised
4. Engineering Technician I – Revised
5. Engineering Technician II– Revised
6. Fire Prevention Inspection Supervisor – Revised
7. Videographer – Revised
8. Contracts Technician – New
9. Senior Contracts Technician - New

A motion was made by Trustee Evelyn Beals to approve Items 1 through 9 of the Classification Specifications and Ed Miramontes seconded the motion. Motion carried.

VI. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED

None

VII. CITIZEN PARTICIPATION:

None

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



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
ANNOTATED MINUTES
For the
SEPTEMBER 27, 2006
TELECONFERENCE MEETING

Agenda Documentation
October 11, 2006

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

I. CALL TO ORDER September 27, 2006 at 11:34 a.m. via Teleconference

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

STAFF PRESENT

Judy Tuttle
Ann Rubertino-Beck
Susan Marion
Lori Petsco

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

III. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1) Cultural Leader II (Public Art) – Promotional
- 2) Cultural Leader II (Public Art) – Open
- 3) Deputy City Marshal Sergeant – Promotional
- 4) Engineering Associate I (Traffic) – Promotional
- 5) Engineering Associate I (Traffic) – Open
- 6) Leisure Activities Supervisor– Open
- 7) Office Specialist I – Open
- 8) Planner I – Open (Open & Continuous)
- 9) Planning Technician – Promotional
- 10) Planning Technician – Open
- 11) Senior Communications Specialist – Promotional
- 12) Traffic Signal Technician I – Promotional
- 13) Traffic Signal Technician I - Open

A motion was made by Trustee Priscilla Rocha that items 1 through 13 of the Eligible List to be Certified be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
SEPTEMBER 27, 2006
PAGE 2

B. CLASSIFICATION SPECIFICATIONS

- 1) Employee Benefits Specialist - Revised
- 2) Law Enforcement Support Supervisor- Revised

A motion was made by Trustee Ed Miramontes that items 1 and 2 of the Classification Specifications list be approved. The motion was seconded by Trustee Priscilla Rocha. Motion carried.

IV. DISCUSSION ITEMS

None

V. CITIZEN PARTICIPATION

None

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



F. Claudette Enus
Secretary to the Board



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: October 11, 2006

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: 7

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Building Services Electrician II - Promotional	1	1	1
2. Building Services Electrician II – Open	15	8	4
3. Computer Systems Technician II – Promotional	1	1	0
4. Computer Systems Technician II – Open	30	30	17
5. Senior Fire Investigator – Promotional	4	4	3
6. Survey Crew Leader – Promotional	2	2	2
7. Survey Crew Leader – Open	11	4	3

CITY OF LAS VEGAS

ELIGIBLE LIST

Building Services Electrician II
Examination

September 25, 2006

Date of Test

06283708P

Exam Code

Promotional

Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	1
REJECTED	0
TOTAL RECEIVED	1

ELIGIBLE LIST

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

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight)

100%

PASSED	1			
FAILED	0			
TOTAL TESTED	1			
DID NOT APPEAR	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Building Services Electrician II
Examination

September 25, 2006
Date of Test

062837080
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	10	GROUP 1	0
REJECTED	5	GROUP 2	2
TOTAL RECEIVED	15	GROUP 3	2
		TOTAL ON LIST	4

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	4			
FAILED	4			
TOTAL TESTED	8			
DID NOT APPEAR	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Computer Systems Technician II
Examination

September 27, 2006
Date of Test

067962709P
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	1	GROUP 1	0
REJECTED	0	GROUP 2	0
<i>TOTAL RECEIVED</i>	1	GROUP 3	0
		<i>TOTAL ON LIST</i>	0

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T & E</u>
(Weight)				100%
PASSED				0
FAILED				1
<i>TOTAL TESTED</i>				1
<i>DID NOT APPEAR</i>				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Computer Systems Technician II
Examination

September 27, 2006
Date of Test

0679627090
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	30	GROUP 1	2
REJECTED	6	GROUP 2	7
TOTAL RECEIVED	36	GROUP 3	8
		TOTAL ON LIST	17

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T & E</u>
(Weight)				100%
PASSED				17
FAILED				13
TOTAL TESTED				30
DID NOT APPEAR				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Fire Investigator
Examination

September 27, 2006
Date of Test

067958307P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		3		
FAILED		1		
<i>TOTAL TESTED</i>		4		
<i>DID NOT APPEAR</i>		0		

