

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: DECEMBER 13, 2006

TIME: 4:30 p.m.

4:30

Present

All Board members

Marg D

Judy
Ann
LP

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

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: Regular Meeting of November 8, 2006 - M² PR EB
- IV. APPROVAL OF MINUTES: Teleconference Meeting of November 22, 2006- No Teleconference Meeting held on November 22, 2006

V. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED M² - EB PR

- 1. Bus Driver - Open
- 2. Business Specialist I - Promotional
- 3. Business Specialist I - Open
- 4. Engineering Technician II (Design) - Open
- 5. Equipment Operator I (Parks) - Promotional
- 6. Equipment Operator I (Parks) - Open
- 7. Equipment Operator II (Sanitation) - Promotional
- 8. Fire Captain - Promotional
- 9. Grant Coordinator - Open
- 10. Law Enforcement Support Supervisor - Promotional
- 11. Mail Courier - Open
- 12. Maintenance Planner - Promotional
- 13. Maintenance Planner - Open
- 14. Maintenance Worker I - Promotional
- 15. Maintenance Worker I - Open
- 16. Painter I - Promotional
- 17. Painter I - Open
- 18. Planner II - Promotional
- 19. Skilled Trades Helper - Promotional
- 20. Skilled Trades Helper - Open
- 21. Traffic Electrician I - Promotional
- 22. Traffic Electrician I - Open

B. EXTENSION OF ELIGIBLE LISTS M² - PR EB

- 1. Buyer II - Open
- 2. Communications Specialist - Open
- 3. Fire Investigator I - Promotional
- 4. Firefighter/Paramedic - Open
- 5. Inventory Control Clerk - Promotional

154 ✓

6. Inventory Control Clerk - Open
7. Law Enforcement Support Technician - Promotional
8. Law Enforcement Support Technician - Open
9. Office Specialist II - Promotional
10. Office Specialist II - Open
11. Recreation Leader I - Open
12. Survey Associate - Promotional

C. CLASSIFICATION SPECIFICATIONS

1. Animal Control Officer I/II - Revised
2. Animal Control Supervisor - Revised
3. Communications Systems Coordinator - Revised
4. Contracts Technician I/II - Revised
5. Detention Facilities Technician I/II - Revised
6. Environmental Systems Technician Trainee I/II/III - Revised
7. Senior Animal Control Officer - Revised
8. Senior Contracts Technician - Revised

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

1. Fire Captain
2. Records Technician I

VI. ITEMS FOR DISCUSSION AND POSSIBLE BOARD ACTION:

A. ELECTION OF NEW CHAIRPERSON

EM nomin. JA PR 2nd motion
motion carried - JA Abstained
PR nom MW @ VC, EB 2nd motion; JA nom EM, no second motion carried

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

VIII. CITIZEN PARTICIPATION

No Teleconf mt to be held 12/27
Adj 4:45

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

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

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

State of Nevada, 555 E. Washington
Senior Citizen Center, 450 East Bonanza Road
Clark County Government Center, 500 South Grand Central Parkway
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
NOVEMBER 8, 2006
REGULAR MEETING**

Agenda Documentation
December 13, 2006

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

I. CALL TO ORDER: November 8, 2006 at 4:30 p.m. in the Human Resources Department

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

STAFF PRESENT
Ann Rubertino-Beck
Lori Petsco
Judy Tuttle
Susan Marion

OTHERS PRESENT
Michele Hornstein – D&E
Ellen Thompson - HR
Myrtle Harvey - HR

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 October 11, 2006: Trustee Evelyn Beals made a motion to approve the minutes of the Regular Meeting of October 11, 2006. Trustee Johan Aliseo seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of Teleconference Meeting of October 25, 2006: A motion was made by Trustee Priscilla Rocha that the minutes of the Teleconference Meeting of October 25, 2006 be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

V. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

1. Combination Inspector (Promotional)
2. Combination Inspector (Open)
3. Plans Examiner-Plumbing/Mechanical (Promotional)
4. Plans Examiner-Plumbing/Mechanical (Open)
5. Senior Adaptive Recreation Leader (Promotional)
6. Senior Adaptive Recreation Leader (Open)

A motion was made by Trustee Ed Miramontes that items 1 through 6 of the Eligible Lists To Be Certified be approved. Trustee Johan Aliseo seconded the motion. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS

1. Agenda Technician I – Promotional
2. Agenda Technician I – Open
3. Assistant City Surveyor – Promotional
4. Assistant City Surveyor – Open
5. Assistant Fire Protection Engineer – Open
6. Business Specialist II – Promotional
7. Business Specialist II – Open
8. Chief Communications Specialist – Promotional
9. Combination Inspector – Promotional
10. Deputy City Marshal – Open
11. Firefighter Trainee – Open
12. Parks Crew Leader – Promotional
13. Public Safety Technician – Promotional
14. Public Safety Technician – Open
15. Records Technician I – Promotional
16. Records Technician I - Open
17. Vehicle Parks Specialist - Open

A motion was made by Trustee Evelyn Beals that items 1 through 17 of the Extension of Eligible Lists be approved. Trustee Priscilla Rocha seconded the motion. Motion carried.

C. CLASSIFICATION SPECIFICATIONS

1. Senior Business Specialist – New

A motion was made by Trustee Priscilla Rocha that item 1 of the Classification Specifications List be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

1. Customer Service Representative

Chairwoman Lavonne Lewis asked why list was being abolished.

Judy Tuttle responded by stating that the list has been extensively used, everyone on the list has been interviewed, and several have been hired. Those remaining on the list are not suitable for the needs of those departments looking to fill that position. The request is that a new recruitment be done to fill current and upcoming CSR positions.

A motion was made by Trustee Johan Aliseo that item 1 of the Discussion and Possible Action on Abolishing Eligible List be approved. Trustee Priscilla Rocha seconded the motion. Motion carried.

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DECEMBER 13, 2006
PAGE 3

VI. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED

A. Introduction of Malcolm White

Secretary Claudette Enus announced that this meeting ends Lavonne Lewis' 8-year term on the Board and thanked Ms. Lewis for her years of service as well as thanked her for her service as Chairwoman for a portion of her term. Ms. Enus introduced and welcomed Malcolm White as the newly elected board member.

Mr. White stated that he has been in Las Vegas for 20 years. He is a Mediation Specialist for the Clark County Neighborhood Justice Center and serves as Chairman of the City of Las Vegas Park & Recreation Commission.

Morgan recommended that the Vice-Chair would assume the duties of out-going Chairwoman until a new chairperson is voted in office. The board agreed to the recommendation.

Discussion and election of a new chairperson will be placed on next board meeting agenda.

B. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:45 p.m.



F. Claudette Enus
Secretary to the Board



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

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: December 13, 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: 22

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Bus Driver – Open	73	14	12
2. Business Specialist I – Promotional	16	5	5
3. Business Specialist I – Open	37	24	22
4. Engineering Technician II (Design) – Open	14	13	13
5. Equipment Operator I (Parks) – Promotional	3	3	2
6. Equipment Operator I (Parks) – Open	27	7	5
7. Equipment Operator II (Sanitation) – Promotional	8	7	6
8. Fire Captain – Promotional	24	24	18
9. Grant Coordinator – Open	23	9	9
10. Law Enforcement Support Supervisor – Promotional	6	4	4
11. Mail Courier – Open	75	59	51
12. Maintenance Planner – Promotional	4	4	3
13. Maintenance Planner – Open	27	10	4
14. Maintenance Worker I – Promotional	1	1	1
15. Maintenance Worker I – Open	89	73	49
16. Painter I – Promotional	9	5	4
17. Painter I – Open	100	57	32
18. Planner II – Promotional	2	2	2
19. Skilled Trades Helper – Promotional	17	16	10
20. Skilled Trades Helper – Open	72	52	31
21. Traffic Electrician I – Promotional	3	2	0
22. Traffic Electrician I – Open	72	34	20

CITY OF LAS VEGAS

ELIGIBLE LIST

Engineering Technician II (Design)
Examination

November 7, 2006
Date

062961090
Exam Code

Open
Type of Exam

NAME	
GROUP 1	
See Attached	
GROUP 2	
See Attached	

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED
REJECTED
TOTAL RECEIVED

13
1
14

ELIGIBLE LIST

GROUP 1
GROUP 2
TOTAL ON LIST

10
3
13

TESTS

WRITTEN

ORAL

PERFORMANCE

T&E

(Weight)

100%

PASSED				13
FAILED				0
TOTAL TESTED				13
DID NOT APPEAR				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Equipment Operator I (Parks)
Examination

November 29-30, 2006
Date

06351010P
Exam Code

Promotional
Type of Exam

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Bus Driver
Examination

October 23-25, 2006
Date of Test

0679565060
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	26	GROUP 1	0
REJECTED	47	GROUP 2	9
TOTAL RECEIVED	73	GROUP 3	3
		TOTAL ON LIST	12

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)			100%	
PASSED			12	
FAILED			2	
TOTAL TESTED			14	
DID NOT APPEAR			12	

CITY OF LAS VEGAS

ELIGIBLE LIST

Business Specialist I
Examination

November 9, 2006
Date

067956310P
Exam Code

Promotional
Type of Exam

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	6
REJECTED	10
TOTAL RECEIVED	16

ELIGIBLE LIST

GROUP 1	5
GROUP 2	0
TOTAL ON LIST	5

TESTS

WRITTEN

ORAL

PERFORMANCE

T&E

(Weight)

100%

PASSED				5
FAILED				0
TOTAL TESTED				5
DID NOT APPEAR				0
WITHDREW				1

CITY OF LAS VEGAS

ELIGIBLE LIST

Business Specialist I
Examination

November 9, 2006
Date

0679563100
Exam Code

Open
Type of Exam

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	24	GROUP 1	16
REJECTED	13	GROUP 2	6
<i>TOTAL RECEIVED</i>	37	<i>TOTAL ON LIST</i>	22

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T&E</u>
(Weight)				100%
PASSED				22
FAILED				2
<i>TOTAL TESTED</i>				24
<i>DID NOT APPEAR</i>				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Equipment Operator I (Parks)
Examination

November 29-30, 2006
Date

063510100
Exam Code

Open
Type of Exam

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	10	GROUP 1	2
REJECTED	17	GROUP 2	3
TOTAL RECEIVED	27	TOTAL ON LIST	5

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)			100%	
PASSED			5	
FAILED			2	
TOTAL TESTED			7	
DID NOT APPEAR			3	

CITY OF LAS VEGAS

ELIGIBLE LIST

Equipment Operator II-Sanitation
Examination

November 27, 2006
Date

06327010P
Exam Code

Promotional
Type of Exam

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	8	GROUP 1	5
REJECTED	0	GROUP 2	1
<i>TOTAL RECEIVED</i>	8	<i>TOTAL ON LIST</i>	6

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)			100%	
PASSED			6	
FAILED			1	
TOTAL TESTED			7	
DID NOT APPEAR			1	

CITY OF LAS VEGAS

ELIGIBLE LIST

Grant Coordinator
Examination

October 31, 2006
Date

0679614100
Exam Code

Open
Type of Exam

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	9	GROUP 1	5
REJECTED	14	GROUP 2	4
<i>TOTAL RECEIVED</i>	23	<i>TOTAL ON LIST</i>	9

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T&E</u>
(Weight)				100%
PASSED				9
FAILED				0
<i>TOTAL TESTED</i>				9
<i>DID NOT APPEAR</i>				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Law Enforcement Support Supervisor
Examination

November 15, 2006
Date of Test

067959610P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	4	GROUP 1	1
REJECTED	2	GROUP 2	3
TOTAL RECEIVED	6	TOTAL ON LIST	4

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Mail Courier
Examination

October 30, 2006
Date

0679497090
Exam Code

Open
Type of Exam

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	73	GROUP 1	32
REJECTED	2	GROUP 2	19
<i>TOTAL RECEIVED</i>	75	<i>TOTAL ON LIST</i>	51

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	51			
FAILED	8			
<i>TOTAL TESTED</i>	59			
<i>DID NOT APPEAR</i>	14			

CITY OF LAS VEGAS

ELIGIBLE LIST

Maintenance Planner
Examination

October 26, 2006
Date

067944408P
Exam Code

Promotional
Type of Exam

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

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Maintenance Planner
Examination

October 26, 2006
Date

0679444080
Exam Code

Open
Type of Exam

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	16	GROUP 1	0
REJECTED	11	GROUP 2	1
TOTAL RECEIVED	27	GROUP 3	3
		TOTAL ON LIST	4

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	4			
FAILED	6			
TOTAL TESTED	10			
DID NOT APPEAR	6			

CITY OF LAS VEGAS

ELIGIBLE LIST

Maintenance Worker I
Examination

October 23, 2006
Date of Test

06371009P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

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

TESTS

	<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

Maintenance Worker I
Examination

October 23, 2006
Date of Test

063710090
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	89	GROUP 1	2
REJECTED	0	GROUP 2	16
TOTAL RECEIVED	89	GROUP 3	31
		TOTAL ON LIST	49

	<u>WRITTEN</u>	<u>TESTS</u> <u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	49			
FAILED	24			
TOTAL TESTED	73			
DID NOT APPEAR	16			

CITY OF LAS VEGAS

ELIGIBLE LIST

Painter I
Examination

October 31, 2006
Date

06316010P
Exam Code

Promotional
Type of Exam

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	6	GROUP 1	2
REJECTED	3	GROUP 2	2
TOTAL RECEIVED	9	TOTAL ON LIST	4

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	4			
FAILED	1			
TOTAL TESTED	5			
DID NOT APPEAR	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Painter I
Examination

October 31, 2006
Date

063160100
Exam Code

Open
Type of Exam

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	57	GROUP 1	9
REJECTED	43	GROUP 2	23
<i>TOTAL RECEIVED</i>	100	<i>TOTAL ON LIST</i>	32

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	32			
FAILED	14			
<i>TOTAL TESTED</i>	57			
<i>DID NOT APPEAR</i>	11			

CITY OF LAS VEGAS

ELIGIBLE LIST

Planner II
Examination

November 22, 2006
Date of Test

06276407P
Exam Code

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Skilled Trades Helper
Examination

November 15, 2006
Date

06327410P
Exam Code

Promotional
Type of Exam

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	16	GROUP 1	4
REJECTED	1	GROUP 2	6
<i>TOTAL RECEIVED</i>	17	<i>TOTAL ON LIST</i>	10

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	10			
FAILED	6			
<i>TOTAL TESTED</i>	16			
<i>DID NOT APPEAR</i>	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Skilled Trades Helper
Examination

November 15, 2006
Date

063274100
Exam Code

Open
Type of Exam

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	60	GROUP 1	9
REJECTED	12	GROUP 2	22
<i>TOTAL RECEIVED</i>	72	<i>TOTAL ON LIST</i>	31

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	31			
FAILED	21			
<i>TOTAL TESTED</i>	52			
<i>DID NOT APPEAR</i>	8			

CITY OF LAS VEGAS

ELIGIBLE LIST

Traffic Electrician I
Examination

November 3, 2006
Date of Test

067960409P
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	2	GROUP 1	0
REJECTED	1	GROUP 2	0
TOTAL RECEIVED	3	GROUP 3	0
		TOTAL ON LIST	0

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Traffic Electrician I
Examination

November 3, 2006
Date of Test

0679604090
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	58	GROUP 1	3
REJECTED	14	GROUP 2	11
<i>TOTAL RECEIVED</i>	72	GROUP 3	6
		<i>TOTAL ON LIST</i>	20

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	20			
FAILED	14			
<i>TOTAL TESTED</i>	34			
<i>DID NOT APPEAR</i>	24			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date December 13, 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: 12

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Buyer II – Open	8	12/14/06	06/14/07	1
2. Communications Specialist – Open	17	12/14/06	06/14/07	1
3. Fire Investigator I – Promotional	6	12/22/06	06/22/07	3
4. Firefighter/Paramedic – Open	13	12/28/06	06/28/07	1
5. Inventory Control Clerk – Promotional	4	12/28/06	06/28/07	1
6. Inventory Control Clerk – Open	60	12/28/06	06/28/07	1
7. Law Enforcement Support Technician – Promotional	9	12/14/06	06/14/07	1
8. Law Enforcement Support Technician – Open	53	12/14/06	06/14/07	1
9. Office Specialist II – Promotional	3	12/28/06	06/28/07	1
10. Office Specialist II – Open	55	12/28/06	06/28/07	1
11. Recreation Leader I – Open	60	12/14/06	06/14/07	1
12. Survey Associate – Promotional	1	12/14/06	06/14/07	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: December 13, 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. Animal Control Officer I/II
2. Animal Control Supervisor
3. Communication Systems Coordinator
4. Contracts Technician I/II
5. Detention Facilities Technician I/II
6. Environmental Systems Technician Trainee/I/II/III
7. Senior Animal Control Officer
8. Senior Contracts Technician

Animal Control Officer I/II was revised to add minor duties and certification requirement to Level I classification.

Animal Control Supervisor was revised to add minor duties.

Communication Systems Coordinator (formerly Senior Data Communications Electrician) was revised. The title was changed, updated the essential functions and minimum qualifications to accurately reflect the position.

Contracts Technician I/II and Senior Contracts Technician were revised to remove the typing speed requirement.

Detention Facilities Technician I/II was revised to delete two certifications that are no longer required.

Environmental Systems Technician Trainee/I/II/III - revised several essential and marginal functions, changed a maintenance certification, and removed the commercial driver's license requirement.

Senior Animal Control Officer was revised to add minor duties.

NEW

RECOMMENDATION

The City recommends approval of these revised classification specifications.

