

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: FEBRUARY 14, 2007

TIME: 4:30 p.m.

S. ✓

Present

JA

EM

EB

Absent

PR

MW

Morgan

4:30

Staff
Susan
Glenna

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 January 10, 2007 *M-EM*
2-EB
- IV. APPROVAL OF MINUTES: Teleconference Meeting of January 24, 2007 *M-EM*
2-EB
- V. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED *M-EB*
2-EM
 - 1. Building Inspector I - Promotional
 - 2. Building Inspector I - Open
 - 3. Contracts Technician I - Open
 - 4. Economic Development Officer - Open
 - 5. EMS Field Coordinator - Promotional
 - 6. Fire Equipment Mechanic Foreman - Promotional
 - 7. Fire Equipment Mechanic Foreman - Open
 - 8. Fire Equipment Mechanic I - Promotional
 - 9. Fire Equipment Mechanic I - Open
 - 10. Fire Training Officer - Promotional
 - 11. Leisure Activities Field Supervisor - Open
 - 12. Materials Testing Technician I - Promotional
 - 13. Materials Testing Technician I - Open
 - 14. Planner I (Open & Continuous) - Open
 - 15. Senior Economic Development Officer - Open
 - B. EXTENSION OF ELIGIBLE LISTS *M-EB*
2-EM
 - 1. Accounting Technician II - Open
 - 2. Corrections Sergeant - Promotional
 - 3. GIS Technician - Open
 - 4. HVAC Technician I - Promotional
 - 5. HVAC Technician I - Open
 - 6. License Officer I - Promotional
 - 7. License Officer I - Open
 - 8. License Officer II - Promotional
 - 9. License Officer II - Open
 - 10. Mechanic I - Promotional
 - 11. Planner I (Open & Continuous) - Open
 - 12. Plant Operations & Maintenance Supervisor - Promotional
 - 13. Plant Operations & Maintenance Supervisor - Open

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14. Pre-Trial Services Officer - Promotional
15. Pre-Trial Services Officer - Open
16. Sanitation Billing Inspector I - Promotional
17. Sanitation Billing Inspector I - Open
18. Signing & Marking Technician I - Promotional
19. Signing & Marking Technician I - Open
20. Streets & Sanitation Crew Leader - Promotional
21. Survey Technician - Open
22. Technical Systems Analyst - Promotional
23. Technical Systems Analyst - Open
24. Vehicle Services Worker - Promotional
25. Vehicle Services Worker - Open

C. CLASSIFICATION SPECIFICATIONS

1. Parking Enforcement Officer - Revised
2. Parking Meter Technician - Revised
3. Parking Operations Laborer - Revised
4. Pool Technician - Revised
5. Graffiti Technician - New

m-EM
2-EB

D. REQUEST TO BE PLACED ON THE REHIRE LIST

1. Yolanda Lakteen
2. Suzette Sera-Oh

m-EM
2-EB

E. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

1. Communications Specialist

m-EB
2-EM

F. REQUEST TO CONSIDER AN APPLICATION OF APPEAL

1. Jose Santana, Jr.

Motion to accept hearing date
EM hearing accept hearing for

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

Future teleconference.

May 9 2-EB

VII. CITIZEN PARTICIPATION

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

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

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

State of NV, Grant Sawyer Building, 555 East Washington Avenue
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
MINUTES
FOR THE
JANUARY 10, 2007
REGULAR MEETING**

Agenda Documentation
February 14, 2007

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER: January 10, 2007 at 4:30 p.m. in the Human Resources Department.

ROLL CALL:

Johan Aliseo - Present
Malcolm White - Present
Ed Miramontes - Present
Priscilla Rocha - Absent
Evelyn Beals - Present

STAFF PRESENT

Susan Marion Myrtle Harvey
Glenna Worthington Michele McNulty
Lori Petsco

OTHERS PRESENT

Benet Vega - D&E

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 December 13, 2006: Trustee Evelyn Beals made a motion to approve the minutes of the Regular Meeting of December 13, 2006. Trustee Ed Miramontes seconded the motion. Motion carried.

IV. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

1. Accounting Technician I - Open
2. Corrections Officer - Open
3. Customer Service Representative - Open
4. Engineering Project Manager (Eng. Design) - Promotional
5. Engineering Project Manager (Eng. Design) - Open
6. Engineering Technician I - Promotional
7. Engineering Technician I - Open
8. Lead Court Clerk - Promotional
9. Legal Technician I - Open
10. Leisure Activities Supervisor - Open
11. Maintenance Mechanic I - Promotional
12. Maintenance Mechanic I - Open
13. Permits Technician - Promotional
14. Permits Technician - Open
15. Planner I (Open & Continuous) - Open
16. Senior HVAC Technician - Promotional
17. Senior HVAC Technician - Open

Ed Miramontes asked about what happens if there is only one name on the eligible list (e.g. Item 4). Glenna said the department could request a new recruitment. Counsel Morgan Davis further explained that these lists being certified are applicants moving forward in the hiring process. If the departments do not find them suitable for hire, the department may request a new recruitment.

A motion was made by Trustee Malcolm White that items 1 through 17 of the Eligible Lists To Be Certified be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

1. Adaptive Recreation Leader – Open
2. Construction Project Representative – Promotional
3. Construction Project Representative – Open
4. EMS Educator – Open
5. Fire Engineer – Promotional
6. Planner I – (Open & Continuous) – Open
7. Planner II (Comp/Current) – Promotional
8. Records Courier – Open
9. Senior Building Services Electrician – Promotional
10. Senior Office Specialist - Promotional

A motion was made by Trustee Ed Miramontes that items 1 through 10 of the Extension of Eligible Lists be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

C. CLASSIFICATION SPECIFICATIONS:

1. Real Property Appraiser - Revised

A motion was made by Trustee Evelyn Beals to approve Item 1 of the Classification Specifications and Ed Miramontes seconded the motion.

D. REQUEST TO BE PLACED ON THE REHIRE LIST:

1. Boris Santana

A motion was made by Trustee Ed Miramontes to approve Item 1 of the Request to be Placed on the Rehire List and Malcolm White seconded the motion.

E. REQUEST TO RECEIVE A NOTICE OF APPEAL

1. Jose Santana, Jr.

Chairperson Johan Aliseo directed Secretary to place this item on the agenda for the next regular meeting to consider acceptance of this application of appeal.