***Per the MOU between the City of Las Vegas and IAFF, Local 1285 this eligible list is arranged by score from highest to lowest.**

CITY OF LAS VEGAS

ELIGIBLE LIST

Survey Crew Leader
Examination

September 15, 2006
Date of Test

06271108P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date October 11, 2006

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

SUBJECT: B. EXTENSION OF ELIGIBLE LISTS

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

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 18

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Concrete Mason II – Promotional	3	10/26/06	04/26/07	1
2. Concrete Mason II – Open	3	10/26/06	04/26/07	1
3. Construction Inspector I – Promotional	10	10/26/06	04/26/07	1
4. Construction Inspector I – Open	6	10/26/06	04/26/07	1
5. Equipment Operator II (Streets) – Promotional	1	10/12/06	04/12/07	1
6. Equipment Operator II (Streets) – Open	2	10/12/06	04/12/07	1
7. Facilities Field Supervisor – Promotional	17	10/12/06	04/12/07	1
8. Facilities Field Supervisor – Open	21	10/12/06	04/12/07	1
9. Municipal Court Marshal Sergeant – Promotional	4	10/27/06	04/27/07	3
10. Parking Operations Laborer – Open	176	10/27/06	04/27/07	3
11. Purchasing Technician – Promotional	8	10/26/06	04/26/07	1
12. Purchasing Technician – Open	36	10/26/06	04/26/07	1
13. Recreation Leader I-Aquatics – Open	5	10/26/06	04/26/07	2
14. Sanitation Billing Technician – Promotional	39	10/26/06	04/26/07	2
15. Sanitation Billing Technician – Open	119	10/26/06	04/26/07	2
16. Senior Mechanic – Promotional	6	10/12/06	04/12/07	1
17. Senior Mechanic – Open	13	10/12/06	04/12/07	1
18. Senior Systems Analyst (Oracle Applications) – Open	2	10/26/06	04/26/07	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: October 11, 2006

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

SUBJECT: C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED

1. Maintenance Mechanic I/II

Maintenance Mechanic I/II was revised to update the essential functions and qualifications.

NEW

RECOMMENDATION

The City recommends approval of this revised classification specification.

MAINTENANCE MECHANIC I
MAINTENANCE MECHANIC 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 preventive and corrective maintenance of machinery and equipment at the Environmental Division facilities within the Public Works Department; and to operate and maintain various pump equipment and production facilities in support of the city's wastewater treatment system.

DISTINGUISHING CHARACTERISTICS

Maintenance Mechanic I—This is the entry level class in the mechanical maintenance series. This class is distinguished from the Maintenance Mechanic II by the performance of the more routine tasks and duties assigned to positions within the series including the performance of semi-skilled duties in the repair and maintenance of pumps, pipes and gears. This class may be used as a training class, wherein employees need only limited 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.

Maintenance Mechanic II—This is the full journey level class within the mechanical maintenance series. Employees within this class are distinguished from the Maintenance Mechanic I by the performance of the full range of duties as assigned including the maintenance, repair, installation, troubleshooting and oil analysis of plant equipment at Environmental Division facilities. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. 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

Maintenance Mechanic I

Receives direct supervision from higher level maintenance staff.

Maintenance Mechanic II

Receives general supervision from higher level maintenance staff.

CITY OF LAS VEGAS
Maintenance Mechanic 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. Diagnose, test, repair, modify, disassemble and rebuild, install and troubleshoot a wide variety of wastewater treatment plant equipment, including: industrial engines, blowers, augers, pipes and centrifuges; grit removal equipment; gear drives; primary and secondary sedimentation basins; pumps and pump room equipment; lift stations; screw conveyors; gates; valves; heat exchangers and boiler systems; rack assemblies; check valves, mixers, chlorination and dechlorination equipment; trickling filters; sludge and scum pumping equipment; anaerobic sludge digestion equipment; sludge and scum pumping equipment; sludge dewatering equipment; barscreen equipment; hydraulic systems and other mechanical systems at the plant.
2. Perform routine preventive and predictive maintenance, including inspecting, cleaning, lubricating, and adjusting, keeping equipment in optimal working condition to minimize unexpected problems and downtime.
3. Set up and operate drill press, grinder and other metalworking tools necessary to repair parts.
4. Use monitoring tools, including laser belt, shaft alignment tools and oil analysis equipment.
5. Communicate problems and observances to management and staff on other shifts or working in other units, when appropriate.
6. Complete required documentation and reports.
7. Perform minor pipe fitting and plumbing tasks.
8. Operate medium and light trucks, forklifts, jackhammers and other motorized equipment and vehicles.
9. Follow established safety practices and use appropriate safety equipment and procedures at all times.
10. Maintain and secure tools.
11. Identify needed parts and initiate purchase orders; use parts books as necessary.