**ANIMAL CONTROL OFFICER I
ANIMAL CONTROL 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 a variety of duties involved in enforcing city and state laws governing the care and keeping of animals in the city; and to impound and care for animals as appropriate.

DISTINGUISHING CHARACTERISTICS

Animal Control Officer I—This is the entry level class in the Animal Control Officer series. This class is distinguished from the Animal Control Officer II 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.

Animal Control Officer II—This is the journey level class in the Animal Control Officer series. This class is distinguished from the Animal Control Officer I by the performance of 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

Animal Control Officer I

Receives immediate supervision from the Animal Control Supervisor.

Receives functional and technical supervision from the Senior Animal Control Officer.

Animal Control Officer II

Receives general supervision from the Animal Control Supervisor.

Receives functional and technical supervision from the Senior Animal Control Officer.

CITY OF LAS VEGAS
Animal Control 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. Patrol city streets and roads; search for stray domestic and wild animals; plan routine patrols as necessary.
2. Enforce city and state animal control laws; issue citations for violations of the animal control ordinances.
3. Conduct inspections of pet stores, kennels, pet salons and related businesses for compliance with local ordinances and state statutes.
4. Impound and quarantine animals as appropriate; contact a veterinarian to treat injured animals as appropriate; maintain quarantine and health records; determine if a sick or injured animal presents a public health risk.
5. Investigate reports or complaints of dangerous or nuisance animals and take appropriate action; investigate reports of animal abuse.
6. Research and update computerized records; prepare a variety of reports.
7. Pick up and dispose of deceased animals.
8. Coordinate assigned cases with the City Attorney's Office and courts as needed; write requests for prosecution, search warrants and summonses; appear in court on applicable cases.
9. Assist law enforcement agencies at crime scenes, evictions and other situations where animals are present.
10. Respond courteously and diplomatically to the general public, including hostile or irate people, to provide appropriate level of customer service.

Marginal Functions:

1. Maintain vehicle and equipment in proper working condition; clean vehicle and equipment as necessary.
2. Perform general office duties; answer telephone calls and provide information and explain procedures; send notices; file rabies certificates and other documents.
3. Perform related duties and responsibilities as required.
4. May assist with coordinating animal control information with outside agencies and jurisdictions.

CITY OF LAS VEGAS
Animal Control Officer I/II (*continued*)

Marginal Functions:

5. May participate in public education and school information programs; may interact with citizen groups.
6. May be required to respond to calls outside of normal work schedule.

QUALIFICATIONS

Animal Control Officer I

Knowledge of:

Basic knowledge of animal handling techniques.
Techniques of communicating with the public.
Basic techniques for dealing with the public in a tactful but firm manner.
Safety standards and practices and occupational hazards.

Ability to:

Learn typical behavior of domestic and wild animals.
Learn basic methods of using chemical immobilization and restraint devices.
Learn techniques for handling animals that have been chemically immobilized or physically restrained.
Learn to interpret, apply and enforce laws and regulations pertaining to animal control.
Learn to perform a variety of animal control activities.
Learn techniques and methods of animal handling, collection and impoundment.
Work effectively in highly emotional situations.
Learn emergency practices and procedures.
Learn to effectively deal with personal danger, which may include exposure to armed or dangerous persons.
Annually demonstrate proficiency with firearms and immobilization devices.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain mental capacity which allows the capability of:

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

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

- *Operating firearms, net and immobilization gun and related equipment, and service vehicles.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing;*
- *Operating restraint devices, two-way radios, assigned equipment and service vehicles; and*
- *Operating office equipment.*

CITY OF LAS VEGAS
Animal Control Officer I/II (*continued*)

Experience and Training Requirements

Experience:

One year of work experience in animal control, the professional handling of animals or law enforcement is desirable.

Training:

Equivalent to graduation from high school.

License, Certificate, Special Requirements

Must be eighteen years of age on the date of application.

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

Must successfully complete Level I of the National Animal Control Academy or Level I of the National Cruelty Investigator School within one year of appointment.

Animal Control Officer II

In addition to the qualifications for Animal Control Officer I:

Knowledge of:

Local geography and street locations.

Various breeds of domestic and wild animals.

Behaviors of domestic and wild animals.

Procedures and techniques for dealing with the public in a tactful but firm manner.

Methods and techniques of animal handling, collection and impoundment.

Report writing techniques.

Methods of using immobilization and restraint devices.

Techniques for handling animals that have been chemically immobilized or physically restrained.

Proper care and handling of healthy, sick or injured animals.

Ability to:

Interpret, apply and enforce animal control laws and regulations.

Administer animal first aid.

Apply appropriate practices and procedures in emergency situations.

Think and act quickly and appropriately in emergency situation.

Effectively deal with personal danger, which may include exposure to armed or dangerous persons.

CITY OF LAS VEGAS
Animal Control Officer I/II (*continued*)

Experience and Training Requirements

Experience:

Three years of experience in animal control or the professional handling of animals.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Must have successfully completed Levels I & II of the National Animal Control Academy or Levels I & II of the National Cruelty Investigator School 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: Outdoors or in vehicle, patrolling city streets. Occasionally in office setting.

Hazards: Exposure to dangerous, agitated animals, potentially hostile and confrontational situations with risk to personal safety, bites from poisonous animals, reptiles, biohazards from diseased or infectious animals, chemicals, wet, slippery surfaces, heat, dust, fumes, odors, moving vehicles.

Equipment Used: Animal control vehicle, long-handled catch pole, extendable baton, chemical immobilizing equipment, and Oleoresin Capsicum Pepper Spray.

Safety equipment: Gloves, safety shoes, eye protection.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, over varied terrain including concrete, asphalt, uneven ground. May run while chasing fleeing animals.

Sitting: Frequently, while driving, on patrol, or in office while writing reports and performing other office duties.

Lift/carry: Occasionally, 1-50 lbs. approximately 5 times per shift, and 50-80 lbs. approximately 5 times per shift. Must control aggressive and/or resistive animals with catch pole while lifting animals into cages up to 45" off ground level. Occasionally lift animals weighing 100 lbs. or more. May call for assistance. Carry up to 50 lbs. up to 25 ft. over varied terrain.

Push/pull: Normal driving activities. Frequently, 5-15 lbs. while opening doors and operating vehicle. Occasionally, 5-50 lbs. force, while restraining animals with catch pole.

CITY OF LAS VEGAS
Animal Control Officer I/II (continued)

Physical Conditions:

Climbing: Frequently, in and out of vehicle approximately 40 times per shift.

Bending/twisting: Normal driving activities, frequently at knees, neck and waist while getting in and out of vehicle approximately 40 times per day. Occasionally, in awkward positions while retrieving animals. Occasionally, combined with lifting up to 80 lbs.

Kneeling/crouching/crawling: Occasionally, while retrieving animals on a variety of surfaces.

Hands/arms: Constant use of both hands and arms in operating vehicle, controlling animals, writing reports. Occasionally, reach over shoulder level while placing animals into cages or while retrieving animals at heights.

Sight: Constant use of sight in performance of duties.

Speech/hearing: Constantly, in interacting with public, coworkers and supervisor.

Other physical demands: Running, jumping, climbing fences in pursuit of animals. Must deal with aggressive animals and hostile environments. Must drag carcasses off roadways.

SMM

REV 10/10/06

FLSA and City: nonexempt

CSB 12/13/2006

ANIMAL CONTROL SUPERVISOR

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

DEFINITION

To supervise and coordinate the programs and activities of the Animal Control section within the Department of Detention and Enforcement; to coordinate public information efforts throughout the community; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Field Services Lieutenant or Administrative Officer.

Exercises direct supervision over technical and clerical staff.

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

Essential Functions:

1. Plan, prioritize, assign, supervise and review all services and activities of the Animal Control section including retrieval and care of lost or stray animals, promotion of animal welfare and control, investigation of cruelty-to-animals complaints, and issuance of citations, summonses and warrants regarding animals.
2. Assist in the development and implementation of goals, objectives, policies and priorities for assigned programs including administration, field services and oversight of the contract for shelter operations; recommend and administer policies and procedures; establish schedules and methods for effective operations.
3. Establish schedules and methods for providing licensing and enforcement services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
4. Select, motivate and evaluate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; 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.

CITY OF LAS VEGAS
Animal Control Supervisor (*continued*)

Essential Functions:

5. Oversee and participate in the development and administration of the section annual budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
6. Inspect the animal care facility contracted to care for animals impounded or found by city officers; ensure that the facility and treatment meet acceptable standards and that terms of the contract are being met; monitor financial transactions for services rendered by the facility.
7. Serve as liaison for the Animal Control section with other city departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
8. Serve as city representative on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
9. Provide responsible staff assistance to the Field Services Lieutenant or Administrative Officer.
10. Provide for animal care by transporting animals to a veterinarian, if needed.
11. Conduct a variety of investigations and operational studies; recommend modifications to Animal Control programs, policies and procedures as appropriate.
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of animal care and control.
13. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
14. Plan routine patrols to search for stray animals; impound and quarantine animals as appropriate.
15. Enforce city animal control laws; explain ordinances relating to keeping and caring for animals; issue citations for violations of the animal control ordinance.
16. Investigate reports or complaints of dogs, cats or other animals creating nuisances; take appropriate action; investigate reports of animal abuse.
17. Coordinate assigned cases with the City Attorney's Office and courts as needed; write requests for prosecution, search warrants and summonses; appear in court on applicable cases.

CITY OF LAS VEGAS
Animal Control Supervisor (*continued*)

Marginal Functions:

1. May be required to respond to standby calls.
2. Organize community education program in conjunction with local animal interest groups, humane organizations and related groups; deliver presentations to local area schools.
3. Participation in hiring, selection and termination of employees.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of the animal control section.
Principles and practices of program development and administration.
Principles of supervision, training, performance evaluation, and discipline.
Drugs used in animal chemical immobilization.
Advanced methods and techniques of enforcement and animal control.
Behaviors of domestic and wild animals.
Proper and safe use of immobilization and restraint devices.
Advanced emergency practices and procedures related to animal control.
Local geography and street locations.
Advanced methods of animal handling, collection and impoundment.
Various breeds of dogs, cats and other domestic and wild animals.
Advanced procedures and techniques for dealing with the public in a tactful but firm manner.
Applicable safety standards and practices and occupational hazards.
Report writing techniques and practices.
Basic bookkeeping principles and practices.
Principles and practices of municipal budget preparation and administration.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Use initiative and independent judgment within established guidelines.
Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.
Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.
Work effectively in highly emotional situations.
Effectively deal with personal danger, which may include exposure to armed or dangerous persons.
Annually demonstrate proficiency with firearms and immobilization devices.
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
Animal Control Supervisor (*continued*)

Ability to:

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment, including firearms, various animal restraint devices, two-way radios and service vehicles.*

Maintain mental capacity which allows the capability of:

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

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

- *Lifting, running, sitting, walking or standing for extended periods of time; and*
- *Operating assigned equipment, including firearms, various animal restraint devices, two-way radios and service vehicles.*

Experience and Training Requirements

Experience:

Four years of increasingly responsible experience as an Animal Control Officer, including one year of lead or supervisory responsibility.

Training:

Equivalent to an Associate degree from an accredited college or university with a major in animal science or a related field.

License or Certificate

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

Must have successfully completed Levels I and II of the National Animal Control Academy or Levels I and II of the National Cruelty Investigator School on the date of application.

CITY OF LAS VEGAS
Animal Control Supervisor (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Office and field environments; travel from site to site; exposure to inclement weather conditions, a variety of domestic and wild animals, waste and infectious materials; may encounter a hostile environment.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for heavy or moderate lifting, bending, stooping, kneeling, crawling, climbing, running, walking, standing and sitting for prolonged periods of time.

SMM
REV 10/11/06
FLSA: exempt; City: nonexempt

CSB 12/13/2006

COMMUNICATIONS SYSTEMS COORDINATOR

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

DEFINITION

Plan, direct and coordinate the operation of communications systems within the city, including voice, data, wireless, audio/visual, video conferencing and converged systems. Lead and coordinate in the design, installation, inspection, upgrading, repair and maintenance of communications systems such as network wiring systems, fiber optic communications systems, special power systems such as uninterruptable power supply, power and communications conduit, video conferencing systems and audio/visual systems and special power systems such as uninterruptable power supply; to perform a variety of technical duties related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Information Technologies Managers and higher level management staff.

Exercises functional and technical supervision over technical and support staff.

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

Essential Functions:

1. Plan, direct and coordinate the operation of communications systems within the city, including voice, data, wireless, audio/visual, video conferencing and converged systems.
2. Lead and coordinate in the design, installation, inspection, upgrading, repair and maintenance of communications systems such as network wiring systems, fiber optic communications systems, special power systems such as uninterruptable power supply, power and communications conduit, video conferencing and audio/visual systems.
3. Produce, update and verify electrical blueprints and schematic drawings.
4. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
5. Serve as a consultant to city departments for determining communications systems needs and developing plans to achieve integration solutions.

CITY OF LAS VEGAS
Communications Systems Coordinator (*continued*)

Essential Functions:

6. Coordinate and lead staff in the installation, configuration, testing and trouble-shooting of communications system components.
7. Coordinate and lead the development of system specifications for the city's communications requirements.
8. Set up and execute a preventive maintenance schedule for the data communications systems citywide.
9. Ensure that city data communications systems adhere to all established policies, codes and standards; obtain all required permits.
10. Perform advanced troubleshooting of all communications systems.
11. Direct and review the activities of contract employees.
12. Read and interpret blueprints, schematic drawings and related symbols and markings.
13. Train assigned employees in work methods and techniques and in the set-up and use of equipment; ensure that assigned employees adhere to safe work practices and procedures.
14. Estimate time, materials and equipment required for assigned jobs and requisition materials as needed.
15. Respond to data communications emergencies during evenings and weekends.
16. Ensure proper inventory levels of data communication supplies are maintained.
17. Develop, review and update city standard communication systems specifications.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

National Electrical Code, at an advanced level.
Applicable city codes, policies and standards.
Applicable premise wiring standards.
Operations, services and activities of a complex data communications system.
Properties and principles of electricity.
Preventive maintenance techniques and procedures.
Principles and practices of electrical construction as it relates to communications systems.

CITY OF LAS VEGAS
Communications Systems Coordinator (*continued*)

Knowledge of:

Principles of mathematics applicable to electrical work.
Occupational hazards and standard safety practices.
Wiring requirements and operation of communications systems.
Electrical design techniques.
Troubleshooting and diagnostic techniques in data communications systems.
Blueprints, schematics, symbols, drawings and related materials.
Fiber optic media including communications media.
Applicable National Fire Protection Agency Standards.

Ability to:

Lead, organize, coordinate and review the work of assigned staff.
Interpret, explain and enforce department policies and procedures.
Review work while on ladders and at heights.
Work near connected electrical circuits.
Distinguish colors.
Select and safely use appropriate hand and power tools and equipment.
Identify electrical hazards and use appropriate safety practices.
Build and maintain computer networks and communications systems.
Operate personal computers, mainframe terminals and peripheral equipment to verify proper connections.
Remove and reinstall printed circuit boards.
Work independently in the absence of supervision.
Ensure the proper installation, certification, maintenance and repair of communication systems.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:
 -- *Making observations;*
 -- *Communicating with others;*
 -- *Reading and writing; and*
 -- *Operating assigned equipment.*
Maintain mental capacity which allows the capability of:
 -- *Making sound decisions;*
 -- *Effective interaction and communication with others; and*
 -- *Demonstrating intellectual capabilities.*
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 -- *Sitting for extended periods of time; and*
 -- *Operating assigned equipment.*

CITY OF LAS VEGAS
Communications Systems Coordinator (*continued*)

Experience and Training Requirements

Experience:

Four years of experience within the last six years in developing and administering a major communications system, to include hands-on installation, repair and maintenance experience.

Training:

Equivalent to an associate degree from an accredited college or university with major course work in Information Technology, Electrical Engineering or a related field. A combination of formal education and directly related work experience may substitute for the degree.

License or Certificate:

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

Possession, and maintenance, of a current Clark County Journeyman Electrician or Master Electrician ID card is desirable.

Possession of category 6 cable termination and installation certificate is desirable.

Possession of fiber optic termination and installation certificate is desirable.

WORKING CONDITIONS

Environmental Conditions:

Travel to various city facilities; construction site environment; exposure to noise, dust, grease, fumes, high voltage, heat, cold, electrical energy; work at heights on ladders; work underground; work around heavy construction equipment and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate or light lifting, bending, stooping, kneeling, crawling, climbing; standing or sitting for prolonged periods of time; and the ability to distinguish color.

SMM
REV 9/28/2006 (formerly Senior Data Communications Electrician)
FLSA and City: nonexempt

CSB 12/13/06

CONTRACTS TECHNICIAN I/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 provide a wide variety of routine to difficult contracting office support to the Purchasing & Contracts Division which is frequently confidential and may include document preparation for bids or other types of purchasing solicitations, legal notice advertising, contract award support, public record set-up and maintenance, advanced word processing, reception duties, telephone coverage, and bid sale transactions.

DISTINGUISHING CHARACTERISTICS

Contracts Technician I: This is the entry-level class within the Contracts Technician series. Initially under close supervision, incumbents learn general bid solicitation and contract preparation, file set up, advertising, reception, telephone procedures and city procedures. As experience is gained, there is greater independence of action within established guidelines. This class may be used as a training class, wherein employees need intermediate experience in word processing and preparation of technical documents; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore, remain at the entry level.