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
FEBRUARY 14, 2007
PAGE 2

IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED

None

V. CITIZEN PARTICIPATION

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:37 a.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
For the
JANUARY 24, 2007
TELECONFERENCE MEETING

Agenda Documentation
February 14, 2007

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER January 24, 2007 at 11:35 a.m. via Teleconference

ROLL CALL: Johan Aliseo - Absent
Ed Miramontes - Present
Priscilla Rocha - Absent
Evelyn Beals - Present
Malcolm White - Present

STAFF PRESENT

Ann Rubertino-Beck
Susan Marion

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

III. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1) Aquatic Biologist - Promotional
- 2) Aquatic Biologist - Open
- 3) Building Services Technician - Promotional
- 4) Building Services Technician - Open
- 5) Equipment Operator I (Streets) - Promotional
- 6) Equipment Operator I (Streets) - Open
- 7) Personnel Technician - Promotional
- 8) Personnel Technician - Open
- 9) Planning Supervisor - Promotional
- 10) Senior Planner - Promotional
- 11) Transportation Services Supervisor - Promotional
- 12) Transportation Services Supervisor - Open

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

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
FEBRUARY 14, 2007
PAGE 2

IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED

None

V. CITIZEN PARTICIPATION

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:37 a.m.



F. Claudette Enus
Secretary to the Board



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: February 14, 2007

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: 15

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Building Inspector I – Promotional	13	9	8
2. Building Inspector I – Open	90	38	32
3. Contracts Technician I – Open	165	37	37
4. Economic Development Officer – Open	21	7	7
5. EMS Field Coordinator – Promotional	2	2	2
6. Fire Equipment Mechanic Foreman – Promotional	4	3	3
7. Fire Equipment Mechanic Foreman – Open	8	3	3
8. Fire Equipment Mechanic I – Promotional	2	2	2
9. Fire Equipment Mechanic I – Open	19	6	4
10. Fire Training Officer – Promotional	3	2	2
11. Leisure Activities Field Supervisor – Open	39	31	27
12. Materials Testing Technician I – Promotional	0	0	0
13. Materials Testing Technician I – Open	23	12	12
14. Planner I (Open & Continuous) – Open	24	18	16
15. Senior Economic Development Officer – Open	10	6	5

CITY OF LAS VEGAS

ELIGIBLE LIST

Building Inspector I
Examination

January 8, 2007
Date

067966712P
Exam Code

Promotional
Type of Exam

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	APPLICATIONS		ELIGIBLE LIST
ACCEPTED	11	GROUP 1	5
REJECTED	2	GROUP 2	3
TOTAL RECEIVED	13	TOTAL ON LIST	8

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	8			
FAILED	1			
TOTAL TESTED	9			
DID NOT APPEAR	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Building Inspector I
Examination

January 8, 2007
Date

0679667120
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	52	GROUP 1	11
REJECTED	38	GROUP 2	21
TOTAL RECEIVED	90	TOTAL ON LIST	32

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	32			
FAILED	6			
TOTAL TESTED	38			
DID NOT APPEAR	14			

CITY OF LAS VEGAS

ELIGIBLE LIST

Contracts Technician I
Examination

January 26, 2007
Date

0679662120
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	59	GROUP 1	27
REJECTED	106	GROUP 2	10
<i>TOTAL RECEIVED</i>	165	<i>TOTAL ON LIST</i>	37

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	37			
FAILED	0			
<i>TOTAL TESTED</i>	37			
<i>DID NOT APPEAR</i>	22			

CITY OF LAS VEGAS

ELIGIBLE LIST

Economic Development Officer
Examination

January 18, 2007
Date

0679500100
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	7	GROUP 1	4
REJECTED	14	GROUP 2	3
TOTAL RECEIVED	21	TOTAL ON LIST	7

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

EMS Field Coordinator
Examination

Written: January 9, 2007
Oral: January 24, 2007
Date of Test

067948811P
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	2	GROUP 1	0
REJECTED	0	GROUP 2	2
TOTAL RECEIVED	2	GROUP 3	0
		TOTAL ON LIST	2

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

***This list is arranged in rank order from highest score to lowest.**

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Equipment Mechanic Foreman
Examination

January 16, 2007
Date of Test

06420111P
Exam Code

Promotional
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	3	GROUP 1	0
REJECTED	1	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	0			
TOTAL TESTED	3			
WITHDREW	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Equipment Mechanic Foreman
Examination

January 16, 2007
Date of Test

064201110
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

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

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	3			
FAILED	0			
TOTAL TESTED	3			
WITHDREW	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Equipment Mechanic I
Examination

January 22, 2007
Date of Test

06450011P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Equipment Mechanic I
Examination

January 22, 2007
Date of Test

064500110
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	7	GROUP 1	0
REJECTED	12	GROUP 2	2
TOTAL RECEIVED	19	GROUP 3	2
		TOTAL ON LIST	4

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	4			
FAILED	2			
TOTAL TESTED	6			
WITHDREW	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Training Officer
Examination

January 17, 2007
Date of Test

06416011P
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	3	GROUP 1	1
REJECTED	0	GROUP 2	1
<i>TOTAL RECEIVED</i>	3	GROUP 3	0
		<i>TOTAL ON LIST</i>	2

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		2		
FAILED		0		
<i>TOTAL TESTED</i>		2		
<i>WITHDREW</i>		1		

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Leisure Activities Field Supervisor
Examination

January 22, 2007
Date

062700120
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	31	GROUP 1	19
REJECTED	8	GROUP 2	8
<i>TOTAL RECEIVED</i>	39	<i>TOTAL ON LIST</i>	27

	<u>TESTS</u>			<u>T & E</u>
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	
(Weight)				100%
PASSED				27
FAILED				4
<i>TOTAL TESTED</i>				31
<i>DID NOT APPEAR</i>				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Materials Testing Technician I
Examination

January 18, 2007
Date

062832110
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Materials Testing Technician I
Examination

January 18, 2007
Date

062832110
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	12	GROUP 1	5
REJECTED	11	GROUP 2	7
TOTAL RECEIVED	23	TOTAL ON LIST	12

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T & E</u>
(Weight)				100%
PASSED				12
FAILED				0
TOTAL TESTED				12
DID NOT APPEAR				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Planner I (Open & Continuous)
Examination

February 2, 2007
Date

073069010
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	APPLICATIONS		ELIGIBLE LIST
ACCEPTED	18	GROUP 1	7
REJECTED	6	GROUP 2	9
TOTAL RECEIVED	24	TOTAL ON LIST	16

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T&E</u>
(Weight)				100%
PASSED				16
FAILED				2
TOTAL TESTED				18
DID NOT APPEAR				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Economic Development Officer
Examination

January 24, 2007
Date

0679501100
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED
REJECTED
TOTAL RECEIVED

6
4
10

ELIGIBLE LIST

GROUP 1
GROUP 2
TOTAL ON LIST

1
4
5

TESTS

WRITTEN

ORAL

PERFORMANCE

T & E

(Weight)