Marginal Functions:

1. Clean shop areas, grounds, vehicles and maintenance equipment.
2. Assist with rough carpentry and minor electrical work.
3. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Maintenance Mechanic I/II (*continued*)

QUALIFICATIONS

Maintenance Mechanic I

Knowledge of:

Operational characteristics of hand and power tools used in basic mechanical, plumbing and carpentry work.
Basic operation of centrifugal pumps and compressors, reciprocating compressors, gearboxes, piping and valves.
Repair and installation methods for pumps, pipes and valves.
Measurement tools and pressure gauges applicable to the work.
Occupational hazards and standard safety practices.
Calculate various measurements using basic math.
Basic computer operations.

Ability to:

Make adjustments and repairs on pumps, pipes, valves and other wastewater treatment plant equipment.
Read and write English as needed to perform essential functions.
Learn repair and maintenance techniques for mechanical equipment.
Work in confined spaces.
Perform a variety of manual tasks for extended periods of time in unfavorable weather conditions.
Follow oral and written directions.
Read and interpret blueprints and other informational drawings.
Enter data accurately into an automated computer maintenance management system.
Read and comprehend operations manuals.
Maintain basic records.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Walking, standing or sitting for extended periods of time; and*
-- *Operating assigned equipment.*
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations;*
-- *Communicating with others;*
-- *Reading and writing; and*
-- *Operating assigned equipment.*
Maintain mental capacity which allows the capability of:
-- *Making sound decisions;*
-- *Effective interaction and communication with others; and*
-- *Demonstrating intellectual capabilities.*

CITY OF LAS VEGAS
Maintenance Mechanic I/II (continued)

Experience and Training Requirements

Experience:

One year of mechanical maintenance experience involving repairing, installing and calibrating fluid pumps with a capacity of 1500 gallons per minute, and related systems, in an industrial manufacturing or process environment.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Successful completion of the established maintenance training program within 6 months of the date of appointment.

Possession of a city of Las Vegas forklift certificate within 6 months of the date of appointment.

Possession of a city of Las Vegas aerial lift certificate within 6 months of the date of appointment.

Maintenance Mechanic II

In addition to the qualifications for the Maintenance Mechanic I:

Knowledge of:

Intermediate repair and installation methods for pumps, valves and mechanical equipment.

Mechanical machine design and hardware systems.

Components relative to wastewater treatment processes.

Common office software applications, including word processing, spreadsheet and database at an intermediate level.

The use of measuring tapes, calipers, dial indicators, micrometers, feeler gauges and other common measuring devices.

Ability to:

Plan and execute repair, maintenance and installation of mechanical equipment.

Make complex adjustments and repairs on pumps, valves and other treatment plant equipment.

CITY OF LAS VEGAS
Maintenance Mechanic I/II (continued)

Experience and Training Requirements

Experience:

Two years of increasingly responsible mechanical maintenance work involving service, repair, troubleshooting and installation of complex motors, pumps and other related equipment in an industrial manufacturing or process environment.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Successful completion of the established maintenance training program within 6 months of the date of appointment.

SPECIAL REQUIREMENTS

The Environmental Division is a 24-hour, 7 day per week operation. Assigned work schedule may change and may be for any shift and any day of the week.

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: 60% inside, 40% outside work in wastewater treatment plant environment and, at times, construction site environment, in all types of weather conditions.

Hazards: Exposure to waste, hazardous and infectious materials, noise, inclement weather conditions, moving objects, vehicles, burns, toxic or caustic chemicals, lubrication oils, grease, odors and fumes, awkward positions, cramped quarters, slippery surfaces, pinch points, and working at heights up to 40 ft. and below ground level to a depth of 30 ft.

Equipment Used: Hand and power tools, pneumatic tools, pumps, medium and light trucks, forklifts, jackhammers, and other motorized equipment and vehicles.