Contracts Technician II: This is the journey level class within the Contracts Technician series, fully competent to independently perform a wide variety of responsible contracting office support duties. Specific duties, including the amount and complexity of word processing, use of various computer software applications and contact with the public, city departments, and government entities will vary depending on the type of contract or bid solicitation. This class is distinguished from the Contracts Technician I in that it performs difficult, technical, complex or specialized contracting office support duties, which required an additional definable body of technical knowledge or skill. Employees in this class 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.

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

SUPERVISION RECEIVED

Contracts Technician I

Receives immediate supervision from supervisory staff. Receives technical and functional supervision from Buyers and Contract Specialists.

Contracts Technician II

Receives general supervision from supervisory staff. Receives technical and functional supervision from Buyers and Contract Specialists.

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

Essential Functions:

1. Provide information in a professional and courteous manner to the general public and city departments regarding bidding procedures, bid postings and bid opening dates; assist in responding to routine and difficult inquiries.
2. Prepare, assemble and proofread documents for public works construction bids, including legal notice advertising, bid postings, instructions to bidders, general conditions, technical specifications, public record files, contract documents, and related correspondence, using standard or customized template documents in support of Contracts Specialists or other senior staff.
3. Prepare, assemble and proofread bid documents, request for proposal documents, or contracts for goods, general services, and professional services, including legal notices, posting on Internet bid services, public record files, and related correspondence, using standard or customized template documents, in support of Contracts Specialists, Buyers or other senior staff.
4. Format, prepare and proofread a variety of documents and forms including general and public purchasing-related correspondence, reports, and memoranda.
5. Perform financial transactions related to the sale of bid packages and public record documents, including cash, credit card and check payments; record transactions in cash management software; issue receipts; and submit all incoming monetary instruments to the Treasury Office daily.
6. Act as receptionist, answer telephone, and assist the general public and city departments; provide information on policies and procedures as required.
7. Schedule conference rooms for bid openings, pre-bid meetings, pre-construction meetings and pre-award meetings in support of Contracts Specialist, Buyers or other senior staff.

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

Essential Functions:

8. Create, amend or delete basic to complex entries in a variety of computer software applications, including Oracle Purchasing, Atlas cash management, SIRE document management, MS Word, Excel and Outlook.
9. Perform Internet inquiries from State Contractor's Board, Labor Commissioner and other applicable websites to assist Contracts Specialists and Buyers with data collection for bid evaluations.
10. Operate a variety of office equipment including copier, facsimile, scanner, digital recording devices and personal computer; input and retrieve data; organize and maintain the Purchasing shared computer directory.
11. Set up recording equipment for pre-bid, pre-proposal and bid opening meetings; arrange for video conferencing, teleconferencing or computer network/Internet equipment set-up for various meetings or training sessions.
12. Receive, sort and distribute incoming and outgoing correspondence and other related materials.

Marginal Functions:

1. May assist less experienced employees with proper methods, techniques and procedures.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Contracts Technician I

Knowledge of:

Basic services, methods and techniques of clerical office support.
Basic principles and procedure of record keeping.
Basic principles and methods of proofreading.
English usage, spelling, grammar and punctuation.
Basic principles, methods and structures of document formats.
Basic methods and procedure of data entry.
Basic principles and techniques of customer service.
Basic mathematical principles.
Basic modern office procedures, methods and use of computer equipment.
Common word processing and spreadsheet software at a basic level.

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

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Maintain confidentiality of work when required by statute or policy.
- Organize and prioritize work to meet critical timelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain effective audio-visual discrimination and perception needed for:
 - *Making observations;*
 - *Communicating with others;*
 - *Reading and writing; and*
 - *Operating assigned equipment.*
- Maintain mental capacity which allows the capability of:
 - *Making sound decisions;*
 - *Effective interaction and communication with others; and*
 - *Demonstrating intellectual capabilities.*
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - *Sitting for extended periods of time; and*
 - *Operating assigned equipment.*

Experience and Training Requirements

Experience:

Two years of general clerical or office support experience; contracting or purchasing operations clerical or support experience is preferred.

Training:

Equivalent to graduation from high school.

Contracts Technician II

In addition to the qualifications for Contracts Technician I:

Knowledge of:

- Modern office procedures, methods and computer equipment.
- Personal computer operations and intermediate functions and features of common word processing, spreadsheet, email, and calendar management software.
- Principles and procedures of public record keeping.
- Principles and methods of proofreading.
- Principles, methods and structures of document formats.
- Mathematical principles.
- Services, methods and techniques of clerical purchasing and contracts office support.
- Methods and procedures of data entry.
- Principles and techniques of customer service.

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

Knowledge of:

Methods and principles of data collection, retention and statistical report preparation.
Principles of business letter writing and basic report preparation.
Pertinent federal, state and local laws, codes, regulations.

Ability to:

Work independently without direct supervision.
Meet schedules and timelines.
Produce accurate documents.
Create template documents using word processing or spreadsheet software.

Experience and Training Requirements

Experience:

One year of increasingly responsible contracting operations clerical or support experience.

Training:

Equivalent to graduation from high school.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

ARB
REV 11/13/06
FLSA & City: nonexempt

CSB 12/13/06

**DETENTION FACILITIES TECHNICIAN I
DETENTION FACILITIES TECHNICIAN 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 general maintenance and repair work on detention buildings, grounds and facilities; to perform a variety of technical duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Detention Facilities Technician I: This is the entry level class in the Detention Facilities Technician series. This class is distinguished from the Detention Facilities Technician II 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.

Detention Facilities Technician II: This is the full journey level class in the Detention Facilities Technician series. This class is distinguished from the Detention Facilities Technician I by the performance of 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 the 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 AND EXERCISED

Detention Facilities Technician I

Receives general supervision from higher level staff. May receive technical and functional supervision from Detention Facilities Technician II staff.

Detention Facilities Technician II

Receives general supervision from higher level staff.

May exercise functional and technical supervision over Detention Facilities Technician I staff.

CITY OF LAS VEGAS
Detention Facilities Technician I/II (Continued)

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

Essential Functions:

1. Perform a variety of building maintenance duties including painting and repair, floor tile replacement, door hanging and repairing and exterior wall surfaces.
2. Replace filters and clean vents in heating and refrigeration units; repair swamp coolers.
3. Inspect lawn and grounds equipment to ensure mowers, trimmers and tools are in working condition; inspect sprinkler systems; set and adjust timers; replace missing and damaged sprinkler heads.
4. Replace burned out and defective fluorescent tubes and light bulbs; replace burned out ballasts, broken light switches, duplex receptacles, plates and other plug receptacles.
5. Repair bathroom plumbing; replace or repair leaking faucets and damaged lavatory sinks; unclog toilets, shower and sink drains.
6. Perform a variety of carpentry duties as assigned including repairing walls, doors and trim; repair beds, tables, lockers, gate locks and fences.
7. Read and interpret blueprints, schematic diagrams or drawings and related symbols and markings.
8. Estimate time, materials and equipment required to complete assigned jobs and requisition materials as needed; verify receipt and inspect materials delivered by vendors; move materials in storage.
9. Adhere to all related codes, regulations, specifications and procedures including obtaining required permits; adhere to safe work practices and procedures.
10. Perform minor repairs on washers, dryers, vacuum systems, televisions, video equipment and other appliances.

Marginal Functions:

1. Perform related duties and responsibilities as required.
2. May troubleshoot electronic security equipment and communication systems.

CITY OF LAS VEGAS
Detention Facilities Technician I/II (Continued)

QUALIFICATIONS

Detention Facilities Technician I

Knowledge of:

Use and operation of hand and power tools used in basic mechanical, painting, plumbing, electrical and carpentry work.
Construction materials, supplies and methods.
Basic operation of heating and cooling systems, including refrigerant and evaporative types.
Preventive maintenance techniques and procedures.
Occupational hazards and standard safety practices.

Ability to:

Troubleshoot and solve problems.
Read blueprints, schematics, sketches and designs.
Read, interpret and apply department policies and procedures.
Work near connected electrical circuits.
Distinguish colors.
Work on ladders and aerial lifts.
Operate hand and power tools.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain mental capacity which allows the capability of:

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

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

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

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Guidelines

Experience:

Two years of increasingly responsible experience in general building maintenance.

CITY OF LAS VEGAS
Detention Facilities Technician I/II (Continued)

Training:

Equivalent to graduation from high school, plus additional specialized training in any of the skilled trades.

License or Certificate

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

Special Requirement

Detention facility operates 24 hours per day, seven days per week. Will be required to be on-call and respond, if necessary, on a rotating schedule.

Detention Facilities Technician II

In addition to the minimum qualifications for Detention Facilities Technician I:

Knowledge of:

Use and operation of hand and power tools used in mechanical, painting, plumbing, electrical and carpentry work.

Operation of heating and cooling systems, including refrigerant and evaporative types.

The National Electrical Code.

Basic applicable premise wiring standards.

Principles, practices and theories of, and materials used in, electronic systems.

Basic properties and principles of electricity.

Methods, techniques, operations, services and activities of low voltage electronic security systems and their interaction.

Use and operation of equipment and tools used to install and repair electronic security systems.

Basic mathematics applicable to electrical work.

Fiber optic media.

Ability to:

Identify electrical hazards and use appropriate safety practices.

Install, certify, terminate, maintain and repair fiber optic cabling.

Experience and Training Guidelines

Experience:

Four years of varied experience in general building maintenance.

Training:

Equivalent to graduation from high school, plus additional specialized training in any of the skilled trades.

CITY OF LAS VEGAS
Detention Facilities Technician I/II (Continued)

License or Certificate

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

Special Requirement

Detention facility operates 24 hours per day, seven days per week. Will be required to be on-call and respond, if necessary, on a rotating schedule.

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 indoors but dependent on job and work site.

Hazards: Exposure to noise, high voltage, extreme heat, electrical energy, working at elevated heights in confined spaces, slippery and uneven surfaces, and work around moving equipment.

Equipment Used: General carpentry tools, cutting saw and variety of hand and power tools.

Safety Equipment: Recommend steel-toed shoes, gloves, safety glasses or goggles and hearing protection.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently-constantly, throughout work shift, and is dependent upon work assignment.

Sitting: Occasionally, while operating or riding in vehicle or in a seated or inclined position while working at floor level.

Lift/carry: Infrequently, up to 90 lbs., which would be required when installing heating or air conditioning units. Units may be carried or handled by two workers. Frequent lifting of various construction tools and materials. Frequent-constant wearing of a tool belt around the waist.

Push/pull: Frequent, using one or both arms or hands while using various maintenance tools and construction materials.

Climbing: Occasionally, on and off fixed and unfixed ladders to reach rooftops. Some assignments may require climbing stairs and ladders throughout work shift. Requires balance while working at elevated heights. Must be able to balance moderate load while climbing ladders, working on lift platform and climbing on and off vehicle depending on assigned tasks.

CITY OF LAS VEGAS
Detention Facilities Technician I/II (Continued)

Physical Conditions:

Bending/twisting: Frequently, at waist, knees and neck throughout work shift, depending on assignment. Some assignments may require constant bending or stooping while working at floor level.

Kneeling/crouching/crawling: Occasionally, while working at floor level installing or maintaining equipment. Some assignments may require frequent kneeling in order to perform tasks at floor level. Crawling, infrequent.

Hands/arms: Constant use of both hands and arms in reaching, handling, fingering and grasping while handling maintenance tools and materials. Subject to excessive gripping and vibration. May be required to work at levels below the waist, chest and above head and shoulders.

Sight: Constant, with ability to distinguish colors, depth perception, hand and eye coordination. Visual acuity in near-, mid- and far-range, as worker may be exposed to job sights which are cluttered with equipment or construction materials.

Speech/hearing: Constantly, must be able to communicate with coworkers clearly out loud and via two-way radio.

Other Physical Demands: Some work assignments require extended stooping or bending, working at low levels throughout work shift. May involve movement of heavy material while installing cooling or heating units. Extremely hot conditions while working on roof repairs. Worker must exercise good judgment in lifting heavy items.

ARB

REV 11/2/06

FLSA & City: nonexempt

CSB 12/13/06

**ENVIRONMENTAL SYSTEMS TECHNICIAN TRAINEE
ENVIRONMENTAL SYSTEMS TECHNICIAN I
ENVIRONMENTAL SYSTEMS TECHNICIAN II
ENVIRONMENTAL SYSTEMS TECHNICIAN III**

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

DEFINITION

To perform a wide variety of tasks in a process-centered, team environment to ensure the Water Pollution Control Facility (WPCF), a wastewater treatment facility, functions at maximum efficiency and complies with state and federal requirements.

DISTINGUISHING CHARACTERISTICS

The Environmental Systems Technician series consists of several levels of multi-skilled technicians ranging from a trainee level to an advanced level. Employees will learn the overall operation of the facility and each of its functional areas, and perform a wide variety of tasks in several skill areas intended to ensure the facility functions as effectively and efficiently as possible. The differences between each level are described below. For purposes of these definitions, "proficient" is defined as a level of knowledge and skill as internally verified in each skill block, which varies at each EST level.

Environmental Systems Technician Trainee: This is the trainee or entry level in the Environmental Systems Technician (EST) series. An EST Trainee is hired with at least one core skill in operations, maintenance, electrical or instrumentation. Employees learn and begin to perform basic, routine types of tasks and duties listed in the skill blocks for EST I. A more detailed list of the skill block requirements is found in the EST I Program Manual. This class is used as a training class, wherein employees need only limited related work experience. Employees must successfully complete the initial training program within the allotted six-month probationary period in order to remain employed and continue in the Trainee program. Employees may take up to eighteen months to complete the requirements for advancement to the EST I level.

Environmental Systems Technician I: This is the basic level in the Environmental Systems Technician (EST) series. Employees have one core skill in operations, maintenance, electrical or instrumentation, and are cross-trained to be proficient in all other required EST I skill blocks. Employees perform basic, routine types of tasks and duties listed in the skill blocks below. These duties can be generally categorized as cleaning, lubricating, adjusting, inspecting and minor repairs. A more detailed list of the skill block requirements is found in the EST I Program Manual. Positions in this class are flexibly staffed and are filled by advancement from the EST Trainee level once all the requirements have been met.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (*continued*)

Environmental Systems Technician II: This is the intermediate, or journey, level within the Environmental Systems Technician series. Employees are proficient in operations and maintenance. Employees perform the types of duties listed in the skill blocks below, and have a level of proficiency that allows most work to be performed independently. A more detailed list of the skill block requirements is found in the EST II Program Manual. Positions in this class are flexibly staffed and are filled by advancement from the EST I level once all the requirements have been met.

Environmental Systems Technician III: This is the advanced journey level in the Environmental Systems Technician series. Employees are proficient in operations and maintenance. Employees independently perform more complex and difficult duties of the types listed in the skill blocks below, and are technical advisors and team leaders. A more detailed list of the skill block requirements is found in the EST III Program Manual. Positions in this class are flexibly staffed and are filled by advancement from the EST II level once all the requirements have been met.

SUPERVISION RECEIVED AND EXERCISED

Environmental Systems Technician Trainee

Receives immediate supervision from the Plant Operations Shift Supervisor, Facilities Maintenance Supervisor, EST Supervisor and higher-level management.

Receives instruction, direction and oversight from a higher-level Environmental Systems Technician.

Environmental Systems Technician I

Receives direct supervision from the Plant Operations Shift Supervisor, Facilities Maintenance Supervisor, EST Supervisor and higher-level management.

Receives work direction and oversight from a higher-level Environmental Systems Technician.

Environmental Systems Technician II

Receives general supervision from the Plant Operations Shift Supervisor, Facilities Maintenance Supervisor, EST Supervisor and higher-level management.

Receives work direction and oversight from a higher-level Environmental Systems Technician.

May receive technical advice and oversight from various specialist level classifications.

May provide work direction to and oversight of lower level Environmental Systems Technician staff.

Environmental Systems Technician III

Receives general supervision from the Plant Operations Shift Supervisor, Facilities Maintenance Supervisor, EST Supervisor and higher-level management.

May receive technical advice and oversight from various specialist level classifications.

Provides functional and technical supervision over lower level technical staff.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (continued)

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

Essential Functions:

The duties listed below are described in general terms. For a detailed list of the duties required at each level, refer to the EST Program Manual.

Environmental Systems Technician Trainee

The Environmental Systems Technician Trainee is in a training program to acquire basic knowledge and skills regarding wastewater requirements, facilities, operations and the WPCF. At the end of the 18-month training program, the successful employee will be able to perform all the types of duties listed under Environmental Systems Technician I, and will have accomplished all the requirements for promotion to the EST I level.

Environmental Systems Technician I - Core Skill Blocks

Operations

1. Assist in the Water Pollution Control Facility (WPCF) sanitary requirements by performing duties such as skimming clarifiers or treatment modules, scrubbing weirs, cleaning pump rooms and bar screens.
2. Take water samples, receive chemical deliveries; conduct basic analyses of water and chemical samples.
3. Adjust chemical feed and flow rates; calculate chemical dosages, volumes and capacities.
4. Take and record basic instrument readings while doing rounds.
5. Divert wastewater flows as needed.
6. Lock out or reset motors as needed.
7. Respond appropriately to emergencies.

Maintenance

1. Assist with equipment maintenance such as greasing and lubricating, removing blockages, replacing air filters, unplugging heat exchangers, replacing metering pump hoses.
2. Perform basic preventive maintenance tasks.
3. Perform minor piping work, limited to PVC and CPVC piping.
4. Repair and replace instrumentation hardware without power or signal wiring.