100%

PASSED

FAILED

TOTAL TESTED

			5
			1
			6

DID NOT APPEAR

			0
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CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date February 14, 2007

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: 25

	REMAINING CANDIDATES ON LIST	LIST EXPIRES	EXT. TO	NUMBER OF THIS EXT.
1. Accounting Technician II – Open	32	02/23/07	08/23/07	1
2. Corrections Sergeant – Promotional	2	02/09/07	08/09/07	1
3. GIS Technician – Open	13	02/23/07	08/23/07	1
4. HVAC Technician I – Promotional	1	02/08/07	08/08/07	2
5. HVAC Technician I – Open	18	02/08/07	08/08/07	2
6. License Officer I – Promotional	6	02/23/07	08/23/07	1
7. License Officer I – Open	17	02/23/07	08/23/07	1
8. License Officer II – Promotional	3	02/23/07	08/23/07	1
9. License Officer II – Open	2	02/23/07	08/23/07	1
10. Mechanic I – Promotional	3	02/08/07	08/08/07	2
11. Planner I (Open & Continuous) – Open	15	02/23/07	08/23/07	1
12. Plant Operations & Maintenance Supervisor – Promotional	6	02/23/07	08/23/07	1
13. Plant Operations & Maintenance Supervisor – Open	3	02/23/07	08/23/07	1
14. Pre-Trial Services Officer – Promotional	4	02/22/07	08/22/07	2
15. Pre-Trial Services Officer – Open	31	02/22/07	08/22/07	2
16. Sanitation Billing Inspector I – Promotional	9	02/10/07	08/10/07	3
17. Sanitation Billing Inspector I – Open	11	02/10/07	08/10/07	3
18. Signing & Marking Technician I – Promotional	11	02/10/07	08/10/07	3
19. Signing & Marking Technician I – Open	50	02/10/07	08/10/07	3
20. Streets & Sanitation Crew Leader – Promotional	12	02/09/07	08/09/07	1
21. Survey Technician - Open	4	02/23/07	08/23/07	1
22. Technical Systems Analyst – Promotional	1	02/09/07	08/09/07	1
23. Technical Systems Analyst – Open	2	02/09/07	08/09/07	1
24. Vehicle Services Worker – Promotional	3	02/08/07	08/08/07	2
25. Vehicle Services Worker – Open	42	02/08/07	08/08/07	2

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: February 14, 2007

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. Parking Enforcement Officer
2. Parking Meter Technician
3. Parking Operations Laborer
4. Pool Technician

Parking Enforcement Officer was revised to update duties and current equipment and technology.

Parking Meter Technician was revised to update duties and current equipment and technology.

Parking Operations Laborer was revised to update the essential functions and qualifications.

Pool Technician was revised to update the essential functions and qualifications.

NEW

5. Graffiti Technician

Graffiti Technician was created to reflect the skills needed and appropriate salary grade.

RECOMMENDATION

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

PARKING ENFORCEMENT 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 perform a variety of duties and responsibilities involved in the enforcement of city parking ordinances; and to provide general information and assistance to the public.

SUPERVISION RECEIVED

Receives general supervision from the Parking Enforcement Supervisor.

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, in a vehicle or on foot, enforcing parking and regulations applicable to non-moving vehicles.
2. Issue parking citations for violations observed including overtime parking and illegal parking.
3. Assist the public by providing directions and responding to questions and inquiries.
4. Respond to reports of abandoned vehicles; investigate and document situation and impound vehicles as necessary.
5. Immobilize vehicles as allowed by Municipal Code.
6. Report broken meters and sign repairs; report traffic accidents and other occurrences to the authorities.
7. Maintain daily supplies for patrolling assigned area; inspect assigned vehicle for needed maintenance.
8. Maintain a variety of accurate records related to citations, abandoned vehicles, impounded vehicles and immobilized vehicles; prepare related daily and monthly reports.
9. Testify in court as needed.

CITY OF LAS VEGAS
Parking Enforcement Officer (*continued*)

Marginal Functions:

1. Assist with parking control at special events.
2. May be assigned to assist with the collection of coins from parking meters; push cart along route, emptying coins from meters into container; deliver coins to Treasury when route is completed.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.
Basic record keeping principles.
Safe driving practices.
Basic safety procedures related to the job.

Ability to:

Learn city parking and related ordinances.
Learn Nevada motor vehicle codes related to non-moving traffic violations.
Learn geography of assigned enforcement area.
Enforce parking and traffic regulations in a firm but tactful manner.
Learn to operate computer to process and acquire data relative to enforcement activities.
Work independently without constant supervision.
Learn, understand and apply pertinent laws, rules and regulations.
Understand and follow oral and written instructions.
Perform general clerical tasks.
Drive assigned vehicle in a safe manner.
Communicate clearly and concisely, both orally and in writing.
Respond to requests and inquiries from the general public.
Understand and follow oral and written instructions.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Walking, standing, or sitting for extended periods of time; and*
-- *Operating assigned equipment.*
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations;*
-- *Communicating with others;*
-- *Reading and writing; and*
-- *Operating assigned equipment and vehicles.* Maintain mental capacity which allows the capability of:
-- *Making sound decisions;*
-- *Effective interaction and communication with others; and*
-- *Demonstrating intellectual capabilities.*

CITY OF LAS VEGAS
Parking Enforcement Officer (*continued*)

Experience and Training Requirements

Experience:

Two years of increasingly responsible work experience which required the frequent interpretation, explanation or enforcement of varied codes and regulations, including frequent difficult public contact.

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.

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: 100% outdoors or in vehicle patrolling city streets. Vehicles are only partially climate controlled due to frequent in and out and chalking tires.

Hazards: Exposure to moving vehicles, working in high traffic areas, potentially hostile and confrontational situations with risk to personal safety, wet and slippery surfaces, noise, fumes, gas and dust.

Equipment Used: Various vehicles, including scooters, pickup trucks, passenger cars, bicycles and Segways, hand-held computer, radio, chalk stick, parking violation book, vehicle immobilizers.

Safety Equipment: Seat belts while operating vehicle, helmets and eye protection as required.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Depending on assignment, whether foot patrol, vehicle patrol or coin collection, walking varies. Vehicle patrols require walking short distances from vehicle to violation site while writing citation. Foot patrols and coin collection require continuous walking, constantly throughout shift. May walk 6-8 miles, depending on shift assignment.

Sitting: For motorized patrol, frequently, up to 70% of work shift in vehicle. For foot patrols, minimal sitting except for breaks and lunch.