Safety Equipment: Hard hat, gloves, aprons, safety glasses, steel-toed safety shoes, and other equipment as needed.

CITY OF LAS VEGAS
Maintenance Mechanic I/II (continued)

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequent-constant standing, in combination with walking up to ½-1 mile per shift, on concrete surfaces or outdoors.

Sitting: Occasionally, while working on or operating equipment and vehicles.

Lift/carry: Frequently, up to 10-50 lbs., parts, tools, and equipment. Carrying distances of up to 50 ft. Occasionally-infrequently, 51-125 lbs. valves, motors, minimal carry requirement.

Push/pull: Frequently, exerting up to 5-50 lbs. of force using one or both hands or arms while moving equipment or using large tools. Infrequently, exerting force exceeding 75 lbs. while moving large equipment, heavy wrenching or torquing.

Climbing: Frequently, climbing or balancing on ladders while performing job duties, and stairs throughout facility.

Bending/twisting: Constantly, at waist, knees, neck, often in awkward positions while making repairs.

Kneeling/crouching/crawling: Frequently, while performing installation and repairs of equipment.

Hands/arms: Constant use of hands and arms reaching, grasping, fingering, gripping and handling while installing and repairing equipment, at times working with arms extended and overhead. Heavy gripping using hand and power tools, can be extended at times.

Sight: Constant use of sight abilities while inspecting or repairing equipment. Visual requirements include hand, eye and foot coordination, and visual acuity in near-, mid- and far-ranges.

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

Other physical demands: Ability to wear a breathing apparatus and work in confined spaces as required.

ARB

REV 9/28/06

FLSA and City: nonexempt

CSB 10/11/06

MAINTENANCE MECHANIC I
MAINTENANCE MECHANIC 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 preventive and corrective maintenance of machinery and equipment at the City's ~~Water Pollution Control Facility~~ Environmental Division facilities within the Public Works Department; and to operate and maintain various pump equipment and production facilities in support of the City's wastewater treatment system.

DISTINGUISHING CHARACTERISTICS

Maintenance Mechanic I--This is the entry level class in the mechanical maintenance series. This class is distinguished from the Maintenance Mechanic II by the performance of the more routine tasks and duties assigned to positions within the series including the performance of semi-skilled duties in the repair and maintenance of pumps, pipes and gears. This class may be used as a training class, wherein employees 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.

Maintenance Mechanic II--This is the full journey level class within the mechanical maintenance series. Employees within this class are distinguished from the Maintenance Mechanic I by the performance of the full range of duties as assigned including the maintenance, repair, installation, troubleshooting and oil analysis of plant equipment at the ~~Water Pollution Control Facility~~ Environmental Division Facilities. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. 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

Maintenance Mechanic I

Receives direct supervision from higher level maintenance staff.

Maintenance Mechanic II

Receives general supervision from higher level maintenance staff.

CITY OF LAS VEGAS
Maintenance Mechanic 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 wastewater treatment plant and equipment for proper condition and operation.~~
- ~~2. Diagnose and repair or modify a variety of pumps, hydraulic power pack units, sludge dumping gates, bar screen station, heat exchangers and boiler system.~~
- ~~3. Identify mechanical defects in plant equipment; install and set up new equipment; disassemble, repair, maintain and rebuild pumps, furnaces, rake assemblies and gear boxes.~~
- ~~4. Maintain lift station equipment.~~
- 5.1. Rebuild or pDiagnose, test, repair, modify, disassemble and rebuild, erform preventive maintenanceinstall and troubleshoot on a wide variety of wastewater treatment plant equipment, including: industrial engines, blowers, augers, pipes and centrifuges; grit removal equipment; gear unit drives; primary and secondary sedimentation basins; pumps and pump room equipment; lift stations; screw conveyors; gates; valves; heat exchangers and boiler systems; rack assemblies; check valves, mixers, and chlorineation and dechlorination facility equipment; trickling filters; sludge and scum pumping equipment; anaerobic sludge digestion equipment; sludge and scum pumping equipment; sludge dewatering centrifuge equipment; bar-screen equipment; hydraulic systems and other mechanical systems at the plant.
2. Perform routine preventive and predictive maintenance, including inspecting, cleaning, lubricating, and adjusting, keeping equipment in optimal working condition to minimize unexpected problems and downtime.
3. Set up and operate drill press, grinder and other metalworking tools necessary to repair parts.
4. Use monitoring tools, including laser belt, shaft alignment tools and oil analysis equipment.
5. Communicate problems and observances to management and staff on other shifts or working in other units, when appropriate.
6. Complete required documentation and reports.
- ~~6. Clean, lubricate, paint and adjust plant equipment; check temperature and pressure of wastewater processing equipment.~~
- ~~7. Break concrete and assist in replacing with new concrete foundations for heavy equipment; assist with rough carpentry and electrical work.~~
- 8.7. Perform minor pipe fitting and plumbing tasks.
- 9.8. Operate medium and light trucks, forklifts, jackhammers and other motorized equipment and vehicles.