Instrumentation

1. Perform minor preventive maintenance on instrumentation, such as changing gauges, rotameters and probes; cleaning and lubricating mechanical parts; repairing the mounting and tubing on analyzers and meters.
2. Add chemical reagent to analyzers as needed.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (continued)

SCADA and CMMS

1. Enter collected information into the systems.
2. Search equipment in the CMMS system.
3. Generate work requests and input data.
4. Use CMMS to monitor preventive maintenance schedules and retrieve work orders.
5. Use SCADA to monitor various plant processes and equipment status.

Administration

1. Assist in maintaining acceptable inventory levels of materials and supplies by submitting purchase requests.
2. Complete all documentation as required.

Safety

1. Use required personal protective equipment (PPE).
2. Follow precautions contained in Material Safety Data Sheets (MSDS).
3. Follow applicable procedures and safety-related requirements.
4. Attend required safety training.

Industrial Waste and Laboratory

1. Learn the functions, roles and responsibilities of the laboratory and industrial waste and pre-treatment sections of the WPCF.
2. Learn related standard operating procedures.
3. Learn the basic laws, codes and regulations governing the facility operation.

Environmental Systems Technician I – Non-Core Skill Blocks

The following duties are considered incidental. While occasionally necessary for the operation of the WPCF, overall they do not constitute a significant portion of EST responsibilities.

Electrical

1. Replace lighting bulbs, check and replace indicator lamps.
2. Perform minor preventive maintenance activities.

Heating, Ventilation and Air Conditioning (HVAC)

1. Perform basic evaporative cooler maintenance, such as cleaning, changing pads, replacing belts, treating water, controlling corrosion, greasing bearings, clearing headers and bleeders, lubricating and checking for refrigerant leakage.
2. Clean and replace filters.

Facilities Maintenance

1. Perform minor plumbing repairs on restroom fixtures.
2. Perform minor carpentry repairs on doors, windows and cabinets.
3. Maintain facility grounds, including working on irrigation lines and sprinkler heads.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (continued)

Marginal Functions:

1. Perform related duties and responsibilities as required.

Environmental Systems Technician II

In addition to the essential and marginal functions of the Environmental Systems Technician I:

Essential Functions:

Operations

1. Operate all plant process equipment in the field or through the SCADA system and perform related process control tests and calculations.
2. Perform process control analysis of required grab samples, log results and recommend chemical dosage adjustments.
3. Perform compositing of sample and run process control analysis tests as required.
4. Use laboratory reports to perform process changes, if needed.
5. Shut down and isolate equipment for maintenance, de-pressure and clear lines of sludge or product as required.
6. Perform piping line-up changes and open and close gates to divert and adjust process flows.
7. Manually operate filter backwash controls and equipment.
8. Troubleshoot equipment and process upsets and effect remedial actions.
9. Shut down sections of the plant for maintenance and cleaning, understanding the effects on other processes.

Maintenance

1. Install drive belts and couplings; check belt and shaft alignment; replace screw conveyor liners; repair and replace basin flights, shoes, gears and gear drives; replace bearings, sheaves, shafts and other parts of equipment and systems including evaporative coolers.
2. Perform preventive maintenance and repair and adjust components of digester gas, digesters, boiler, hot water loop, and flare systems.
3. Adjust pump packing, repack pumps and replace mechanical seals on pumps.
4. Perform maintenance work on engines such as Waukesha gas engines; rebuild pumps, grinders, macerators, valves and other similar equipment.
5. Use monitoring tools, including laser belt and shaft alignment tools and oil analysis equipment.
6. Organize the work and the tools and parts needed.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (continued)

Maintenance

6. Repair and rebuild Waukesha gas engine components; perform gas engine performance calibration and tune-up using instrumentation and computers to trouble problems; perform limited overhaul work on Waukesha gas engines.
7. Plan and perform cement and masonry work related to pump pedestals, pipe supports and other applications.
8. Provide technical leadership and advice within the work group to effect equipment repair, mechanical installation and preventive and predictive maintenance projects.

SCADA and CMMS

1. Remotely control equipment and systems using SCADA.
2. Use SCADA as a monitoring and trouble-shooting tool to pinpoint process and equipment problems and perform remedial actions.
3. Use CMMS to generate reports related to equipment repair costs, to plan and schedule work and manpower needs and to create preventive maintenance programs.
4. Use CMMS for budget projections, equipment replacement strategies and to enhance repair and safety procedures.

Administration

1. Use software capable of capturing and printing images.
2. Enter data into databases and spreadsheets, retrieve data and write reports.
3. Use CMMS to create work requests, monitor processes and equipment, create preventive and predictive maintenance schedules, search lists for spare equipment and parts.
4. Coordinate the facilities' workflow processes with the engineering group, the maintenance planner and the EST work group.
5. Create standard operating procedures related to plant processes, maintenance and safety.
6. Ensure that employees follow safety policies and procedures and use required safety equipment.

Industrial Waste and Laboratory

1. Perform various tests related to process control.
2. Interpret laboratory results to determine NPDES (National Pollutant Discharge Elimination System) permit compliance.
3. Identify possible process problems and recommend changes.

Marginal Functions:

1. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (continued)

6. Repair and rebuild Waukesha gas engine components; perform gas engine performance calibration and tune-up using instrumentation and computers to trouble problems; perform limited overhaul work on Waukesha gas engines.
7. Plan and perform cement and masonry work related to pump pedestals, pipe supports and other applications.
8. Provide technical leadership and advice within the work group to effect equipment repair, mechanical installation and preventive and predictive maintenance projects.

SCADA and CMMS

1. Remotely control equipment and systems using SCADA.
2. Use SCADA as a monitoring and trouble-shooting tool to pinpoint process and equipment problems and perform remedial actions.
3. Use CMMS to generate reports related to equipment repair costs, to plan and schedule work and manpower needs and to create preventive maintenance programs.
4. Use CMMS for budget projections, equipment replacement strategies and to enhance repair and safety procedures.

Administration

1. Use software capable of capturing and printing images.
2. Enter data into databases and spreadsheets, retrieve data and write reports.
3. Use CMMS to create work requests, monitor processes and equipment, create preventive and predictive maintenance schedules, search lists for spare equipment and parts.
4. Coordinate the facilities' workflow processes with the engineering group, the maintenance planner and the EST work group.
5. Create standard operating procedures related to plant processes, maintenance and safety.
6. Ensure that employees follow safety policies and procedures and use required safety equipment.

Industrial Waste and Laboratory

1. Perform various tests related to process control.
2. Interpret laboratory results to determine NPDES (National Pollutant Discharge Elimination System) permit compliance.
3. Identify possible process problems and recommend changes.

Marginal Functions:

1. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (continued)

QUALIFICATIONS

Environmental Systems Technician Trainee

Knowledge of:

Basic preventive maintenance concepts.
Basic electrical concepts.
Basic mathematics.
Basic hand tools.
Basic electronic concepts.
Basic knowledge of word processing, spreadsheet or database software.
Basic safety standard operating procedures.
Basic plumbing or carpentry techniques.

Ability to:

Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations;*
-- *Communicating with others;*
-- *Reading and writing; and*
-- *Operating assigned equipment.*
Maintain mental capacity which allows the capability of:
-- *Making sound decisions;*
-- *Effective interaction and communication with others; and*
-- *Demonstrating intellectual capabilities.*
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Sitting for extended periods of time; and*
-- *Operating and maintaining assigned equipment.*

Experience and Training Requirements

Experience:

One year of experience operating piping, valves and controls in a process or manufacturing environment;

OR

One year of commercial mechanical maintenance experience involving the service and repair of equipment;

OR

One year of electrical experience;

OR

One year of experience in the maintenance, repair, fabrication and installation of electronic or electrical equipment.

Experience involving the installation, maintenance and repair of fluid pumps and related systems with a minimum capacity of 200 gallons per minute is desirable.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (continued)

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of a valid driver's license on the date of application, and maintenance thereafter.

Possession of a City of Las Vegas Forklift Certificate within 6 months of the date of appointment, and maintenance thereafter.

Possession of an appropriate City of Las Vegas aerial lift certification within 12 months of the date of appointment, 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.

Environmental Systems Technician I

In addition to the qualifications for Environmental Systems Technician Trainee:

Knowledge of:

Basic wastewater treatment, dewatering and water re-use processes and the role of the various types of equipment used in the processes.

The types of pumps, valves and gearboxes in use at the WPCF, their operation and application.

Location of equipment motor control centers and breakers.

Basic preventive maintenance concepts applicable to the WPCF.

Basic electrical concepts applicable to the WPCF.

Basic mathematics applicable to the WPCF.

Electrical specialty tools used when working with 110 volt circuitry.

Basic electronic concepts applicable to the WPCF.

Basic functions of the Supervisory Control and Data Acquisition (SCADA) system.

Basic functions and modules of the current computerized maintenance management system (CMMS).

Basic knowledge of word processing, spreadsheet and database software.

Proper use of required personal protective equipment (PPE).

Applicable Material Safety Data Sheet (MSDS) information.

The role of the facility Safety and Health Officer.

Basic safety standard operating procedures applicable to the WPCF.

Basic function of the industrial waste and pre-treatment work unit.

Basic function and role of the facility laboratory.

Basic plumbing and carpentry techniques.

Basic pertinent federal, state and local laws, codes and regulations.

Chemicals used in wastewater and solids treatment.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (continued)

Ability to:

Work in a team environment.

Read and comprehend technical data, schematics, the operations and maintenance manual, parts lists and blue prints.

Use appropriate hand and power tools for the job being performed.

Operate a forklift.

Operate an aerial lift.

Read electrical symbols and control schematics.

Navigate SCADA control and graphics screens.

Experience and Training Requirements

At least one year of experience as an Environmental Systems Technician Trainee. Must have completed City of Las Vegas verification in each required skill block for Environmental Systems Technician I.

License or Certificate

Possession of a valid driver's license on the date of application, and maintenance thereafter.

Possession of a State of Nevada Grade I Wastewater Treatment Plant Operator certification on the date of application, and maintenance thereafter.

Successful completion of the approved maintenance training program on the date of application, and maintenance thereafter.

Environmental Systems Technician II

In addition to the qualifications for Environmental Systems Technician I:

Knowledge of:

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

Control strategies of the filtration systems.

Equipment, process control and systems control logics and strategies.

Ability to:

Use software applications capable of capturing and printing images.

Respond in the event of processing systems upsets.

Write standard operating procedures relating to process operation, equipment maintenance and safety.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (continued)

Experience and Training Requirements

Two years experience as an Environmental Systems Technician. Must have completed City of Las Vegas verification in each required skill block for Environmental Systems Technician II.

License or Certificate

Possession of a valid driver's license on the date of application, and maintenance thereafter.

Possession of State of Nevada Grade II Wastewater Treatment Plant Operator certification on the date of application, and maintenance thereafter.

Successful completion of the approved maintenance training program on the date of application, and maintenance thereafter.

Environmental Systems Technician III

In addition to the qualifications for Environmental Systems Technician I and II:

Knowledge of:

Computer software at an intermediate level in word processing, spreadsheet and database.

The control strategy of various facility equipment, process systems and subsystems.

Principles, operation and control of ultraviolet disinfection.

Flow schemes, piping, structure, instrumentation and equipment used in a large wastewater treatment facility.

Optimizing chemicals used in wastewater and solids treatment.

Predictive maintenance concepts.

Ability to:

Exercise leadership within a team environment.

Experience and Training Requirements

Three years experience as an Environmental Systems Technician. Must have completed City of Las Vegas verification in each required skill block for Environmental Systems Technician III.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (continued)

License or Certificate

Possession of a valid driver's license on the date of application, and maintenance thereafter.

Possession of State of Nevada Grade III Wastewater Treatment Plant Operator certification on the date of application, and maintenance thereafter.

Successful completion of the approved maintenance training program on the date of application, and maintenance thereafter.

SPECIAL REQUIREMENTS

The Water Pollution Control Facility 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: Wastewater treatment plant environment and, at times, construction site environment, in all types of weather conditions.

Hazards: Exposure to waste, hazardous and infectious waste, noise, electrical hazards, inclement weather, moving objects, vehicles, sharp objects, pinch points, odors, fumes, gases, dust, and slippery surfaces.

Equipment Used: Hand and power tools, measuring devices, computer, general office equipment.

Safety Equipment: Hearing and eye protection, safety shoes, gloves, masks, respirators, safety vest.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, in combination with walking throughout work shift on all types of terrain up to ¼-1 mile per shift, depending on area assigned.

Sitting: Occasionally, while performing administrative duties or riding in golf cart.

Lift/carry: Frequently, 1-15 lbs., materials, samples, supplies, tools. Infrequently, up to 50 lbs.

Push/pull: Frequent push/pull using one or both hands exerting a force up to 10-25 lbs. while turning valves, pushing, pulling skimmers. Infrequently, up to 66 lbs.

Climbing: Occasionally, steps and stairs throughout plant during shift.

Bending/twisting: Frequently at waist, knees and neck while checking pumps, valves and gauges.

Kneeling/crouching/crawling: Infrequently, while checking valves and pumps.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (*continued*)

Physical Conditions (*continued*):

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping and gripping while turning valves, using controls, computer keyboard, writing and recording data and operating golf cart.

Sight: Constant use of sight required. Visual acuity in near- and mid-range while operating equipment; hand/eye coordination.

Speech/hearing: Constant use in communicating with co-workers in maintaining safe work environment.

ARB

REV 11/7/06

FLSA & City: nonexempt

CSB 11/22/06

SENIOR ANIMAL CONTROL OFFICER

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

DEFINITION

To lead, oversee and participate in the more complex and difficult work of staff responsible for the enforcement of the city's animal control ordinances; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Animal Control Officer series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed. Employees perform the most difficult and responsible duties assigned to classes within this series including overseeing and training lower level staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Animal Control Supervisor.

Exercises functional and technical supervision over lower level staff.

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

Essential Functions:

1. Lead the work of assigned staff responsible for enforcing animal control ordinances for the city; assign, plan, direct, coordinate and schedule assignments; monitor work progress and review work results.
2. Establish schedules and methods for effective operations; plan routine patrols to search for stray animals; patrol streets to search for lost or stray animals.
3. Train assigned employees in work methods and techniques and in the use of equipment required for capturing and restraining animals.
4. Prepare incident reports; maintain daily logs.
5. Provide responsible staff assistance to the Animal Control Supervisor.

CITY OF LAS VEGAS
Senior Animal Control Officer (Continued)

Essential Functions:

6. Enforce city animal control laws; explain ordinances relating to keeping and caring for animals; issue citations for violations of the animal control ordinances.
7. Inspect the animal care facility contracted to care for animals impounded or found by city officers; ensure that the facility and treatment meet acceptable standards and that terms of the contract are being met; monitor financial transactions for services rendered by the facility.
8. Conduct inspections of pet stores, kennels, pet salons and related businesses for compliance with local ordinances.
9. Impound and quarantine animals as required; administer animal first aid as needed; contact a veterinarian to treat injured animals as appropriate.
10. Investigate reports or complaints of dogs, cats or other animals creating nuisances and take appropriate action; investigate reports of animal abuse; research computer files for prior records and licensing information.
11. Pick up and dispose of deceased animals.
12. Ensure employees adhere to safe work practices and procedures.
13. Respond to and resolve difficult and sensitive citizen complaints.
14. Coordinate assigned cases with the City Attorney's Office and courts as needed; write requests for prosecution, search warrants and summonses; appear in court on applicable cases.
15. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
16. Prepare various reports of activities as requested.

Marginal Functions:

1. Maintain vehicle and equipment in proper working condition; clean and repair vehicle and equipment as necessary.
2. Perform general office duties; answer telephone calls and provide information and explain procedures; send notices; file animal control records and other documents.
3. May be required to respond to calls outside of normal work schedule.
4. Assist with the interviewing and selection of new employees.
5. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Senior Animal Control Officer (Continued)

QUALIFICATIONS

Knowledge of:

Operations, services and activities of an animal control program.
Principles of lead supervision and training.
Advanced methods and techniques of enforcement and animal control.
Various breeds of dogs, cats and other domestic and wild animals.
Behaviors of domestic and wild animals.
Procedures and techniques for dealing with the public in a tactful but firm manner.
Advanced methods of animal handling, collection and impoundment.
Proper and safe use of immobilization and restraint devices.
Advanced emergency practices and procedures related to animal control.
Local geography and street locations.
Applicable safety standards and practices and occupational hazards.
Report writing techniques and practices.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Lead, organize and review the work of staff in the field of animal control.
Interpret, apply, explain and enforce department policies and procedures and animal control laws and regulations.
Work effectively in highly emotional situations.
Effectively deal with personal danger, which may include exposure to armed or dangerous persons.
Annually demonstrate proficiency with firearms and immobilization devices.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain mental capacity which allows the capability of:

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

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

- *Standing, walking, or sitting for extended periods of time;*
- *Subduing resisting animals;*
- *Chasing fleeing animals;*
- *Running, walking, crouching or crawling;*
- *Moving deceased animals; and*
- *Operating firearms, net and immobilization gun, related equipment, and service vehicles.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing;*
- *Operating restraint devices, two-way radios, assigned equipment and service vehicles;*
- *Operating office equipment; and*
- *Occupational hazards and standard safety practices.*

CITY OF LAS VEGAS
Senior Animal Control Officer (Continued)

Experience and Training Requirements

Experience:

Four years of responsible field experience in animal control enforcement.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Must have successfully completed Level I and II of the National Animal Control Academy or Level I and II of the National Cruelty Investigator School 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: Outdoors or in vehicle, patrolling city streets. Occasionally in office setting.