Lift/carry: Frequently, 1-5 lbs., chalk stick, ticket book, hand-held computer. Occasional, lifting up to 37 lbs., bag of coin or vehicle immobilizer.

CITY OF LAS VEGAS
Parking Enforcement Officer (*continued*)

Physical Conditions:

Push/pull: Occasional 10-30 lbs. while pulling coin cart. Normal driving activities, 5-15 lbs. force, opening doors and operating vehicle.

Climbing: Stepping in and out of vehicle up to 100 times per shift.

Bending/twisting: Bending at waist laterally to right or left side while operating vehicle and chalking tires. Bending while retrieving coins, picking up coin bags, securing carts in van and while applying or removing vehicle immobilizer. Other bending in normal driving activities.

Kneeling/crouching/crawling: Occasional crouching while securing coin carts in van and while applying or removing vehicle immobilizer.

Hands/arms: Constant use of both hands and arms in operating a vehicle in motorized patrol. In foot patrol, writing task can be accomplished by one arm and hand using other in an assistive fashion.

Sight: Constant use of sight in performance of duties.

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

Other physical demands: Constant awareness of surroundings while operating motor vehicle in high traffic and congested areas.

ARB

REV 10/26/06

FLSA and City: nonexempt

CSB 2/14/07

PARKING METER 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 perform skilled repairs of parking meter mechanisms; to maintain parking meters and signs; to perform other duties relative to the assigned area of responsibility.

SUPERVISION RECEIVED

Receives direction from the Parking Enforcement Supervisor.

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 routine maintenance on parking meters and change machines including cleaning, repairing or replacing parts or electronic components as necessary.
2. Respond to complaints of broken or malfunctioning meters, diagnose problem and make repairs.
3. Coordinate installation of meters and parking signs.
4. Maintain collection boxes and locks.
5. Apply ordinances and "fine" information decals to parking signs on public streets and lots and private parking lots.
6. Maintain written and electronic records on meter and pole maintenance, street meter guide logs, vandalism and related expenses.
7. Complete accident and insurance reports on meters damaged in motor vehicle accidents or acts of vandalism.
8. Meet with supply representatives and orders parts; maintain an inventory of poles, meters and parts.
9. Assist the public by providing directions and responding to questions and inquiries.
10. Research new equipment and parts, obtain price quotes, order parts and maintain adequate inventory; prepare information and recommendations for budget preparation; research, evaluate and recommend new meter technology.

CITY OF LAS VEGAS
Parking Meter Technician (*continued*)

Essential Functions:

11. Perform quarterly electronic audits of parking meters.
12. Perform annual calibration of electronic timing mechanisms and coin sensors.
13. Program electronic meters.

Marginal Functions:

1. Restock change machines; remove currency and deliver to Treasury.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques for repairing parking meters.
Operational characteristics of tools used to perform repairs.
City geography.
City and state ordinances and regulations pertaining to parking on public streets and city parking facilities.
Basic mathematical principles.
Principles and procedures of record keeping and reporting.
Electronics trouble shooting and repair.
Basic practices of preparing budget requests.

Ability to:

Learn and apply wireless communication applications.
Learn and apply multiple meter management programs.
Learn and apply meter programming techniques.
Operate machinery and tools.
Use chemical solutions and paints in a safe manner.
Prepare concise and clear reports.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Read and understand technical written information.
Interact with the public in difficult situations in a tactful but firm manner.
Train others to perform basic repairs.
Operate necessary equipment to perform job duties.
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.*

CITY OF LAS VEGAS
Parking Meter Technician (*continued*)

Ability to:

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

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

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in the field of parking meter repair. Experience in basic electronic equipment repair is desirable.

Training:

Equivalent to graduation from high school. Additional specialized training in the repair of electronic and wireless devices is desirable.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Field and shop environments; travel from site to site; exposure to inclement weather conditions, noise, dust, grease, smoke, fumes, gases, potentially hostile environments.

Physical Conditions:

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

ARB
REV 10/26/06
FLSA & City: nonexempt

CSB 2/14/07

PARKING OPERATIONS LABORER

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 routine parking meter coin collection and change machine restocking duties; to perform routine technical maintenance to parking meters and poles; to perform other duties relative to the assigned area of responsibility.

SUPERVISION RECEIVED

Receives direct supervision from the Parking Enforcement Supervisors and higher level management staff. Receives technical and functional supervision from the Sr. Parking Enforcement Officer.

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

Essential Functions:

1. Operate and secure assigned vehicle; determine whether vehicle is in good working order; maintain vehicle in clean and fueled condition.
2. Follow established route and schedule to collect coin from parking meters within the city of Las Vegas; follow applicable cash handling procedures; report to supervisor any events that affect schedule; maintain the security of coin being transported.
3. Follow established schedule to restock coin in change machines located in city owned parking garages; follow applicable cash handling procedures; report to supervisor any events that affect schedule; maintain the security of monies being transported.
4. Assist in performing routine, scheduled, technical maintenance tasks that are related to the appearance or operation of the parking meters such as applying decals, cleaning housings, changing domes, painting poles, and other similar tasks; assist in removal and installation of parking meters; inform supervisor of any maintenance needs observed while on collection route.
5. Assist with configuring and installing multi-bay wireless computerized meters.
6. Participate in responding to complaints of malfunctioning computerized meters, diagnose problem and make technical repairs.

CITY OF LAS VEGAS
Parking Operations Laborer (*continued*)

Essential Functions:

7. Prepare daily reports on activities and maintain logs.
8. Assist the public by providing directions and responding to questions and inquiries.

Marginal Functions:

1. Provide information to the public on applicable metered parking policies and procedures.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Applicable safe work practices.
State and local traffic laws and speed limits.
Major roads and highways in the Las Vegas valley area.
Safe driving practices.
Basic computer skills.
Basic techniques of record keeping.
Basic mathematical principles.

Ability to:

Read and understand the applicable provisions of the City's cash handling policy and procedures.
Operate a city-owned vehicle equipped with an electric lift.
Read maps.
Follow established route and schedule.
Push, load and unload coin collection cart.
Learn to correctly explain city metered parking policies and procedures.
Work independently with minimal supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception needed for:

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

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
Parking Operations Laborer (*continued*)

Ability to:

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

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

Experience and Training Requirements

Experience:

No experience is required. The following types of experience are desirable: delivery experience, or experience that involved following a specific route and schedule.

Training:

Equivalent to graduation from high school.

License or Certificate

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

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 90% outdoors performing coin collection from meters. Van/pickup trucks are only partially climate-controlled due to frequent in/out.

Hazards: Exposure to moving vehicles, working in high traffic areas, potentially hostile or confrontational situations with risk to personal safety, wet or slippery surfaces, noise, fumes, gas, dust.