CITY OF LAS VEGAS
Maintenance Mechanic I/II (continued)

9. Follow established safety practices and use appropriate safety equipment and procedures at all times.
10. Maintain and secure tools.
11. Identify needed parts and initiate purchase orders; use parts books as necessary.

Marginal Functions:

1. Clean shop areas, grounds, vehicles and maintenance equipment.
2. Assist with rough carpentry and minor electrical work.
- 2.3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Maintenance Mechanic I

Knowledge of:

Operational characteristics of hand and power tools used in basic mechanical, plumbing and carpentry work.
Basic operation of centrifugal pumps and compressors, reciprocating compressors, gearboxes, piping and valves.
Repair and installation methods for pumps, pipes and valves.
Measurement tools and pressure gauges applicable to the work.
Occupational hazards and standard safety practices.
Calculate various measurements using basic mathematical calculations.
Basic computer operations.

Ability to:

Make basic adjustments and repairs on simple pumps, pipes, valves and other wastewater treatment plant equipment.
Read and write English as needed to perform essential functions.
Learn repair and maintenance techniques for mechanical equipment.
Work in confined spaces wearing a breathing apparatus.
Perform a variety of manual tasks for extended periods of time in unfavorable weather conditions.
Follow oral and written directions.
Read and interpret blueprints and other informational drawings.
Enter data accurately into an automated computer maintenance management system.
Read and comprehend operations manuals.
Maintain basic records.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain mental capacity which allows for effective interaction and communication with others.

CITY OF LAS VEGAS
Maintenance Mechanic I/II (continued)

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 mechanical maintenance work experience involving basic service and repair of equipment experience is desirable repairing, installing and calibrating fluid pumps with a capacity of 1500 gallons per minute, and related systems, in an industrial manufacturing or process environment.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Successful completion of the established maintenance training program within 6 months of the date of appointment.

Possession of a city of Las Vegas forklift certificate within 6 months of the date of appointment.

Possession of a city of Las Vegas aerial lift certificate within 6 months of the date of appointment.

Maintenance Mechanic II

In addition to the qualifications for the Maintenance Mechanic I:

Knowledge of:

Intermediate repair and installation methods for pumps, valves and mechanical equipment.

Mechanical machine design and hardware systems.

Components relative to wastewater treatment processes.

CITY OF LAS VEGAS
Maintenance Mechanic I/II (continued)

Common office software applications, including word processing, spreadsheet and database at an intermediate level.

The use of measuring tapes, calipers, dial indicators, micrometers, feeler gauges and other common measuring devices.

Ability to:

Plan and execute repair, maintenance and installation assignments for mechanical equipment.
Make complex adjustments and repairs on pumps, valves and other treatment plant equipment.

Experience and Training Requirements

Experience:

Two years of increasingly responsible mechanical maintenance work involving service, and repair, troubleshooting and installation of complex motors, pumps and other related equipment in an industrial manufacturing or process environment.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Successful completion of the established maintenance training program within 6 months of the date of appointment.

SPECIAL REQUIREMENTS

The Environmental Division is a 24-hour, 7 day per week operation. Assigned work schedule may change and may be for any shift and any day of the week.

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: 60% inside, 40% outside work in waste-water treatment plant environment and, at times, construction site environment, in all types of weather conditions.

Hazards: Exposure to waste, hazardous and infectious materials, noise, inclement weather conditions, moving objects, vehicles, burns, toxic or caustic chemicals, lubrication oils, grease, odors and fumes, awkward positions, cramped quarters, slippery surfaces, pinch points, and working at heights up to 40 ft. and below ground level to a depth of 30 ft.