Hazards: Exposure to dangerous, agitated animals, potentially hostile and confrontational situations with risk to personal safety, bites from poisonous animals, reptiles, biohazards from diseased or infectious animals, chemicals, wet, slippery surfaces, heat, dust, fumes, odors, moving vehicles.

Equipment Used: Animal control vehicle, long-handled catch pole, extendable baton, chemical immobilization equipment and Oleoresin Capsicum Pepper Spray.

Safety equipment: Gloves, safety shoes, eye protection.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, over varied terrain including concrete, asphalt, and uneven ground. May run while chasing fleeing animals.

Sitting: Frequently, while driving, on patrol, or in office while writing reports and performing other office duties.

Lift/carry: Occasionally, 1-50 lbs. approximately 5 times per shift, and 50-80 lbs. approximately 5 times per shift. Must control aggressive and/or resistive animals with catch pole while lifting animals into cages up to 45" off ground level. Occasionally lift animals weighing 100 lbs. or more. May call for assistance. Carry up to 50 lbs. up to 25 ft. over varied terrain.

CITY OF LAS VEGAS
Senior Animal Control Officer (*Continued*)

Physical Conditions:

Push/pull: Normal driving activities. Frequently, 5-15 lbs. while opening doors and operating vehicle. Occasionally, 5-50 lbs. force, while restraining animals with catch pole.

Climbing: Frequently, in and out of vehicle approximately 40 times per shift.

Bending/twisting: Normal driving activities, frequently at knees, neck and waist while getting in and out of vehicle approximately 40 times per day. Occasionally, in awkward positions while retrieving animals. Occasionally, combined with lifting up to 80 lbs.

Kneeling/crouching/crawling: Occasionally, while retrieving animals on a variety of surfaces.

Hands/arms: Constant use of both hands and arms in operating vehicle, controlling animals, writing reports. Occasionally, reach over shoulder level while placing animals into cages or while retrieving animals at heights.

Sight: Constant use of sight in performance of duties.

Speech/hearing: Constantly, in interacting with public, coworkers and supervisor.

Other physical demands: Running, jumping, climbing fences in pursuit of animals. Must deal with aggressive animals and hostile environments. Must drag carcasses off roadways.

SMM

REV 10/11/06

FLSA & City: nonexempt

CSB 12/13/2006

SENIOR CONTRACTS TECHNICIAN

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

DEFINITION

To lead, train and coordinate the work flow of two or more Contracts Technicians, including documenting office procedures, facilitating work process improvements, developing document templates, controlling public records files and providing general office support for the Purchasing & Contracts Division.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey class of the Contracts Technician series. This class is distinguished from the Contracts Technician II by the level of technical knowledge and skill, the level of responsibility assumed and the independence with which employees are expected to perform. Duties include training, overseeing, and adjusting the workload of the Contracts Technician work group to assure work is completed accurately, efficiently and within required timelines. Employees receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Further, employees in this class are required to be fully trained and proficient in all procedures related to the assigned area of responsibility, including all duties performed by lower level Contracts Technicians.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory staff. Receives technical and functional supervision from Buyers and Contracts Specialists.

Exercises functional and technical supervision over lower level Contracts Technician staff.

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

Essential Functions:

1. Perform the most difficult, technical, complex and specialized contract office support duties.
2. Lead, plan, prioritize, assign, realign and review the work of staff responsible for the full range of contract office support for the Purchasing & Contracts Division.

CITY OF LAS VEGAS
Senior Contracts Technician (*continued*)

Essential Functions:

3. Train assigned staff in all areas of contract office support, including preparation and assembly of solicitation documents for public works construction, goods and services, including legal notice advertising, instructions to bidders, general conditions, technical specifications, requests for proposals, public record files, contract documents and related correspondence, using standard or customized template documents in support of Contracts Specialists, Buyers or other senior staff.
4. Develop and maintain template documents using advanced word processing functions and features including bid packages, contracts, correspondence, forms, reports and memoranda.
5. Audit the financial transactions performed by assigned staff related to the sale of bid packages and public record documents.
6. Create, amend or delete basic to complex entries in a variety of computer software applications, including Oracle Purchasing, Atlas cash management, SIRE document management, MS Word, Excel and Outlook.
7. Provide information in a professional and courteous manner to the general public and city departments regarding bidding and contracting procedures and bid schedules; assist in responding to the more difficult inquiries.
8. Ensure that public record files are assembled and maintained in an accurate and timely manner; coordinate the archiving of expired contracts; ensure the security of public record files.
9. Perform general office coordination support for the Division, which may include timekeeper duties, maintenance of the master calendar and organization and maintenance of the shared computer directory.
10. Operate a variety of office equipment including copier, facsimile, scanner, digital recording devices and personal computer; input and retrieve data.

Marginal Functions:

1. Receive, sort and distribute incoming and outgoing correspondence and other related materials.
2. Set up recording equipment for pre-bid, pre-proposal and bid opening meetings.
3. Arrange for video conferencing, teleconferencing or computer network/Internet equipment set-up for various meetings or training sessions.
4. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Senior Contracts Technician (*continued*)

QUALIFICATIONS

Knowledge of:

Principles of lead supervision and training.
Services, methods and techniques of clerical purchasing and contracts office support.
Advanced principles and procedures of public record keeping.
Principles and procedures for responsible financial controls of required monetary transactions.
Principles and techniques of customer service.
English usage, spelling, grammar, and punctuation.
Mathematical principles.
Modern office procedures, methods and computer equipment.
Personal computer operations and common office software including word processing, spreadsheet, email and calendar management at an advanced level.
Methods and procedures for proofreading.
Methods and procedures of data entry.
Pertinent federal, state and local laws, codes, regulations.
Methods and principles of data collection and retention.
Basic statistical and graphical report preparation.

Ability to:

Explain and enforce city and department policies and procedures.
Work independently without direct supervision.
Maintain confidentiality of work performed when required by statute or policy.
Make decisions involving sensitive situations.
Communicate clearly and concisely, both orally and in writing.
Organize and prioritize work to meet critical timelines, including the work performed by assigned clerical support staff.
Perform advanced functions and features of common word processing software.
Perform competently in the use of spreadsheet, email and calendar management software.
Create template documents using word processing or spreadsheet software.
Produce accurate documents.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations;*
-- *Communicating with others;*
-- *Reading and writing; and*
-- *Operating assigned equipment.*
Maintain mental capacity which allows the capability of:
-- *Making sound decisions;*
-- *Effective interaction and communication with others; and*
-- *Demonstrating intellectual capabilities.*
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Sitting for extended periods of time; and*
-- *Operating assigned equipment.*

CITY OF LAS VEGAS
Senior Contracts Technician (*continued*)

Experience and Training Requirements

Experience:

Three years of increasingly responsible office support experience; contracting or purchasing operations clerical or support experience is preferred.

Training:

Equivalent to graduation from high school.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

ARB
REV 11/13/06
FLSA & City: nonexempt

CSB 12/13/06

ANIMAL CONTROL OFFICER I
ANIMAL CONTROL 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 a variety of duties involved in enforcing city and state laws governing the care and keeping of animals in the city; and to impound and care for animals as appropriate.

DISTINGUISHING CHARACTERISTICS

Animal Control Officer I—This is the entry level class in the Animal Control Officer series. This class is distinguished from the Animal Control Officer II 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~~, experience or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

Animal Control Officer II—This is the journey level class in the Animal Control Officer series. This class is distinguished from the Animal Control Officer I by the performance of 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

Animal Control Officer I

Receives immediate supervision from the Animal Control Supervisor.

Receives functional and technical supervision from the Senior Animal Control Officer.

Animal Control Officer II

Receives general supervision from the Animal Control Supervisor.

Receives functional and technical supervision from the Senior Animal Control Officer.

CITY OF LAS VEGAS
Animal Control 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. Patrol city streets and roads; search for stray domestic and wild animals; plan routine patrols as necessary.
2. Enforce city and state animal control laws; issue citations for violations of the animal control ordinances.
3. Conduct inspections of pet stores, kennels, pet salons and related businesses for compliance with local ordinances and state statutes.
4. Impound and quarantine animals as appropriate; contact a veterinarian to treat injured animals as appropriate; maintain quarantine and health records; determine if a sick or injured animal presents a public health risk.
5. Investigate reports or complaints of dangerous or nuisance animals and take appropriate action; investigate reports of animal abuse.
6. Research and update computerized records; prepare a variety of reports.
7. Pick up and dispose of deceased animals.
8. Coordinate assigned cases with the City Attorney's Office and courts as needed; write requests for prosecution, search warrants and summonses; appear in court on applicable cases.
9. Assist law enforcement agencies at crime scenes, evictions and other situations where animals are present.
10. Respond courteously and diplomatically to the general public, including hostile or irate people, to provide appropriate level of customer service.

Marginal Functions:

1. Maintain vehicle and equipment in proper working condition; clean vehicle and equipment as necessary.
2. Perform general office duties; answer telephone calls and provide information and explain procedures; send notices; file rabies certificates and other documents.
3. Perform related duties and responsibilities as required.
4. May assist with coordinating animal control information with outside agencies and jurisdictions.

CITY OF LAS VEGAS
Animal Control Officer I/II (continued)

5. May participate in public education and school information programs; may interact with citizen groups.
6. May be required to respond to calls outside of normal work schedule.

QUALIFICATIONS

Animal Control Officer I

Knowledge of:

Basic knowledge of animal handling techniques.
Techniques of communicating with the public.
Basic techniques for dealing with the public in a tactful but firm manner.
Safety standards and practices and occupational hazards.

Ability to:

Learn typical behavior of domestic and wild animals.
Learn basic methods of using chemical immobilization and restraint devices.
Learn techniques for handling animals that have been chemically immobilized or physically restrained.
Learn to interpret, apply and enforce laws and regulations pertaining to animal control.
Learn to perform a variety of animal control activities.
Learn techniques and methods of animal handling, collection and impoundment.
Work effectively in highly emotional situations.
Learn emergency practices and procedures.
Learn to effectively deal with personal danger, which may include exposure to armed or dangerous persons.
Annually demonstrate proficiency with firearms and immobilization devices.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain mental capacity which allows the capability of:

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

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

- *Operating firearms, net and immobilization gun and related equipment, and service vehicles.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing;*
- *Operating restraint devices, two-way radios, assigned equipment and service vehicles; and*
- *Operating office equipment.*

CITY OF LAS VEGAS
Animal Control Officer I/II (*continued*)

Experience and Training Requirements

Experience:

One year of work experience in animal control, the professional handling of animals or law enforcement is desirable.

Training:

Equivalent to graduation from high school.

License, Certificate, Special Requirements

Must be eighteen years of age on the date of application.

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

Must successfully complete Level I of the National Animal Control Academy or Level I of the National Cruelty Investigator School within one year of appointment.

Animal Control Officer II

In addition to the qualifications for Animal Control Officer I:

Knowledge of:

Local geography and street locations.

Various breeds of domestic and wild animals.

Behaviors of domestic and wild animals.

Procedures and techniques for dealing with the public in a tactful but firm manner.

Methods and techniques of animal handling, collection and impoundment.

Report writing techniques.

Methods of using immobilization and restraint devices.

Techniques for handling animals that have been chemically immobilized or physically restrained.

Proper care and handling of healthy, sick or injured animals.

Ability to:

Interpret, apply and enforce animal control laws and regulations.

Administer animal first aid.

Apply appropriate practices and procedures in emergency situations.

Think and act quickly and appropriately in emergency situation.

Effectively deal with personal danger, which may include exposure to armed or dangerous persons.

CITY OF LAS VEGAS
Animal Control Officer I/II (continued)

Experience and Training Requirements

Experience:

Three years of experience in animal control or the professional handling of animals.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Must have successfully completed Levels I & II of the National Animal Control Academy or Levels I & II of the National Cruelty Investigator School 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: Outdoors or in vehicle, patrolling city streets. Occasionally in office setting.

Hazards: Exposure to dangerous, agitated animals, potentially hostile and confrontational situations with risk to personal safety, bites from poisonous animals, reptiles, biohazards from diseased or infectious animals, chemicals, wet, slippery surfaces, heat, dust, fumes, odors, moving vehicles.

Equipment Used: Animal control vehicle, long-handled catch pole, extendable baton, chemical immobilizing equipment, and Oleoresin Capsicum Pepper Spray.

Safety equipment: Gloves, safety shoes, eye protection.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, over varied terrain including concrete, asphalt, uneven ground. May run while chasing fleeing animals.

Sitting: Frequently, while driving, on patrol, or in office while writing reports and performing other office duties.

Lift/carry: Occasionally, 1-50 lbs. ~~up to~~ approximately 5 times per shift, and 50-80 lbs. ~~up to~~ approximately 5 times per shift. Must control aggressive and/or resistive animals with catch pole while lifting animals into cages up to 43~~5~~" off ground level. ~~Infrequently~~ Occasionally lift animals weighing 100 lbs. or more. May call for assistance. Carry up to 50 lbs. up to 25 ft. over varied terrain.

Push/pull: Normal driving activities. Frequently, 5-15 lbs. while opening doors and operating vehicle. Occasionally, 5-50 lbs. force, while restraining animals with catch pole.

CITY OF LAS VEGAS
Animal Control Officer I/II (continued)

Climbing: Frequently, in and out of vehicle ~~up to 20~~ approximately 40 times per shift.
~~Occasionally, climbing and balancing on ladders to retrieve animals.~~

Bending/twisting: Normal driving activities, frequently at knees, neck and waist while getting in and out of vehicle ~~up to 20~~ approximately 40 times per day. Occasionally, in awkward positions while retrieving animals. Occasionally, combined with lifting up to 80 lbs.

Kneeling/crouching/crawling: Occasionally, while retrieving animals on a variety of surfaces.

Hands/arms: Constant use of both hands and arms in operating vehicle, controlling animals, writing reports. Occasionally, reach over shoulder level while placing animals into cages or while retrieving animals at heights.

Sight: Constant use of sight in performance of duties.

Speech/hearing: Constantly, in interacting with public, coworkers and supervisor.

Other physical demands: Running, jumping, climbing fences in pursuit of animals. Must deal with aggressive animals and hostile environments. Must drag carcasses off roadways.

ARBSMM

REV 8/29/0110/10/06

FLSA and City: nonexempt

CSB 9/12/0112/13/2006

ANIMAL CONTROL SUPERVISOR

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

DEFINITION

To supervise and coordinate the programs and activities of the Animal Control section within the Department of Detention and Enforcement; to coordinate public information efforts throughout the community; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Field Services Lieutenant or Administrative Officer.

Exercises direct supervision over technical and clerical staff.

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

Essential Functions:

1. Plan, prioritize, assign, supervise and review all services and activities of the Animal Control section including retrieval and care of lost or stray animals, promotion of animal welfare and control, investigation of cruelty-to-animals complaints, and issuance of citations, summonses and warrants regarding animals.
2. Assist in the development and implementation of goals, objectives, policies and priorities for assigned programs including administration, field services and oversight of the contract for shelter operations; recommend and administer policies and procedures; establish schedules and methods for effective operations.
3. Establish schedules and methods for providing licensing and enforcement services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
4. Select, motivate and evaluate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; 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.

CITY OF LAS VEGAS
Animal Control Supervisor (*continued*)

Essential Functions:

5. Oversee and participate in the development and administration of the section annual budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
6. Inspect the animal care facility contracted to care for animals impounded or found by city officers; ensure that the facility and treatment meet acceptable standards and that terms of the contract are being met; monitor financial transactions for services rendered by the facility.
7. Serve as liaison for the Animal Control section with other city departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
8. Serve as city representative on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
9. Provide responsible staff assistance to the Field Services Lieutenant or Administrative Officer.
10. Provide for animal care by transporting animals to a veterinarian, if needed.
11. Conduct a variety of investigations and operational studies; recommend modifications to Animal Control programs, policies and procedures as appropriate.
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of animal care and control.
13. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
14. Plan routine patrols to search for stray animals; impound and quarantine animals as appropriate.
15. Enforce city animal control laws; explain ordinances relating to keeping and caring for animals; issue citations for violations of the animal control ordinance.
16. Investigate reports or complaints of dogs, cats or other animals creating nuisances; take appropriate action; investigate reports of animal abuse.
17. Coordinate assigned cases with the City Attorney's Office and courts as needed; write requests for prosecution, search warrants and summonses; appear in court on applicable cases.

Marginal Functions:

1. May be required to respond to standby calls.
2. Organize community education program in conjunction with local animal interest groups, Humane Society organizations and related groups; deliver presentations to local area schools.
3. Participation in hiring, selection and termination of employees.

CITY OF LAS VEGAS
Animal Control Supervisor (*continued*)

4. Perform related duties and responsibilities as required.

~~5. Perform related duties and responsibilities as required.~~

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of the animal control section.

Principles and practices of program development and administration.

Principles of supervision, training, ~~and~~ performance evaluation, and discipline.

Drugs used in animal chemical immobilization.

Advanced methods and techniques of enforcement and animal control.

Behaviors of domestic and wild animals.

Proper and safe use of immobilization and restraint devices.

Advanced emergency practices and procedures related to animal control.

Local geography and street locations.

Advanced methods of animal handling, collection and impoundment.

Various breeds of dogs, cats and other domestic and wild animals.

Advanced procedures and techniques for dealing with the public in a tactful but firm manner.

Applicable safety standards and practices and occupational hazards.

Report writing techniques and practices.

Basic bookkeeping principles and practices.

Principles and practices of municipal budget preparation and administration.

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

Ability to:

Use initiative and independent judgment within established guidelines.

Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.

Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.

Work effectively in highly emotional situations.