Equipment Used: Van with Tommy Lift, coin collection cart, keys, paint brush.

Safety Equipment: Seat belts while operating vehicle. Safety glasses, tire chocks, gloves and traffic cones.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Constantly throughout shift. May walk 2-3 miles on average and sometimes more for designated meter collection route.

Sitting: Occasionally in van while driving to designated coin collection routes or to complete duties as assigned by supervisor.

Lift/carry: Occasionally, 25-48 pounds, dependent on size of coin bags, as they vary in weight. Maintenance duties require some lift/carry of batteries and possibly meter heads of 32-35 pounds.

CITY OF LAS VEGAS
Parking Operations Laborer (*continued*)

Physical Conditions:

Push/pull: Normal driving activities, 5-15 pounds force; opening doors and operating vehicle, and frequent-to-constant push force of up to 40 pounds for coin collection cart with 200 pound capacity.

Climbing: Stepping in and out of vehicle, and on and off curbs and curb cutouts as needed.

Bending/twisting: Bending at waist frequently when emptying coin canisters into coin collection cart.

Kneeling/crouching/crawling: Occasionally on a daily basis to perform coin drop functions. May be more frequent when performing maintenance duties as assigned, such as painting meter poles.

Hands/arms: Constant use of both hands and arms when operating vehicle, and to manipulate keys to open meters, get coin canisters, and dispense coins into coin collection cart.

Sight: Constant use of sight in performance of duties.

Speech/hearing: Constantly, in interacting with the public and co-workers.

Other physical demands: Constant awareness of surroundings while operating motor vehicle in high traffic, congested areas, and to keep coin collection cart secure.

SMM

REVISED 12/6/06

FLSA & City: nonexempt

CSB 2/14/07

POOL 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 plan, schedule and participate in repair and maintenance functions on all city aquatic facilities; and to perform a variety of maintenance tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Pool Maintenance Supervisor.

Exercises functional and technical supervision over seasonal 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 and perform in a variety of maintenance and repair functions on city aquatic facilities including performing tests for chlorine, pH, total alkalinity and cyanuric acid, and treat water with chemicals to maintain safe and healthy water quality.
2. Maintain pool piping, plumbing parts, chlorinators, filters, and interior finish in good working condition; maintain portable vacuum pump.
3. Schedule and coordinate repair and maintenance work on motors and pumps to be performed by plumbing and electrician staff.
4. Backwash multiple filter systems and skim water surface to remove floating matter.
5. Clean tile in pools; clean and polish chrome deck equipment; clean strainer baskets and maintain filter rooms and pump pit.
6. Clean bathrooms, pool office and pool areas; stock and replenish bathroom supplies.
7. Perform minor maintenance such as tightening nuts, bolts and screws on lifeguard stands, diving boards, bleachers and pool ladders; identify major repairs and report to Pool Maintenance Supervisor.
8. Assist with the delivery and set-up of equipment for aquatic or recreation events.
9. Maintain inventory of equipment and supplies.

CITY OF LAS VEGAS
Pool Technician (*Continued*)

Marginal Functions:

1. Minor painting of staff areas as needed.
2. Assemble or move office furniture as needed.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Pool filtering systems, chlorinators, and other aquatic equipment.
Methods and techniques of water sterilization, chlorination, and pH balancing.
Principles and practices of plumbing.
Occupational hazards and standard safety practices.

Ability to:

Repair and maintain chlorinators and filter systems.
Estimate time, materials and equipment.
Operate a variety of power and hand tools safely and effectively.
Work independently in the absence of supervision.
Train hourly staff in work methods and techniques.
Understand and follow oral and written instructions.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

Experience and Training Requirements

Experience

One year of increasingly responsible experience in the operation, maintenance, cleaning and servicing of swimming pools.

CITY OF LAS VEGAS
Pool Technician (Continued)

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.

Possession of a Swimming Pool Service Technician certification from the Southern Nevada Health District on the date of application, and maintenance thereafter.

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: 40% inside, 60% outside work in aquatic facility environment, in all types of weather conditions.

Hazards: Exposure to waste, hazardous and infectious materials, noise, inclement weather conditions, moving objects and vehicles, burns, toxic and caustic chemicals, lubrication oils, grease, odors, fumes, awkward positions, cramped quarters, slippery surfaces, pinch points, and working below ground level to a depth of 15 ft.

Equipment Used: Hand and power tools, pneumatic tools, pumps, motors, testing equipment, brazing and cutting torches.

Safety Equipment: Gloves, safety glasses, SCBA equipment and other equipment as needed.

Physical Conditions:

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

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

Sitting: Occasionally, while working on equipment or performing administrative duties at desk.

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

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

Climbing: Frequently, climbing and balancing on ladders while performing job duties; may climb down 15 ft. in surge pit.

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

Kneeling/crouching/crawling: Frequently, while performing installation and repairs of equipment, work in confined spaces.

CITY OF LAS VEGAS
Pool Technician (*Continued*)

Physical Conditions:

Hands/arms: Constant use of hands and arms reaching, grasping, fingering, gripping and handling while installing and repairing equipment, at times working with arms extended and overhead. Heavy gripping using hand and power tools can be extended at times. Keyboarding requirement includes light data entry using word processing and spreadsheet software.

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

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

Other physical demands: Ability to smell and detect chemicals, work in confined spaces using SCBA equipment as required.

SMM
FLSA & City: nonexempt
REV 12/22/06

CSB 2/14/07

GRAFFITI 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 perform semi-skilled work to cover and remove graffiti vandalism in the community; and to perform ancillary related duties.

DISTINGUISHING CHARACTERISTICS

This is a classification wherein employees apply a limited number of stock paint colors using airless sprayers to cover or remove graffiti in the community, and use a truck-mounted cold water pressure washer to clean graffiti from surfaces. Employees in this class order custom paint colors, and are not required to perform detailed or finish work. Time to learn the job is approximately one month.

SUPERVISION RECEIVED

Receives general supervision from the Rapid Response Team Supervisor and higher level management staff. Receives functional and technical supervision from the Rapid Response Crew Leaders.

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

Essential Functions:

1. Locate graffiti vandalism in the community from descriptions provided by callers, or by patrolling the assigned area once daily assignments are completed.
2. Determine the most appropriate method of abatement based on location, substrate and type, and products and processes available for abatement.
3. Cover or remove graffiti by various methods including: application of latex or oil-based paints using a gas motor powered airless paint sprayer; washing surface using a truck-mounted cold water pressure washer; applying asphalt emulsion on paved streets; applying chemicals, abrasives, solvents or detergents; scraping graffiti from surfaces.
4. Maintain, repair and set up devices for work zone traffic control and worker safety; ensure public safety is maintained during work activities.
5. Compare surface to be painted with paint chips and order custom colors from approved vendor.