CITY OF LAS VEGAS
Maintenance Mechanic I/II (continued)

Equipment Used: Hand and power tools, pneumatic tools, pumps, medium and light trucks, forklifts, jackhammers, and other motorized equipment and vehicles.

Safety Equipment: Hard hat, gloves, aprons, safety glasses, steel-toed safety shoes, and other equipment as needed.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequent-constant standing, in combination with walking up to ½-1 mile per shift, on concrete surfaces or outdoors.

Sitting: Occasionally, while working on or operating equipment and vehicles.

Lift/carry: Frequently, up to 10-50 lbs., parts, tools, and equipment. Carrying distances of up to 50 ft. Occasionally-infrequently, 51-125 lbs. valves, motors, minimal carry requirement.

Push/pull: Frequently, exerting up to 5-50 lbs. of force using one or both hands or arms while moving equipment or using large tools. Infrequently, exerting force exceeding 75 lbs. while moving large equipment, heavy wrenching or torquing.

Climbing: Frequently, climbing or balancing on ladders while performing job duties, and stairs throughout facility.

Bending/twisting: Constantly, at waist, knees, neck, often in awkward positions while making repairs.

Kneeling/crouching/crawling: Frequently, while performing installation and repairs of equipment.

Hands/arms: Constant use of hands and arms reaching, grasping, fingering, gripping and handling while installing and repairing equipment, at times working with arms extended and overhead. Heavy gripping using hand and power tools, can be extended at times.

Sight: Constant use of sight abilities while inspecting or repairing equipment. Visual requirements include hand, eye and foot coordination, and visual acuity in near-, mid- and far-ranges.

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

Other physical demands: Ability to wear a breathing apparatus and work in confined spaces as required.

ARB_____

REV ~~2/1/01~~9/28/06-

FLSA and City: nonexempt_____

CSB 7/11/01

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date October 11, 2006

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

SUBJECT: D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

BOARD ACTION: APPROVE, NOT APPROVE, OR HOLD IN ABEYANCE

The City is requesting that the following eligible list(s) be abolished in accordance with Civil Service Rules, Chapter IV, Section 9, c. (4):

1. Accounting Technician I
2. Corrections Officer
3. Economic Development Officer
4. Senior Economic Development Officer

The reasoning is as follows:

The current eligible list(s) no longer suit the needs of the department.

RECOMMENDATION

The City recommends approval of the abolishment of these lists.

Martha Davis

From: Judy Tuttle
Sent: Friday, September 29, 2006 4:08 PM
To: Martha Davis
Subject: FW: Abolish Accounting Tech I eligible list

Let's take it forward for abolishment. Thanks.

From: Martha Davis
Sent: Friday, September 29, 2006 3:19 PM
To: Judy Tuttle
Subject: RE: Accounting Tech I eligible list

There is a total of 34 on the list (Open recruitment only).

There are 7 in Group 1 of which 4 are city employees.
There are 19 in Group 2 of which 2 are city employees.
There are 8 in Group 3 of which 1 is a city employee.

FYI - Benet responded to my email yesterday that she had no objections to abolishing this list and starting a new recruitment, if that is what we decide to do.

Roy has interviewed the three interested candidates from Group 1. He asked Debbie Phillips to review the apps from Group 2 and they did not find any with the background they were looking for. Therefore, he also would like to have this list abolished and begin a new recruitment.

Martha J Davis
Senior Personnel Technician
City of Las Vegas, Human Resources
Phone: (702) 229-5914
Fax: (702) 382-2488
www.mj.davis@lasvegasnevada.gov

From: Judy Tuttle
Sent: Monday, September 25, 2006 5:09 PM
To: Martha Davis
Subject: FW: Accounting Tech I eligible list

Martha, how many are on this list? We probably should review this in house before discussing outside I think.

From: Martha Davis
Sent: Monday, September 25, 2006 11:48 AM
To: Benet Vega
Cc: Judy Tuttle
Subject: Accounting Tech I eligible list

You and another department asked to extend this list and a third department wanted the list to expire. This list was extended because another department wanted to interview for one of their open positions. They have interviewed and would now like to begin a new recruitment. Do you have any objections to this list being abolished so that we can start a new recruitment?