Effectively deal with personal danger, which may include exposure to armed or dangerous persons.

Annually demonstrate proficiency with firearms and immobilization devices.

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, including firearms, various animal restraint devices, two-way radios and service 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
Animal Control Supervisor (*continued*)

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

- Lifting, running, sitting, walking or standing for extended periods of time; and
- Operating assigned equipment, including firearms, various animal restraint devices, two-way radios and service vehicles.

Experience and Training Requirements

Experience:

Four years of increasingly responsible experience as an Animal Control Officer, including one year of lead or supervisory responsibility.

Training:

Equivalent to an Associate degree from an accredited college or university with a major in animal science or a related field.

License or Certificate

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

Must have successfully completed Levels I and II of the National Animal Control Academy or Levels I and II of the National Cruelty Investigator School on the date of application.

WORKING CONDITIONS

Environmental Conditions:

Office and field environments; travel from site to site; exposure to inclement weather conditions, a variety of domestic and wild animals, waste and infectious materials; may encounter a hostile environment.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for heavy or moderate lifting, bending, stooping, kneeling, crawling, climbing, running, walking, standing and sitting for prolonged periods of time.

ARBSMM

REV 4/17/03 10/11/06

FLSA: exempt; City: nonexempt

CSB 5/14/03 12/13/2006

CONTRACTS TECHNICIAN I/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 provide a wide variety of routine to difficult contracting office support to the Purchasing & Contracts Division which is frequently confidential and may include document preparation for bids or other types of purchasing solicitations, legal notice advertising, contract award support, public record set-up and maintenance, advanced word processing, reception duties, telephone coverage, and bid sale transactions.

DISTINGUISHING CHARACTERISTICS

Contracts Technician I: This is the entry-level class within the Contracts Technician series. Initially under close supervision, incumbents learn general bid solicitation and contract preparation, file set up, advertising, reception, telephone procedures and city procedures. As experience is gained, there is greater independence of action within established guidelines. This class may be used as a training class, wherein employees need intermediate experience in word processing and preparation of technical documents; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore, remain at the entry level.

Contracts Technician II: This is the journey level class within the Contracts Technician series, fully competent to independently perform a wide variety of responsible contracting office support duties. Specific duties, including the amount and complexity of word processing, use of various computer software applications and contact with the public, city departments, and government entities will vary depending on the type of contract or bid solicitation. This class is distinguished from the Contracts Technician I in that it performs difficult, technical, complex or specialized contracting office support duties, which required an additional definable body of technical knowledge or skill. Employees in this class 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.

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

SUPERVISION RECEIVED

Contracts Technician I

Receives immediate supervision from supervisory staff. Receives technical and functional supervision from Buyers and Contract Specialists.

Contracts Technician II

Receives general supervision from supervisory staff. Receives technical and functional supervision from Buyers and Contract Specialists.

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

Essential Functions:

1. Provide information in a professional and courteous manner to the general public and city departments regarding bidding procedures, bid postings and bid opening dates; assist in responding to routine and difficult inquiries.
2. Prepare, assemble and proofread documents for public works construction bids, including legal notice advertising, bid postings, instructions to bidders, general conditions, technical specifications, public record files, contract documents, and related correspondence, using standard or customized template documents in support of Contracts Specialists or other senior staff.
3. Prepare, assemble and proofread bid documents, request for proposal documents, or contracts for goods, general services, and professional services, including legal notices, posting on Internet bid services, public record files, and related correspondence, using standard or customized template documents, in support of Contracts Specialists, Buyers or other senior staff.
4. Format, prepare and proofread a variety of documents and forms including general and public purchasing-related correspondence, reports, and memoranda.
5. Perform financial transactions related to the sale of bid packages and public record documents, including cash, credit card and check payments; record transactions in cash management software; issue receipts; and submit all incoming monetary instruments to the Treasury Office daily.
6. Act as receptionist, answer telephone, and assist the general public and city departments; provide information on policies and procedures as required.
7. Schedule conference rooms for bid openings, pre-bid meetings, pre-construction meetings and pre-award meetings in support of Contracts Specialist, Buyers or other senior staff.

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

Essential Functions:

8. Create, amend or delete basic to complex entries in a variety of computer software applications, including Oracle Purchasing, Atlas cash management, SIRE document management, MS Word, Excel and Outlook.
9. Perform Internet inquiries from State Contractor's Board, Labor Commissioner and other applicable websites to assist Contracts Specialists and Buyers with data collection for bid evaluations.
10. Operate a variety of office equipment including copier, facsimile, scanner, digital recording devices and personal computer; input and retrieve data; organize and maintain the Purchasing shared computer directory.
11. Set up recording equipment for pre-bid, pre-proposal and bid opening meetings; arrange for video conferencing, teleconferencing or computer network/Internet equipment set-up for various meetings or training sessions.
12. Receive, sort and distribute incoming and outgoing correspondence and other related materials.

Marginal Functions:

1. May assist less experienced employees with proper methods, techniques and procedures.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Contracts Technician I

Knowledge of:

Basic services, methods and techniques of clerical office support.
Basic principles and procedure of record keeping.
Basic principles and methods of proofreading.
English usage, spelling, grammar and punctuation.
Basic principles, methods and structures of document formats.
Basic methods and procedure of data entry.
Basic principles and techniques of customer service.
Basic mathematical principles.
Basic modern office procedures, methods and use of computer equipment.
Common word processing and spreadsheet software at an basic level.

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

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Maintain confidentiality of work when required by statute or policy.
- Organize and prioritize work to meet critical timelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain effective audio-visual discrimination and perception needed for:
 - *Making observations;*
 - *Communicating with others;*
 - *Reading and writing; and*
 - *Operating assigned equipment.*
- Maintain mental capacity which allows the capability of:
 - *Making sound decisions;*
 - *Effective interaction and communication with others; and*
 - *Demonstrating intellectual capabilities.*
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - *Sitting for extended periods of time; and*
 - *Operating assigned equipment.*

Experience and Training Requirements

Experience:

Two years of general clerical or office support experience; contracting or purchasing operations clerical or support experience is preferred.

Training:

Equivalent to graduation from high school.

License or Certificate:

~~Must type 50 net words per minute as demonstrated by a typing certificate dated no more than one year prior to the date of application.~~

Contracts Technician II

In addition to the qualifications for Contracts Technician I:

Knowledge of:

- Modern office procedures, methods and computer equipment.
- Personal computer operations and intermediate functions and features of common word processing, spreadsheet, email, and calendar management software.
- Principles and procedures of public record keeping.
- Principles and methods of proofreading.

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

Knowledge of:

Principles, methods and structures of document formats.
Mathematical principles.
Services, methods and techniques of clerical purchasing and contracts office support.
Methods and procedures of data entry.
Principles and techniques of customer service.
Methods and principles of data collection, retention and statistical report preparation.
Principles of business letter writing and basic report preparation.
Pertinent federal, state and local laws, codes, regulations.

Ability to:

Work independently without direct supervision.
Meet schedules and timelines.
Produce accurate documents.
Create template documents using word processing or spreadsheet software.

Experience and Training Requirements

Experience:

One year of increasingly responsible contracting operations clerical or support experience.

Training:

Equivalent to graduation from high school.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

ARB

| ~~NEW 8/15/06~~ REV 11/13/06

FLSA & City: nonexempt

| CSB 9/13/06

**DETENTION FACILITIES TECHNICIAN I
DETENTION FACILITIES TECHNICIAN 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 general maintenance and repair work on detention buildings, grounds and facilities; to perform a variety of technical duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Detention Facilities Technician I: This is the entry level class in the Detention Facilities Technician series. This class is distinguished from the Detention Facilities Technician II 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.

Detention Facilities Technician II: This is the full journey level class in the Detention Facilities Technician series. This class is distinguished from the Detention Facilities Technician I by the performance of 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 the 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 AND EXERCISED

Detention Facilities Technician I

Receives general supervision from higher level staff. May receive technical and functional supervision from Detention Facilities Technician II staff.

Detention Facilities Technician II

Receives general supervision from higher level staff.

May exercise functional and technical supervision over Detention Facilities Technician I staff.

CITY OF LAS VEGAS
Detention Facilities Technician I/II (Continued)

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

Essential Functions:

1. Perform a variety of building maintenance duties including painting and repair, floor tile replacement, door hanging and repairing and exterior wall surfaces.
2. Replace filters and clean vents in heating and refrigeration units; repair swamp coolers.
3. Inspect lawn and grounds equipment to ensure mowers, trimmers and tools are in working condition; inspect sprinkler systems; set and adjust timers; replace missing and damaged sprinkler heads.
4. Replace burned out and defective fluorescent tubes and light bulbs; replace burned out ballasts, broken light switches, duplex receptacles, plates and other plug receptacles.
5. Repair bathroom plumbing; replace or repair leaking faucets and damaged lavatory sinks; unclog toilets, shower and sink drains.
6. Perform a variety of carpentry duties as assigned including repairing walls, doors and trim; repair beds, tables, lockers, gate locks and fences.
7. Read and interpret blueprints, schematic diagrams or drawings and related symbols and markings.
8. Estimate time, materials and equipment required to complete assigned jobs and requisition materials as needed; verify receipt and inspect materials delivered by vendors; move materials in storage.
9. Adhere to all related codes, regulations, specifications and procedures including obtaining required permits; adhere to safe work practices and procedures.
10. Perform minor repairs on washers, dryers, vacuum systems, televisions, video equipment and other appliances.

Marginal Functions:

1. Perform related duties and responsibilities as required.
- ~~2. Install and maintain electronic security equipment including intercoms, close circuit television, door control system, card access control equipment, digital video recorders, real time recorders, time lapse recorders, fiber optics systems and multiplexers; set up and configure system software.~~
- ~~3-2. May Troubleshoot electronic security equipment and communication systems; perform scheduled maintenance; bring any regulatory, specification or procedural infraction into compliance.~~

CITY OF LAS VEGAS
Detention Facilities Technician I/II (Continued)

QUALIFICATIONS

Detention Facilities Technician I

Knowledge of:

Use and operation of hand and power tools used in basic mechanical, painting, plumbing, electrical and carpentry work.
Construction materials, supplies and methods.
Basic operation of heating and cooling systems, including refrigerant and evaporative types.
Preventive maintenance techniques and procedures.
Occupational hazards and standard safety practices.

Ability to:

Troubleshoot and solve problems.
Read blueprints, schematics, sketches and designs.
Read, interpret and apply department policies and procedures.
Work near connected electrical circuits.
Distinguish colors.
Work on ladders and aerial lifts.
Operate hand and power tools.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain mental capacity which allows the capability of:

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

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

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

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Guidelines

Experience:

Two years of increasingly responsible experience in general building maintenance.

CITY OF LAS VEGAS
Detention Facilities Technician I/II (Continued)

Training:

Equivalent to graduation from high school, plus additional specialized training in any of the skilled trades.

License or Certificate

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

Special Requirement

Detention facility operates 24 hours per day, seven days per week. Will be required to be on-call and respond, if necessary, on a rotating schedule.

Detention Facilities Technician II

In addition to the minimum qualifications for Detention Facilities Technician I:

Knowledge of:

Use and operation of hand and power tools used in mechanical, painting, plumbing, electrical and carpentry work.

Operation of heating and cooling systems, including refrigerant and evaporative types.

The National Electrical Code.

Basic applicable premise wiring standards.

Principles, practices and theories of, and materials used in, electronic systems.

Basic properties and principles of electricity.

Methods, techniques, operations, services and activities of low voltage electronic security systems and their interaction.

Use and operation of equipment and tools used to install and repair electronic security systems.

Basic mathematics applicable to electrical work.

Fiber optic media.

Ability to:

Identify electrical hazards and use appropriate safety practices.

Install, certify, terminate, maintain and repair fiber optic cabling.

Experience and Training Guidelines

Experience:

Four years of varied experience in general building maintenance.

Training:

Equivalent to graduation from high school, plus additional specialized training in any of the skilled trades.

CITY OF LAS VEGAS
Detention Facilities Technician I/II (Continued)

License or Certificate

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

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

~~Possession of fiber optic termination and installation certificate within six months of the date of appointment.~~

Special Requirement

Detention facility operates 24 hours per day, seven days per week. Will be required to be on-call and respond, if necessary, on a rotating schedule.

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 indoors but dependent on job and work site.

Hazards: Exposure to noise, high voltage, extreme heat, electrical energy, working at elevated heights in confined spaces, slippery and uneven surfaces, and work around moving equipment.

Equipment Used: General carpentry tools, cutting saw and variety of hand and power tools.

Safety Equipment: Recommend steel-toed shoes, gloves, safety glasses or goggles and hearing protection.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently-constantly, throughout work shift, and is dependent upon work assignment.

Sitting: Occasionally, while operating or riding in vehicle or in a seated or inclined position while working at floor level.

Lift/carry: Infrequently, up to 90 lbs., which would be required when installing heating or air conditioning units. Units may be carried or handled by two workers. Frequent lifting of various construction tools and materials. Frequent-constant wearing of a tool belt around the waist.

Push/pull: Frequent, using one or both arms or hands while using various maintenance tools and construction materials.

Climbing: Occasionally, on and off fixed and unfixed ladders to reach rooftops. Some assignments may require climbing stairs and ladders throughout work shift. Requires balance while working at elevated heights. Must be able to balance moderate load while climbing ladders, working on lift platform and climbing on and off vehicle depending on assigned tasks.

CITY OF LAS VEGAS
Detention Facilities Technician I/II (Continued)

Physical Conditions:

Bending/twisting: Frequently, at waist, knees and neck throughout work shift, depending on assignment. Some assignments may require constant bending or stooping while working at floor level.

Kneeling/crouching/crawling: Occasionally, while working at floor level installing or maintaining equipment. Some assignments may require frequent kneeling in order to perform tasks at floor level. Crawling, infrequent.

Hands/arms: Constant use of both hands and arms in reaching, handling, fingering and grasping while handling maintenance tools and materials. Subject to excessive gripping and vibration. May be required to work at levels below the waist, chest and above head and shoulders.

Sight: Constant, with ability to distinguish colors, depth perception, hand and eye coordination. Visual acuity in near-, mid- and far-range, as worker may be exposed to job sights which are cluttered with equipment or construction materials.

Speech/hearing: Constantly, must be able to communicate with coworkers clearly out loud and via two-way radio.

Other Physical Demands: Some work assignments require extended stooping or bending, working at low levels throughout work shift. May involve movement of heavy material while installing cooling or heating units. Extremely hot conditions while working on roof repairs. Worker must exercise good judgment in lifting heavy items.

SMMARB

REV 12/20/2005 11/2/06

FLSA & City: nonexempt

CSB 3/8/2006

ENVIRONMENTAL SYSTEMS TECHNICIAN TRAINEE
ENVIRONMENTAL SYSTEMS TECHNICIAN I
ENVIRONMENTAL SYSTEMS TECHNICIAN II
ENVIRONMENTAL SYSTEMS TECHNICIAN III

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

DEFINITION

To perform a wide variety of tasks in a process-centered, team environment to ensure the Water Pollution Control Facility (WPCF), a wastewater treatment facility, functions at maximum efficiency and complies with state and federal requirements.

DISTINGUISHING CHARACTERISTICS

The Environmental Systems Technician series consists of several levels of multi-skilled technicians ranging from a trainee level to an advanced level. Employees will learn the overall operation of the facility and each of its functional areas, and perform a wide variety of tasks in several skill areas intended to ensure the facility functions as effectively and efficiently as possible. The differences between each level are described below. For purposes of these definitions, "proficient" is defined as a level of knowledge and skill as internally verified in each skill block, which varies at each EST level.

Environmental Systems Technician Trainee: This is the trainee or entry level in the Environmental Systems Technician (EST) series. An EST Trainee is hired with at least one core skill in operations, maintenance, electrical or instrumentation. Employees learn and begin to perform basic, routine types of tasks and duties listed in the skill blocks for EST I. A more detailed list of the skill block requirements is found in the EST I Program Manual. This class is used as a training class, wherein employees need only limited related work experience. Employees must successfully complete the initial training program within the allotted six-month probationary period in order to remain employed and continue in the Trainee program. Employees may take up to eighteen months to complete the requirements for advancement to the EST I level.

Environmental Systems Technician I: This is the basic level in the Environmental Systems Technician (EST) series. Employees have one core skill in operations, maintenance, electrical or instrumentation, and are cross-trained to be proficient in all other required EST I skill blocks. Employees perform basic, routine types of tasks and duties listed in the skill blocks below. These duties can be generally categorized as cleaning, lubricating, adjusting, inspecting and minor repairs. A more detailed list of the skill block requirements is found in the EST I Program Manual. Positions in this class are flexibly staffed and are filled by advancement from the EST Trainee level once all the requirements have been met.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (*continued*)

Environmental Systems Technician II: This is the intermediate, or journey, level within the Environmental Systems Technician series. Employees are proficient in operations and maintenance. Employees perform the types of duties listed in the skill blocks below, and have a level of proficiency that allows most work to be performed independently. A more detailed list of the skill block requirements is found in the EST II Program Manual. Positions in this class are flexibly staffed and are filled by advancement from the EST I level once all the requirements have been met.

Environmental Systems Technician III: This is the advanced journey level in the Environmental Systems Technician series. Employees are proficient in operations and maintenance. Employees independently perform more complex and difficult duties of the types listed in the skill blocks below, and are technical advisors and team leaders. A more detailed list of the skill block requirements is found in the EST III Program Manual. Positions in this class are flexibly staffed and are filled by advancement from the EST II level once all the requirements have been met.