CITY OF LAS VEGAS
Graffiti Technician (*continued*)

Essential Functions:

6. Adhere to established safe work practices and procedures; use appropriate personal protective equipment.
7. Load paint, equipment, supplies and materials into and out of vehicle and storage areas.
8. Maintain an adequate supply of materials; requisition materials and supplies as needed.
9. Maintain accurate records of activities.
10. Clean, lubricate and perform preventive maintenance on equipment.
11. Respond to public inquiries regarding graffiti removal and other city services.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques for applying paint to a variety of outdoor surfaces, such as walls, sidewalks, light poles, street signs, trees, traffic control boxes, storm drains, flood channels, roads.

Methods and techniques for using pressure washers.

Tools, equipment and supplies used in applying paint to outdoor surfaces.

A variety of specialized equipment, such as airless paint sprayer, hoses, paint guns, and pressure washers.

Basic techniques of record keeping.

Basic preventive maintenance techniques.

Geography of the city of Las Vegas.

Location of streets within the city of Las Vegas.

Applicable occupational hazards and standard safety practices.

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

Ability to:

Work at heights on ladders, scaffolding and motorized personnel lifts.

Read a street map to locate work sites.

Plan and prioritize assignments.

Distinguish colors.

Navigate to work locations using the most appropriate route.

Learn to operate pressure washer and airless paint sprayer.

Learn to set up devices for work zone traffic control.

Work independently without close supervision.

Use initiative and independent judgment within established guidelines.

CITY OF LAS VEGAS
Graffiti Technician (*continued*)

Ability to:

Read and write English sufficient to to communicate with co-workers and supervisors, and read and understand written directions, labels and safety materials.

Communicate with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.

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;*
- *Distinguishing colors;*
- *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:

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

Experience and Training Requirements

Experience:

Six months as an apprentice painter in a nationally recognized program, or one year experience as an exterior structure painter's helper.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate

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

CITY OF LAS VEGAS
Graffiti Technician (continued)

WORKING CONDITIONS

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

Environmental Conditions:

Location: Work is performed 95-100% outdoors in field environment with exposure to all typical weather conditions, including travel from site to site.

Hazards: Exposure to uneven or slippery surfaces, heights, chemicals, dust, fumes, noise and traffic.

Equipment Used: City vehicles, ladders, variety of hand and power tools.

Safety Equipment: Eye and foot protection, hearing protection, gloves, back support belts are optional.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequent-constant standing in combination with walking outdoors. Depending on assignment, walks up to 5-7 miles per day on all types of terrain, uneven ground, slopes.

Sitting: Occasionally, while driving or riding in vehicles, often over uneven terrain. Frequent bouncing and jarring.

Lift/carry: Occasional lifting or carrying of paint buckets, rollers and brushes, 5-62 lbs.

Push/pull: Occasional, using both hands and arms in moving equipment, using paint spray gun, or pulling spray rig, exerting a force of 30-40 lbs.

Climbing: Frequently on and off vehicle; using ladders, steep terrain, and in rare instances to climb fence or block wall.

Bending/twisting: Frequently at waist, knees and neck when painting or operating paint gun sprayer.

Kneeling/crouching/crawling: Occasional, while performing painting duties.

Hands/arms: Constant use of both hands/arms in reaching, handling, grasping, fingering and gripping while using hand and power tools.

Sight: Constant use of sight abilities, including hand/eye coordination to safely operate equipment and vehicles.

Speech/hearing: Constantly, in communicating with coworkers and maintaining a safe work environment.

ARB
NEW 1/3/07
FLSA & City: nonexempt

CSB 2/14/07

PARKING ENFORCEMENT 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 perform a variety of duties and responsibilities involved in the enforcement of city parking ordinances; and to provide general information and assistance to the public.

DISTINGUISHING CHARACTERISTICS

~~This is the full journey level class within the Parking Enforcement Officer series. Employees within this class are distinguished from the Senior Parking Officer by the performance of the full range of duties as assigned including the enforcement of all parking ordinances within the city. 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. Officer may be responsible for training of new employees. This class is distinguished from the Senior Parking Enforcement Officer in that the latter trains oversees training and supervises subordinate staff as assigned.~~

SUPERVISION RECEIVED

Receives general supervision from the Parking Enforcement Supervisor.

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, in a vehicle or on foot, enforcing parking and regulations applicable to non-moving vehicles.
2. Issue parking citations for violations observed including overtime parking and illegal parking.
3. Assist the public by providing directions and responding to questions and inquiries.
4. Respond to reports of abandoned vehicles; investigate and document situation and impound vehicles as necessary.
5. Immobilize vehicles as allowed by Municipal Code.
- ~~4.6. Report abandoned vehicles, broken meters and sign repairs; report traffic accidents and other occurrences to the authorities.~~

CITY OF LAS VEGAS
Parking Enforcement Officer (~~C~~continued)

~~5.7.~~ Maintain daily supplies for patrolling assigned area; inspect assigned vehicle for needed maintenance.

~~6.8.~~ Maintain a variety of accurate records related to citations, ~~and abandoned vehicles,~~
impounded vehicles and immobilized vehicles; prepare related daily and monthly reports.

~~13.9.~~ Testify in court as needed.

Marginal Functions:

1. Assist with parking control at special events.

~~2. Assist in the training of new Parking Enforcement Officers.~~

~~5.2.~~ May be assigned to assist with the collection of coins from parking meters; push cart along route, emptying coins from meters into container; deliver coins to ~~bank city Treasurer~~ when route is completed.

~~6.3.~~ Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

~~City parking and related ordinances is desirable.~~

~~State motor vehicle codes as they relate to non-moving traffic violation is desirable.~~

~~Modern office procedures, methods and computer equipment is desirable.~~

Basic record keeping principles.

Safe driving practices.

Basic safety procedures related to the job.

Ability to:

Learn city parking and related ordinances.

Learn Nevada motor vehicle codes related to non-moving traffic violations.

Learn geography of assigned enforcement area.

Enforce parking and traffic regulations in a firm but tactful manner.

Learn to operate computer to process and acquire data relative to enforcement activities.

~~Work independently in the absence of without constant supervision.~~

Learn, understand and apply pertinent laws, rules and regulations.

Understand and follow oral and written instructions.

Perform general clerical tasks.

Drive assigned vehicle in a safe manner.

Communicate clearly and concisely, both orally and in writing.

Respond to requests and inquiries from the general public.