Martha J Davis
Senior Personnel Technician
City of Las Vegas, Human Resources
Phone: (702) 229-5914
Fax: (702) 382-2488

• • • • •
Lori Petsco

From: Judy Tuttle
Sent: Wednesday, October 04, 2006 4:49 PM
To: Benet Vega
Cc: Karen Coyne; Bill Fraser; Martha Davis; Lori Petsco; Sue Brown; Colleen Hanley; Glenna Worthington; Helen Gonzales
Subject: Eligible List Abolishment Request - Corrections Officers

Benet, due to the fact that the remaining 10 candidates on the Corrections Officer list have not been found suitable for city employment after the background check process, we will forward the request for abolishment to our Civil Service Board for their approval.

From: Benet Vega
Sent: Friday, September 29, 2006 4:39 PM
To: Judy Tuttle
Cc: Bill Fraser; Karen Coyne
Subject: Abolish List

Please accept this as a formal request to abolish the current eligible list for Corrections Officers. To date we have hired a total of 28 candidates from the existing list and do not feel any of the remaining candidates are suitable for hire with our department. The list is scheduled to expire on January 25, 2007, however we would like to begin a new recruitment immediately to allow both D&E and HR the necessary time to conduct all required testing to meet a February 2007 academy date.

Your consideration and assistance are greatly appreciated. Thank you.

Martha Davis

From: Glenna Worthington
Sent: Thursday, September 21, 2006 3:53 PM
To: Martha Davis; Melody Atwell
Subject: FW: Abolish Sr EDO & EDO lists

-----Original Message-----

From: Judy Tuttle
Sent: Thursday, September 21, 2006 3:46 PM
To: Glenna Worthington
Subject: Re: No RDA EDO Hire?

Approve.

Sent from my BlackBerry Wireless Handheld

-----Original Message-----

From: Glenna Worthington
To: Judy Tuttle
Sent: Thu Sep 21 14:55:34 2006
Subject: FW: No RDA EDO Hire?

Judy,
The Office of Business Development would like to abolish the lists for Sr. Economic Development Officer and Economic Development Officer and start a new recruitment. We have 1 Sr. EDO on the eligible list and 3 EDO's on the list. Please see the below e-mails.
Thank you,
Glenna

-----Original Message-----

From: Susan Boniella
Sent: Wednesday, September 20, 2006 5:19 PM
To: Glenna Worthington
Cc: Ellen Thompson; Scott Adams; Steven Van Gorp; Romeo Betea
Subject: FW: No RDA EDO Hire?

We would like to start a new recruitment for SR EDO.

Susan

-----Original Message-----

From: Scott Adams
Sent: Wednesday, September 20, 2006 1:46 PM
To: Steven Van Gorp; Romeo Betea; Bill Arent
Cc: Susan Boniella; Debra K. Killian
Subject: Re: No RDA EDO Hire?

I concur
(Sent by Scott Adams on his Blackberry)

-----Original Message-----

From: Steven Van Gorp
To: Scott Adams; Romeo Betea; Bill Arent
CC: Susan Boniella; Debra K. Killian
Sent: Wed Sep 20 13:24:27 2006
Subject: No RDA EDO Hire?

All agreed that we have no candidates to hire for SEDO or EDO out of the pool of 3 remaining, and that we want to post again for both positions and start a longer and more aggressive recruiting campaign?

That is my vote now.

SIGN-IN SHEET
CIVIL SERVICE BOARD MEETING

DATE: Oct 11, 2006

PLEASE PRINT

NAME

ORGANIZATION

Benet Vega

D + E

Glenna WORTHINGTON

HR

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: October 11, 2006

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

**SUBJECT: E. DISCUSSION AND POSSIBLE ACTION ON BLANKET APPROVAL TO REVISE
CLASSIFICATION SPECIFICATIONS**

BOARD ACTION: APPROVE, NOT APPROVE, OR HOLD IN ABEYANCE

Many of our classification specifications require licenses or certifications, and they do not mention on-going maintenance. We would like to revise all license and certificate/certification requirements to include the language, "and maintenance," so it is clear that a license or certificate must be kept current and in effect during the term of employment. Language may vary slightly, depending on each requirement, but the meaning will be the same. Examples, with the new language italicized, are:

Possession of an appropriate driver's license on the date of application, *and maintenance thereafter*.
Possession of a State of Nevada Grade I Wastewater Treatment Plant Operator certification within 18 months of the date of appointment, *and maintenance thereafter*.

RECOMMENDATION

We request Board approval to make these revisions as we find them, without having to bring each individual specification to the Board.