SUPERVISION RECEIVED AND EXERCISED

Environmental Systems Technician Trainee

Receives immediate supervision from the Plant Operations Shift Supervisor, Facilities Maintenance Supervisor, EST Supervisor and higher-level management.

Receives instruction, direction and oversight from a higher-level Environmental Systems Technician.

Environmental Systems Technician I

Receives direct supervision from the Plant Operations Shift Supervisor, Facilities Maintenance Supervisor, EST Supervisor and higher-level management.

Receives work direction and oversight from a higher-level Environmental Systems Technician.

Environmental Systems Technician II

Receives general supervision from the Plant Operations Shift Supervisor, Facilities Maintenance Supervisor, EST Supervisor and higher-level management.

Receives work direction and oversight from a higher-level Environmental Systems Technician.

May receive technical advice and oversight from various specialist level classifications.

May provide work direction to and oversight of lower level Environmental Systems Technician staff.

Environmental Systems Technician III

Receives general supervision from the Plant Operations Shift Supervisor, Facilities Maintenance Supervisor, EST Supervisor and higher-level management.

May receive technical advice and oversight from various specialist level classifications.

Provides functional and technical supervision over lower level technical staff.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (continued)

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

Essential Functions:

The duties listed below are described in general terms. For a detailed list of the duties required at each level, refer to the EST Program Manual.

Environmental Systems Technician Trainee

The Environmental Systems Technician Trainee is in a training program to acquire basic knowledge and skills regarding wastewater requirements, facilities, operations and the WPCF. At the end of the 18-month training program, the successful employee will be able to perform all the types of duties listed under Environmental Systems Technician I, and will have accomplished all the requirements for promotion to the EST I level.

Environmental Systems Technician I - Core Skill Blocks

Operations

1. Assist in the Water Pollution Control Facility (WPCF) sanitary requirements by performing duties such as skimming clarifiers or treatment modules, scrubbing weirs, cleaning pump rooms and bar screens.
2. Take water samples, receive chemical deliveries; conduct basic analyses of water and chemical samples.
3. Adjust chemical feed and flow rates; calculate chemical dosages, volumes and capacities.
4. Take and record basic instrument readings while doing rounds.
5. Divert wastewater flows as needed.
6. Lock out or reset motors as needed.
7. Respond appropriately to emergencies.

Maintenance

1. Assist with equipment maintenance such as greasing and lubricating, removing blockages, replacing air filters, unplugging heat exchangers, replacing metering pump hoses.
2. Perform basic preventive maintenance tasks.
3. Perform minor piping work, limited to PVC and CPVC piping.
4. Repair and replace instrumentation hardware without power or signal wiring.

Instrumentation

1. Perform minor preventive maintenance on instrumentation, such as changing gauges, rotameters and probes; cleaning and lubricating mechanical parts; repairing the mounting and tubing on analyzers and meters.
2. Add chemical reagent to analyzers as needed.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (continued)

SCADA and CMMS

1. Enter collected information into the systems.
2. Search equipment in the CMMS system.
3. Generate work requests and input data.
4. Use CMMS to monitor preventive maintenance schedules and retrieve work orders.
5. Use SCADA to monitor various plant processes and equipment status.

Administration

1. Assist in maintaining acceptable inventory levels of materials and supplies by submitting purchase requests.
2. Complete all documentation as required.

Safety

1. Use required personal protective equipment (PPE).
2. Follow precautions contained in Material Safety Data Sheets (MSDS).
3. Follow applicable procedures and safety-related requirements.
4. Attend required safety training.

Industrial Waste and Laboratory

1. Learn the functions, roles and responsibilities of the laboratory and industrial waste and pre-treatment sections of the WPCF.
2. Learn related standard operating procedures.
3. Learn the basic laws, codes and regulations governing the facility operation.

Environmental Systems Technician I - Non-Core Skill Blocks

The following duties are considered incidental. While occasionally necessary for the operation of the WPCF, overall they do not constitute a significant portion of EST responsibilities.

Electrical

1. Replace lighting bulbs, check and replace indicator lamps.
2. Perform minor preventive maintenance activities.

Heating, Ventilation and Air Conditioning (HVAC)

1. Perform basic evaporative cooler maintenance, such as cleaning, changing pads, replacing belts, treating water, controlling corrosion, greasing bearings, clearing headers and bleeders, lubricating and checking for refrigerant leakage.
2. Clean and replace filters.

Facilities Maintenance

1. Perform minor plumbing repairs on restroom fixtures.
2. Perform minor carpentry repairs on doors, windows and cabinets.
3. Maintain facility grounds, including working on irrigation lines and sprinkler heads.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (continued)

Marginal Functions:

1. Perform related duties and responsibilities as required.

Environmental Systems Technician II

In addition to the essential and marginal functions of the Environmental Systems Technician I:

Essential Functions:

Operations

1. Operate all plant process equipment in the field or through the SCADA system and perform related process control tests and calculations.
2. Perform process control analysis of required grab samples, log results and recommend chemical dosage adjustments.
3. Perform compositing of sample and run process control analysis tests as required.
4. Use laboratory reports to perform process changes, if needed.
5. Shut down and isolate equipment for maintenance, de-pressure and clear lines of sludge or product as required.
6. Perform piping line-up changes and open and close gates to divert and adjust process flows.
7. Manually operate filter backwash controls and equipment.
8. Troubleshoot equipment and process upsets and effect remedial actions.
9. Shut down sections of the plant for maintenance and cleaning, understanding the effects on other processes.

Maintenance

1. Install drive belts and couplings; check belt and shaft alignment; replace screw conveyor liners; repair and replace basin flights, shoes, gears and gear drives; replace bearings, sheaves, shafts and other parts of equipment and systems including evaporative coolers.
2. Perform preventive maintenance and repair and adjust components of digester gas, digesters, boiler, hot water loop, and flare systems.
3. Adjust pump packing, repack pumps and replace mechanical seals on pumps.
- ~~4. Perform limited masonry or cement work related to valve boxes, pump pads and pipe supports; grout pump bases.~~
- ~~5.4.~~ Perform maintenance work on engines such as Waukesha gas engines; rebuild pumps, grinders, macerators, valves and other similar equipment.
- ~~6.5.~~ Use monitoring tools, including laser belt and shaft alignment tools and oil analysis equipment.
- ~~7.6.~~ Organize the work and the tools and parts needed.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (continued)

SCADA and CMMS

1. Remotely control equipment and systems using SCADA.
2. Change set points, start and stop equipment, monitor the process.
3. Use SCADA as an aid to point out and correct process and equipment upsets.
4. Complete SCADA bench sheets.
5. Perform data entry of process variables.
6. Use SCADA trending capabilities on process variables.
7. Use the modules of CMMS to create work requests and look up inventory and spare parts lists.

Laboratory

1. Perform various process control analysis tests and interpret the results.
2. Perform sample compositing and run TSS (total suspended solids) and VS (volatile solids) tests.

Marginal Functions:

- ~~1. Use welding equipment, plasma cutter, torch and brazing equipment in limited applications as approved.~~
- 2.1. Perform related duties and responsibilities as required.

Environmental Systems Technician III

In addition to the essential and marginal functions of the Environmental Systems Technician I and II:

Operations

1. Interpret complex laboratory test results specific to activated sludge systems; make adjustments based on calculations.
2. Plan and execute shutdowns of various sections of facility for repairs or cleaning and understand the effect of shutdown on other processes.
3. Draft standard operating procedures related to processes and shutdowns.
4. Calculate and optimize dosages of chemicals used in wastewater and solids treatment.
5. Provide technical leadership and advice within the work group to identify and resolve operational process problems.

Maintenance

1. Plan repair projects and create needed material requisitions.
2. Lead work group to complete the repair within allowed time and cost projections.
3. Use vibration analysis to monitor equipment condition.
4. Fabricate and install piping, pipe hangers and mechanical piping systems such as threaded, cam locked and Victaulic connected piping.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (continued)

5. Repair and rebuild pressure regulators, eductors, backflow preventers, centrifuges, air and gas compressors, blowers, bar screens, screening washers and other facility equipment.
6. Repair and rebuild Waukesha gas engine components; perform gas engine performance calibration and tune-up using instrumentation and computers to trouble problems; perform limited overhaul work on Waukesha gas engines.
7. Plan and perform cement and masonry work related to pump pedestals, pipe supports and other applications.
8. Provide technical leadership and advice within the work group to effect equipment repair, mechanical installation and preventive and predictive maintenance projects.

SCADA and CMMS

1. Remotely control equipment and systems using SCADA.
2. Use SCADA as a monitoring and trouble-shooting tool to pinpoint process and equipment problems and perform remedial actions.
3. Use CMMS to generate reports related to equipment repair costs, to plan and schedule work and manpower needs and to create preventive maintenance programs.
4. Use CMMS for budget projections, equipment replacement strategies and to enhance repair and safety procedures.

Administration

1. Use software capable of capturing and printing images.
2. Enter data into databases and spreadsheets, retrieve data and write reports.
3. Use CMMS to create work requests, monitor processes and equipment, create preventive and predictive maintenance schedules, search lists for spare equipment and parts.
4. Coordinate the facilities' workflow processes with the engineering group, the maintenance planner and the EST work group.
5. Create standard operating procedures related to plant processes, maintenance and safety.
6. Ensure that employees follow safety policies and procedures and use required safety equipment.

Industrial Waste and Laboratory

1. Perform various tests related to process control.
2. Interpret laboratory results to determine NPDES (National Pollutant Discharge Elimination System) permit compliance.
3. Identify possible process problems and recommend changes.

Marginal Functions:

- ~~1. Use welding equipment, plasma cutter, torch and brazing equipment in limited applications as approved.~~
- 2.1. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (continued)

QUALIFICATIONS

Environmental Systems Technician Trainee

Knowledge of:

Basic preventive maintenance concepts.
Basic electrical concepts.
Basic mathematics.
Basic hand tools.
Basic electronic concepts.
Basic knowledge of word processing, spreadsheet or database software.
Basic safety standard operating procedures.
Basic plumbing or carpentry techniques.

Ability to:

Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations;*
-- *Communicating with others;*
-- *Reading and writing; and*
-- *Operating assigned equipment.*
Maintain mental capacity which allows the capability of:
-- *Making sound decisions;*
-- *Effective interaction and communication with others; and*
-- *Demonstrating intellectual capabilities.*
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Sitting for extended periods of time; and*
-- *Operating and maintaining assigned equipment.*

Experience and Training Requirements

Experience:

One year of experience operating piping, valves and controls in a process or manufacturing environment;

OR

One year of commercial mechanical maintenance experience involving the service and repair of equipment;

OR

One year of electrical experience;

OR

One year of experience in the maintenance, repair, fabrication and installation of electronic or electrical equipment.

Experience involving the installation, maintenance and repair of fluid pumps and related systems with a minimum capacity of 200 gallons per minute is desirable.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (continued)

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of a valid driver's license on the date of application, and maintenance thereafter.

Possession of a City of Las Vegas Forklift Certificate within 6 months of the date of appointment, and maintenance thereafter.

Possession of an appropriate City of Las Vegas aerial lift certification within 12 months of the date of appointment, 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.

Environmental Systems Technician I

In addition to the qualifications for Environmental Systems Technician Trainee:

Knowledge of:

Basic wastewater treatment, dewatering and water re-use processes and the role of the various types of equipment used in the processes.

The types of pumps, valves and gearboxes in use at the WPCF, their operation and application.

Location of equipment motor control centers and breakers.

Basic preventive maintenance concepts applicable to the WPCF.

Basic electrical concepts applicable to the WPCF.

Basic mathematics applicable to the WPCF.

Electrical specialty tools used when working with 110 volt circuitry.

Basic electronic concepts applicable to the WPCF.

Basic functions of the Supervisory Control and Data Acquisition (SCADA) system.

Basic functions and modules of the current computerized maintenance management system (CMMS).

Basic knowledge of word processing, spreadsheet and database software.

Proper use of required personal protective equipment (PPE).

Applicable Material Safety Data Sheet (MSDS) information.

The role of the facility Safety and Health Officer.

Basic safety standard operating procedures applicable to the WPCF.

Basic function of the industrial waste and pre-treatment work unit.

Basic function and role of the facility laboratory.

Basic plumbing and carpentry techniques.

Basic pertinent federal, state and local laws, codes and regulations.

Chemicals used in wastewater and solids treatment.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (continued)

Ability to:

Work in a team environment.
Read and comprehend technical data, schematics, the operations and maintenance manual, parts lists and blue prints.
Use appropriate hand and power tools for the job being performed.
Operate a forklift.
Operate an aerial lift.
Read electrical symbols and control schematics.
Navigate SCADA control and graphics screens.

Experience and Training Requirements

At least one year of experience as an Environmental Systems Technician Trainee. Must have completed City of Las Vegas verification in each required skill block for Environmental Systems Technician I.

License or Certificate

Possession of a valid driver's license on the date of application, and maintenance thereafter.

Possession of a State of Nevada Grade I Wastewater Treatment Plant Operator certification on the date of application, and maintenance thereafter.

~~Possession of a Wastewater Technician I certification from the International Maintenance Institute~~ Successful completion of the approved maintenance training program on the date of application, and maintenance thereafter.

Environmental Systems Technician II

In addition to the qualifications for Environmental Systems Technician I:

Knowledge of:

Common office software applications, including word processing, spreadsheet and database at an intermediate level.
Control strategies of the filtration systems.
Equipment, process control and systems control logics and strategies.

Ability to:

Use software applications capable of capturing and printing images.
Respond in the event of processing systems upsets.
Write standard operating procedures relating to process operation, equipment maintenance and safety.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (continued)

Experience and Training Requirements

Two years experience as an Environmental Systems Technician. Must have completed City of Las Vegas verification in each required skill block for Environmental Systems Technician II.

License or Certificate

Possession of a valid ~~commercial~~ driver's license on the date of application, and maintenance thereafter.

Possession of State of Nevada Grade II Wastewater Treatment Plant Operator certification on the date of application, and maintenance thereafter.

~~Possession of a Wastewater Technician II certification from the International Maintenance Institute~~ Successful completion of the approved maintenance training program on the date of application, and maintenance thereafter.

Environmental Systems Technician III

In addition to the qualifications for Environmental Systems Technician I and II:

Knowledge of:

Computer software at an intermediate level in word processing, spreadsheet and database.

The control strategy of various facility equipment, process systems and subsystems.

Principles, operation and control of ultraviolet disinfection.

Flow schemes, piping, structure, instrumentation and equipment used in a large wastewater treatment facility.

Optimizing chemicals used in wastewater and solids treatment.

Predictive maintenance concepts.

Ability to:

Exercise leadership within a team environment.

Experience and Training Requirements

Three years experience as an Environmental Systems Technician. Must have completed City of Las Vegas verification in each required skill block for Environmental Systems Technician III.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (continued)

License or Certificate

Possession of a valid driver's license on the date of application, and maintenance thereafter.

Possession of State of Nevada Grade III Wastewater Treatment Plant Operator certification on the date of application, and maintenance thereafter.

~~Possession of a Wastewater Technician III certification from the International Maintenance Institute~~ Successful completion of the approved maintenance training program on the date of application, and maintenance thereafter.

SPECIAL REQUIREMENTS

The Water Pollution Control Facility 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: Wastewater treatment plant environment and, at times, construction site environment, in all types of weather conditions.

Hazards: Exposure to waste, hazardous and infectious waste, noise, electrical hazards, inclement weather, moving objects, vehicles, sharp objects, pinch points, odors, fumes, gases, dust, and slippery surfaces.

Equipment Used: Hand and power tools, measuring devices, computer, general office equipment.

Safety Equipment: Hearing and eye protection, safety shoes, gloves, masks, respirators, safety vest.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, in combination with walking throughout work shift on all types of terrain up to ¼-1 mile per shift, depending on area assigned.

Sitting: Occasionally, while performing administrative duties or riding in golf cart.

Lift/carry: Frequently, 1-15 lbs., materials, samples, supplies, tools. Infrequently, up to 50 lbs.

Push/pull: Frequent push/pull using one or both hands exerting a force up to 10-25 lbs. while turning valves, pushing, pulling skimmers. Infrequently, up to 66 lbs.

Climbing: Occasionally, steps and stairs throughout plant during shift.

Bending/twisting: Frequently at waist, knees and neck while checking pumps, valves and gauges.

Kneeling/crouching/crawling: Infrequently, while checking valves and pumps.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (*continued*)

Physical Conditions (*continued*):

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping and gripping while turning valves, using controls, computer keyboard, writing and recording data and operating golf cart.

Sight: Constant use of sight required. Visual acuity in near- and mid-range while operating equipment; hand/eye coordination.

Speech/hearing: Constant use in communicating with co-workers in maintaining safe work environment.

ARB

REV 6/1/06 11/7/06 (~~moved welding to marginal functions~~)

FLSA & City: nonexempt

CSB 3/9/05

Approved 6/14/06

SENIOR ANIMAL CONTROL OFFICER

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

DEFINITION

To lead, oversee and participate in the more complex and difficult work of staff responsible for the enforcement of the city's animal control ordinances; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Animal Control Officer series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed. Employees perform the most difficult and responsible duties assigned to classes within this series including overseeing and training lower level staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Animal Control Supervisor.

Exercises functional and technical supervision over lower level staff.

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

Essential Functions:

1. Lead the work of assigned staff responsible for enforcing animal control ordinances for the city; assign, plan, direct, coordinate and schedule assignments; monitor work progress and review work results.
2. Establish schedules and methods for effective operations; plan routine patrols to search for stray animals; patrol streets to search for lost or stray animals.
3. Train assigned employees in work methods and techniques and in the use of equipment required for capturing and restraining animals.
4. Prepare incident reports; maintain daily logs.
5. Provide responsible staff assistance to the Animal Control Supervisor.