Understand and follow oral and written instructions.

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

CITY OF LAS VEGAS
Parking Enforcement Officer (~~C~~ontinued)

~~Learn to operate computer to process and acquire data relative to enforcement activities.~~

~~Maintain mental capacity which allows for effective interaction and communication with others.~~

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

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

Maintain effective audio-visual discrimination and perception needed for:

- ~~Making observations;~~
- ~~Communicating with others;~~
- ~~Reading and writing; and~~
- ~~Operating assigned equipment and vehicles, ~~etc.~~~~

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

Two years of increasingly responsible work experience ~~involving which required the frequent interpretation, explanation or enforcement of varied codes and regulations, including frequent~~ difficult public contact.

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of a valid, appropriate driver's license 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: 100% outdoors or in vehicle patrolling city streets. ~~Scoters and pickup trucks~~
Vehicles are only partially climate controlled due to frequent in and out and chalking tires.

Hazards: Exposure to moving vehicles, working in high traffic areas, potentially hostile and confrontational situations with risk to personal safety, wet and slippery surfaces, noise, fumes, gas and dust.

Equipment Used: ~~Parking enforcement scooter, small pickup~~ Various vehicles, (i.e., including scooters, pickup trucks, passenger cars, bicycles and sSegways), hand-held computer, radio, chalk stick, parking violation book, vehicle immobilizers.

Safety Equipment: Seat belts while operating vehicle, helmets and eye protection as required.

CITY OF LAS VEGAS
Parking Enforcement Officer (~~C~~continued)

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Depending on assignment, whether foot patrol, vehicle patrol or coin collection, walking varies. Vehicle patrols require walking short distances from ~~scooter or small pickup vehicle~~ to violation site while writing citation. Foot patrols and coin collection require continuous walking, constantly throughout shift. ~~Coin collection requires 2.5 miles per route.~~ May walk 6-8 miles, depending on shift assignment.

Sitting: ~~In For~~ motorized patrol, frequently, up to 70% of work shift in ~~scooter or small pickup vehicle~~. For foot patrols, minimal sitting except for breaks and lunch.

Lift/carry: Frequently, 1-5 lbs., chalk stick, ticket book, hand-held computer. Occasional, lifting up to 37 lbs., bag of coin ~~during collection times as assigned~~ and/or vehicle immobilizer.

Push/pull: Occasional 10-30 lbs. while ~~P~~pulling coin cart. Normal driving activities, 5-15 lbs. force, opening doors and operating vehicle.

Climbing: Stepping in and out of vehicle up to 100 times per shift.

Bending/twisting: Bending at waist laterally to right or left side while operating vehicle and chalking tires. Bending while retrieving coins, picking up coin bags, and securing carts in van and while applying and/or removing vehicle immobilizer. Other bending in normal driving activities.

Kneeling/crouching/crawling: Occasional crouching while securing coin carts in van and while applying and/or removing vehicle immobilizer.

Hands/arms: Constant use of both hands and arms in operating a vehicle in motorized patrol. In foot patrol, writing task can be accomplished by one arm and hand using other in an assistive fashion.

Sight: Constant use of sight in performance of duties.

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

Other physical demands: Constant awareness of surroundings while operating motor vehicle in high traffic and congested areas.

PLMARB

REV 4/4/02 (~~revision to working conditions~~)10/26/06

FLSA and City: nonexempt

CSB 7/11/01

Approved 4/5/02

PARKING METER 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 perform skilled repairs of parking meter mechanisms; ~~and duties related to the maintenance of parking meters poles and signs; to perform other duties relative to the assigned area of responsibility including training Parking Enforcement Officers other personnel to make basic repairs to poles and meters.~~

SUPERVISION RECEIVED

Receives direction from the Parking Enforcement Supervisor.

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 routine maintenance on parking meters and coinchange machines including cleaning, ~~and lubricating the mechanisms, adjust time mechanisms, repairing or replacing broken parts, or electronic components as necessary~~ clean mechanism housings and replace domes.
2. Respond to complaints of broken or malfunctioning meters, diagnose problem and make repairs.
3. ~~Perform minor adjustments to meters on location; remove meters requiring major repairs and transport them to the maintenance shop. Coordinate and participate in the painting and maintenance of parking meter poles.~~
- 4.3. Coordinate the installation of meters and poles and paint meter poles; the straightening of damaged poles; and the installation of affix parking signs to poles.
- 5.4. Maintain collection boxes and locks.
- 6.5. Apply ordinances and "fine" information decals to parking signs on public streets and lots and private parking lots.
- 7.6. Maintain written and electronic records on meter and pole maintenance, by maintaining and updating the street meter guide logs; maintain logs on complaints, vandalism and related expenses.
- 15.7. Complete accident and insurance reports on meters damaged in motor vehicle accidents and/or acts of vandalism.

CITY OF LAS VEGAS

Parking Meter Technician (*Continued*)

~~16.8.~~ Meet with supply representatives and orders parts; maintain an inventory of poles, meters and parts.

~~17.9.~~ Assist the public by providing directions and responding to questions and inquiries.

10. Research new equipment and parts, obtain price quotes, order parts and maintain adequate inventory; Prepare supply information and recommendations for equipment and parts for budget preparation; research, evaluate and recommend new meter technology.

11. Perform quarterly electronic audits of parking meters.

12. Perform annual calibrations of electronic timing mechanisms and coin sensors.

13. Program electronic meters.

Marginal Functions:

~~1. Train personnel to make minor repairs to poles and meters.~~

1. Restock change machines; remove currency and deliver to Treasury.

~~1. Issue citations to vehicles in violation of parking ordinances while on repair routes.~~

~~3.2.~~ Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques for repairing parking meters.

Operational characteristics of tools used to perform repairs.

~~Small mechanisms and timing devices.~~

City geography.

City and state ordinances and regulations pertaining to parking on public streets and city parking facilities.

Basic mathematical principles.

Principles and procedures of record keeping and reporting.

Electronics trouble shooting and repair.

Basic practices of preparing budget requests.

Ability to:

Learn and apply wireless communication applications.

Learn and apply multiple meter management programs.

Learn and apply meter programming techniques.

Operate machinery and tools.

Use chemical solutions and paints in a safe manner.

Prepare concise and clear reports.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

CITY OF LAS VEGAS

Parking Meter Technician (~~C~~ontinued)

Read and understand technical written information.

Interact with the public in difficult situations in a tactful but firm manner.

Train others to perform basic repairs.

Operate necessary equipment: ~~two way radio, hydraulic pipe straightener, hand and power tools, small jeweler's tools, and drive light truck~~ to perform job duties.

Communicate clearly and concisely, both orally and in writing.