CITY OF LAS VEGAS
Senior Animal Control Officer (Continued)

Essential Functions:

6. Enforce city animal control laws; explain ordinances relating to keeping and caring for animals; issue citations for violations of the animal control ordinances.
7. Inspect the animal care facility contracted to care for animals impounded or found by city officers; ensure that the facility and treatment meet acceptable standards and that terms of the contract are being met; monitor financial transactions for services rendered by the facility.
- ~~7~~.8. Conduct inspections of pet stores, kennels, pet salons and related businesses for compliance with local ordinances.
- ~~8~~.9. Impound and quarantine animals as required; administer animal first aid as needed; contact a veterinarian to treat injured animals as appropriate.
- ~~9~~.10. Investigate reports or complaints of dogs, cats or other animals creating nuisances and take appropriate action; investigate reports of animal abuse; research computer files for prior records and licensing information.
- ~~10~~.11. Pick up and dispose of deceased animals.
- ~~11~~.12. Ensure employees adhere to safe work practices and procedures.
- ~~12~~.13. Respond to and resolve difficult and sensitive citizen complaints.
- ~~13~~.14. Coordinate assigned cases with the City Attorney's Office and courts as needed; write requests for prosecution, search warrants and summonses; appear in court on applicable cases.
- ~~14~~.15. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
- ~~15~~.16. Prepare various reports of activities as requested.

Marginal Functions:

1. Maintain vehicle and equipment in proper working condition; clean and repair vehicle and equipment as necessary.
2. Perform general office duties; answer telephone calls and provide information and explain procedures; send notices; file animal control records and other documents.
3. May be required to respond to calls outside of normal work schedule.
4. Assist with the interviewing and selection of new employees.

CITY OF LAS VEGAS
Senior Animal Control Officer (Continued)

3.5. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of an animal control program.
Principles of lead supervision and training.
Advanced methods and techniques of enforcement and animal control.
Various breeds of dogs, cats and other domestic and wild animals.
Behaviors of domestic and wild animals.
Procedures and techniques for dealing with the public in a tactful but firm manner.
Advanced methods of animal handling, collection and impoundment.
Proper and safe use of immobilization and restraint devices.
Advanced emergency practices and procedures related to animal control.
Local geography and street locations.
Applicable safety standards and practices and occupational hazards.
Report writing techniques and practices.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Lead, organize and review the work of staff in the field of animal control.
Interpret, apply, explain and enforce department policies and procedures and animal control laws and regulations.
Work effectively in highly emotional situations.
Effectively deal with personal danger, which may include exposure to armed or dangerous persons.
Annually demonstrate proficiency with firearms and immobilization devices.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain mental capacity which allows the capability of:

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

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

- *Standing, walking, or sitting for extended periods of time;*
- *Subduing resisting animals;*
- *Chasing fleeing animals;*
- *Running, walking, crouching or crawling;*
- *Moving deceased animals; and*
- *Operating firearms, net and immobilization gun, related equipment, and service vehicles.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing;*
- *Operating restraint devices, two-way radios, assigned equipment and service vehicles;*

CITY OF LAS VEGAS
Senior Animal Control Officer (Continued)

- *Operating office equipment; and*
- *Occupational hazards and standard safety practices.*

Experience and Training Requirements

Experience:

Four years of responsible field experience in animal control enforcement.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Must have successfully completed Level I and II of the National Animal Control Academy or Level I and II of the National Cruelty/Cruelty Investigator School 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: Outdoors or in vehicle, patrolling city streets. Occasionally in office setting.

Hazards: Exposure to dangerous, agitated animals, potentially hostile and confrontational situations with risk to personal safety, bites from poisonous animals, reptiles, biohazards from diseased or infectious animals, chemicals, wet, slippery surfaces, heat, dust, fumes, odors, moving vehicles.

Equipment Used: Animal control vehicle, long-handled catch pole, extendable baton, chemical immobilization equipment and Oleoresin Capsicum Pepper Spray.

Safety equipment: Gloves, safety shoes, eye protection.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, over varied terrain including concrete, asphalt, and uneven ground. May run while chasing fleeing animals.

Sitting: Frequently, while driving, on patrol, or in office while writing reports and performing other office duties.

Lift/carry: Occasionally, 1-50 lbs. ~~up to~~ approximately 5 times per shift, and 50-80 lbs. ~~up to~~ approximately 5 times per shift. Must control aggressive and/or resistive animals with catch pole while lifting animals into cages up to 43⁵" off ground level.

CITY OF LAS VEGAS
Senior Animal Control Officer (Continued)

~~Infrequently~~ Occasionally lift animals weighing 100 lbs. or more. May call for assistance. Carry up to 50 lbs. up to 25 ft. over varied terrain.

Push/pull: Normal driving activities. Frequently, 5-15 lbs. while opening doors and operating vehicle. Occasionally, 5-50 lbs. force, while restraining animals with catch pole.

Climbing: Frequently, in and out of vehicle ~~up to approximately 240~~ approximately 240 times per shift. ~~Occasionally, climbing and balancing on ladders to retrieve animals.~~

Bending/twisting: Normal driving activities, frequently at knees, neck and waist while getting in and out of vehicle ~~up to 20~~ approximately 40 times per day. Occasionally, in awkward positions while retrieving animals. Occasionally, combined with lifting up to 80 lbs.

Kneeling/crouching/crawling: Occasionally, while retrieving animals on a variety of surfaces.

Hands/arms: Constant use of both hands and arms in operating vehicle, controlling animals, writing reports. Occasionally, reach over shoulder level while placing animals into cages or while retrieving animals at heights.

Sight: Constant use of sight in performance of duties.

Speech/hearing: Constantly, in interacting with public, coworkers and supervisor.

Other physical demands: Running, jumping, climbing fences in pursuit of animals. Must deal with aggressive animals and hostile environments. Must drag carcasses off roadways.

ARBSMM

REV 8/18/0310/11/06

FLSA & City: nonexempt

CSB 9/10/0312/13/2006

SENIOR CONTRACTS TECHNICIAN

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

DEFINITION

To lead, train and coordinate the work flow of two or more Contracts Technicians, including documenting office procedures, facilitating work process improvements, developing document templates, controlling public records files and providing general office support for the Purchasing & Contracts Division.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey class of the Contracts Technician series. This class is distinguished from the Contracts Technician II by the level of technical knowledge and skill, the level of responsibility assumed and the independence with which employees are expected to perform. Duties include training, overseeing, and adjusting the workload of the Contracts Technician work group to assure work is completed accurately, efficiently and within required timelines. Employees receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Further, employees in this class are required to be fully trained and proficient in all procedures related to the assigned area of responsibility, including all duties performed by lower level Contracts Technicians.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory staff. Receives technical and functional supervision from Buyers and Contracts Specialists.

Exercises functional and technical supervision over lower level Contracts Technician staff.

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

Essential Functions:

1. Perform the most difficult, technical, complex and specialized contract office support duties.
2. Lead, plan, prioritize, assign, realign and review the work of staff responsible for the full range of contract office support for the Purchasing & Contracts Division.

CITY OF LAS VEGAS
Senior Contracts Technician (*continued*)

Essential Functions:

3. Train assigned staff in all areas of contract office support, including preparation and assembly of solicitation documents for public works construction, goods and services, including legal notice advertising, instructions to bidders, general conditions, technical specifications, requests for proposals, public record files, contract documents and related correspondence, using standard or customized template documents in support of Contracts Specialists, Buyers or other senior staff.
4. Develop and maintain template documents using advanced word processing functions and features including bid packages, contracts, correspondence, forms, reports and memoranda.
5. Audit the financial transactions performed by assigned staff related to the sale of bid packages and public record documents.
6. Create, amend or delete basic to complex entries in a variety of computer software applications, including Oracle Purchasing, Atlas cash management, SIRE document management, MS Word, Excel and Outlook.
7. Provide information in a professional and courteous manner to the general public and city departments regarding bidding and contracting procedures and bid schedules; assist in responding to the more difficult inquiries.
8. Ensure that public record files are assembled and maintained in an accurate and timely manner; coordinate the archiving of expired contracts; ensure the security of public record files.
9. Perform general office coordination support for the Division, which may include timekeeper duties, maintenance of the master calendar and organization and maintenance of the shared computer directory.
10. Operate a variety of office equipment including copier, facsimile, scanner, digital recording devices and personal computer; input and retrieve data.

Marginal Functions:

1. Receive, sort and distribute incoming and outgoing correspondence and other related materials.
2. Set up recording equipment for pre-bid, pre-proposal and bid opening meetings.
3. Arrange for video conferencing, teleconferencing or computer network/Internet equipment set-up for various meetings or training sessions.
4. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Senior Contracts Technician (*continued*)

QUALIFICATIONS

Knowledge of:

Principles of lead supervision and training.
Services, methods and techniques of clerical purchasing and contracts office support.
Advanced principles and procedures of public record keeping.
Principles and procedures for responsible financial controls of required monetary transactions.
Principles and techniques of customer service.
English usage, spelling, grammar, and punctuation.
Mathematical principles.
Modern office procedures, methods and computer equipment.
Personal computer operations and common office software including word processing, spreadsheet, email and calendar management at an advanced level.
Methods and procedures for proofreading.
Methods and procedures of data entry.
Pertinent federal, state and local laws, codes, regulations.
Methods and principles of data collection and retention.
Basic statistical and graphical report preparation.

Ability to:

Explain and enforce city and department policies and procedures.
Work independently without direct supervision.
Maintain confidentiality of work performed when required by statute or policy.
Make decisions involving sensitive situations.
Communicate clearly and concisely, both orally and in writing.
Organize and prioritize work to meet critical timelines, including the work performed by assigned clerical support staff.
Perform advanced functions and features of common word processing software.
Perform competently in the use of spreadsheet, email and calendar management software.
Create template documents using word processing or spreadsheet software.
Produce accurate documents.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

CITY OF LAS VEGAS
Senior Contracts Technician (*continued*)

Experience and Training Requirements

Experience:

Three years of increasingly responsible office support experience; contracting or purchasing operations clerical or support experience is preferred.

Training:

Equivalent to graduation from high school.

License or Certificate:

~~Must type 50 net words per minute as demonstrated by a typing certificate dated no more than one year prior to the date of application.~~

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

ARB

~~NEW 8/14/06~~ REV 11/13/06

FLSA & City: nonexempt

~~CSB 9/13/06~~

**SENIOR DATA COMMUNICATIONS ELECTRICIAN COMMUNICATIONS SYSTEMS
COORDINATOR**

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

DEFINITION

~~Plan, direct, and coordinate, lead and participate in the operation of communications systems within the city, including voice, data, wireless, audio/visual, video conferencing and converged systems. Lead and coordinate in -the design, installation, inspection, upgrading, repair and maintenance of data-communications systems such as; network wiring systems, fiber optic communications systems, special power systems such as uninterruptable power supply, power and communications conduit, video conferencing systems and audio/visual systems and special power systems such as uninterruptable power supply, video wiring; to perform a variety of technical duties related to assigned area of responsibility.~~

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

~~Receives general supervision from the Information Technologies Operations Managers and higher level management staff.~~

~~May e~~Exercises functional and technical supervision over ~~lower level~~technical and support staff.

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

Essential Functions:

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

1. Plan, direct and coordinate the operation of communications systems within the city, including voice, data, wireless, audio/visual, video conferencing and converged systems.

CITY OF LAS VEGAS

~~Senior Data Communications Electrician~~ Communications Systems Coordinator (continued)

~~2.~~ Lead, and coordinate ~~and participate~~ in the design, installation, inspection, upgrading, repair and maintenance of communications systems such as network wiring systems, fiber optic communications systems, special power systems such as uninterruptable power supply, power and communications ~~conduit, conduit,~~ video conferencing and audio/visual systems.

~~2.3.~~ Produce, update and verify electrical blueprints and schematic drawings.

~~4.~~ Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.

~~5.~~ Serve as a consultant to city departments for determining communications systems needs and developing plans to achieve integration solutions.

~~6.~~ Coordinate and lead staff in the installation, configuration, testing and trouble-shooting of communications system components.

~~7.~~ Coordinate and lead the development of system specifications for the city's communications requirements.

~~3.8.~~ Set up and execute a preventive maintenance schedule for the data communications systems citywide.

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

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

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

~~7.5.~~ May dDirect and review the activities of contract employees.

~~8.~~ Operate power and hand operated equipment and tools.

~~9.6.~~ Read and interpret blueprints, schematic drawings and related symbols and markings.

~~10.7.~~ Train assigned employees in work methods and techniques and in the set-up and use of equipment; ensure that assigned employees adhere to safe work practices and procedures.

~~11.8.~~ Estimate time, materials and equipment required for assigned jobs and requisition materials as needed.

~~12.9.~~ Respond to data communications emergencies during evenings and weekends.

~~10.~~ Ensure proper inventory levels of data communication supplies are maintained.

~~11.~~ Develop, review and update city standard communication systems specifications.

CITY OF LAS VEGAS

Senior Data Communications Electrician Communications Systems Coordinator (continued)

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

National Electrical Code, at an advanced level.

Applicable City codes, policies and standards.

Applicable premise wiring standards.

~~Trade related hand and power tools and equipment.~~

Operations, services and activities of a complex data communications systems.

Properties and principles of electricity.

Preventive maintenance techniques and procedures.

Principles and practices of electrical construction as it relates to data communications systems.

Principles of mathematics applicable to electrical work.

Occupational hazards and standard safety practices.

~~Wiring requirements and basic operation of personal computers, mainframe terminals, printers and other peripheral devices.~~
operation of communications systems.

~~Printed circuit board technology.~~

Electrical design techniques.

Troubleshooting and diagnostic techniques in data communications systems.

Blueprints, schematics, symbols, drawings and related materials.

Fiber optic media including communications media.

Applicable National Fire Protection Agency Standards.

Ability to:

Lead, organize, coordinate and review the work of assigned staff.

~~Independently perform the most difficult data communications installations and repairs.~~

Interpret, explain and enforce department policies and procedures.

~~Work~~ Review work while on ladders and at heights.

Work near connected electrical circuits.

Distinguish colors.

Select and safely use appropriate hand and power tools and equipment.

Identify electrical hazards and use appropriate safety practices.

Build and maintain computer networks and communications systems.

Operate personal computers, mainframe terminals and peripheral equipment to verify proper connections.

~~Remove, troubleshoot and reinstall printed circuit boards.~~

~~Install, certify, terminate, maintain and repair fiber optic cabling.~~

Work independently in the absence of supervision.

Ensure the proper installation, certification maintenance and repair of communication systems.

Communicate clearly and concisely, both orally and in writing.

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

Maintain effective audio-visual discrimination and perception needed for:

CITY OF LAS VEGAS

Senior Data Communications Electrician Communications Systems Coordinator (continued)

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

Maintain mental capacity which allows the capability of:

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

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

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

Experience and Training Requirements

Experience:

Three-Four years of increasingly responsible journey-level electrical experience, preferably in the data communications field, within the last six years in developing and administering a major communications system, to include hands-on installation, repair and maintenance experience.

Training:

Equivalent to graduation from high school, supplemented by specialized training in the electrical field; an associate degree from an accredited college or university with major course work in Information Technology, Electrical Engineering or a related field. A combination of formal education and directly related work experience may substitute for the degree.

License or Certificate:

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

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

Possession of category 56 cable termination and installation certificate on the date of application is desirable.

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

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

WORKING CONDITIONS

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

CITY OF LAS VEGAS

Senior Data Communications Electrician/Communications Systems Coordinator (continued)

Environmental Conditions:

~~Location:~~ Work performed indoors in City Hall complex or other City facilities as assigned.

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

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

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

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

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

~~Sitting:~~ Occasionally frequently, at desk and workbench while reviewing plans, operating computer and completing administrative tasks.

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

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

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

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

~~Kneeling/crouching/crawling:~~ May occasionally kneel while performing work at floor level and working cabling through subflooring. Rarely crawls. ~~Hands/arms:~~ Frequent constant use of both hands and arms while performing administrative duties, installing cable, troubleshooting and maintaining system. Requires reaching, handling, grasping, fingering. Some projects may require extended overhead work while installing or maintaining overhead cabling systems. Overhead work can vary between 2-8 hours daily depending on assignment.

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

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

~~Other physical demands:~~ Physical demands vary by assignment.

WORKING CONDITIONS

Environmental Conditions:

Travel to various city facilities; construction site environment; exposure to noise, dust, grease, fumes, high voltage, heat, cold, electrical energy; work at heights on ladders; work underground; work around heavy construction equipment and inclement weather conditions.

Physical Conditions:

CITY OF LAS VEGAS

~~Senior Data Communications Electrician~~ Communications Systems Coordinator (continued)

Essential and marginal functions may require maintaining physical condition necessary for moderate or light lifting, bending, stooping, kneeling, crawling, climbing; standing or sitting for prolonged periods of time; and the ability to distinguish color.

ARBSMM

REV ~~11/29/04~~ 9/28/2006

FLSA and City: nonexempt

CSB ~~1/12/05~~

SIGN-IN SHEET
CIVIL SERVICE BOARD MEETING

DATE: Dec 13, 2006

PLEASE PRINT

NAME

ORGANIZATION

BENET VEGA
Ellen Thompson
Myrtle Harvey

D & E
HR/PSD
HR/PSD

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date December 13, 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. Fire Captain
2. Records Technician I

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.