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

~~Maintain mental capacity which allows for effective interaction and communications with others.~~

Maintain 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 tools and equipment.

Maintain effective audio-visual discrimination and perception needed for:

-- Making observations;

-- Communicating with others;

-- Reading and writing; and

-- Operating assigned equipment.

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in the field of parking meter repair.

Experience in basic electronic equipment repair is desirable.

Training:

Equivalent to graduation from high school. Additional specialized training in the repair of ~~timing~~ electronic and wireless devices ~~and related small mechanisms~~ is desirable.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Field and shop environments; travel from site to site; exposure to inclement weather conditions, noise, dust, grease, smoke, fumes, gases, potentially hostile environments.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for heavy

CITY OF LAS VEGAS

Parking Meter Technician (~~C~~*continued*)

lifting, bending, stooping, kneeling, walking and standing for prolonged periods of time;
operating motorized equipment and vehicles.

ARB

REV 10/26/06

FLSA & City: nonexempt

CSB 6/30/93

PARKING OPERATIONS LABORER

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 routine parking meter coin collection and change machine restocking duties; to perform routine, ~~non~~-technical maintenance to parking meters and poles; to perform other duties relative to the assigned area of responsibility.

SUPERVISION RECEIVED

Receives direct supervision from the Parking Enforcement Supervisors and higher level management staff. Receives technical and functional supervision from the Sr. Parking Enforcement Officers.

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

Essential Functions:

1. Operate and secure assigned vehicle; determine whether vehicle is in good working order; maintain vehicle in clean and fueled condition.
2. Follow established route and schedule to collect coin from parking meters within the City of Las Vegas; follow applicable cash handling procedures; report to supervisor any events that affect schedule; maintain the security of coin being transported.
3. Follow established schedule to restock coin in change machines located in ~~the Stewart Avenue~~ city owned -parking garages; follow applicable cash handling procedures; report to supervisor any events that affect schedule; maintain the security of ~~coin monies~~ being transported.
4. Assist in performing routine, scheduled, ~~non~~-technical maintenance tasks that are related to the appearance or operation of the parking meters such as applying decals, cleaning housings, changing domes, painting poles, and other similar tasks; assist in removal and installation of parking meters; inform supervisor of any maintenance needs observed while on collection route.
5. Assist with configuring and installing multi-bay wireless computerized meters.
6. Participate in responding to complaints of malfunctioning computerized meters, diagnose problem and make technical repairs.
- 5.7. ~~May be required to prepare a periodic~~ Prepare a periodic daily reports on activities and maintain logs.

CITY OF LAS VEGAS
Parking Operations Laborer (*continued*)

8. Assist the public by providing directions and responding to questions and inquiries.

Marginal Functions:

1. Provide information to the public on applicable metered parking policies and procedures.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Applicable safe work practices.
State and local traffic laws and speed limits.
Major roads and highways in the Las Vegas valley area.
Safe driving practices.
Basic computer skills.
Basic techniques of record keeping.
Basic mathematical principles.

Ability to:

- Read and understand the applicable provisions of the City's cash handling policy and procedures.
Operate a city-owned vehicle equipped with an electric lift.
Read maps.
Follow established route and schedule.
Push, load and unload coin collection cart.
Learn to correctly explain city metered parking policies and procedures.
Work independently with minimal supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations;*
-- *Communicating with others;*
-- *Reading and writing; and*
-- *Operating assigned equipment.*
Maintain mental capacity which allows the capability of:
-- *Making sound decisions;*
-- *Effective interaction and communication with others; and*
-- *Demonstrating intellectual capabilities.*
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Sitting, walking and driving for extended periods of time; and*
-- *Operating assigned equipment.*

CITY OF LAS VEGAS
Parking Operations Laborer (continued)

Experience and Training Requirements

Experience:

No experience is required. The following types of experience are desirable: delivery experience, or experience that involved following a specific route and schedule.

Training:

~~Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.~~ Equivalent to graduation from high school.

License or Certificate

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

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 90% outdoors performing coin collection from meters. Van/pickup trucks are only partially climate-controlled due to frequent in/out.

Hazards: Exposure to moving vehicles, working in high traffic areas, potentially hostile or confrontational situations with risk to personal safety, wet or slippery surfaces, noise, fumes, gas, dust.

Equipment Used: Van with Tommy Lift, coin collection cart, keys, paint brush.

Safety Equipment: Seat belts while operating vehicle. Safety glasses, tire chocks, gloves and traffic cones.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Constantly throughout shift. May walk 2-3 miles on average and sometimes more for designated meter collection route.

Sitting: Occasionally in van while driving to designated coin collection routes or to complete duties as assigned by supervisor.

Lift/carry: Occasionally, 25-48 pounds, dependent on size of coin bags, as they vary in weight. Maintenance duties require some lift/carry of batteries and possibly meter heads of 32-35 pounds.

Push/pull: Normal driving activities, 5-15 pounds force; opening doors and operating vehicle, and frequent-to-constant push force of up to 40 pounds for coin collection cart with 200 pound capacity.

Climbing: Stepping in and out of vehicle, and on and off curbs and curb cutouts as needed.

Bending/twisting: Bending at waist frequently when emptying coin canisters into coin collection cart.

CITY OF LAS VEGAS
Parking Operations Laborer (*continued*)

Kneeling/crouching/crawling: Occasionally on a daily basis to perform coin drop functions. May be more frequent when performing maintenance duties as assigned, such as painting meter poles.

Hands/arms: Constant use of both hands and arms when operating vehicle, and to manipulate keys to open meters, get coin canisters, and dispense coins into coin collection cart.

Sight: Constant use of sight in performance of duties.

Speech/hearing: Constantly, in interacting with the public and co-workers.

Other physical demands: Constant awareness of surroundings while operating motor vehicle in high traffic, congested areas, and to keep coin collection cart secure.

| ARBSMM

| NEW 11/19/04REVISED 12/6/06

| FLSA & City: nonexempt

| CSB 12/8/042/14/07

POOL 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 plan, schedule and participate in repair and maintenance functions on all city aquatic facilities; and to perform a variety of maintenance tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

- | Receives general supervision from the ~~Leisure Activities Field~~ Pool Maintenance Supervisor.
- | Exercises functional and technical supervision over ~~regular and~~ seasonal 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, p~~ Plan and participate-perform in a variety of maintenance and repair functions on city aquatic facilities including performing tests for chlorine, pH, total alkalinity and cyanuric acid, and treat water with chemicals to maintain safe and healthy water quality.
- 2. Maintain pool piping, plumbing parts, chlorinators, filters, and interior finish in good working condition; maintain portable vacuum pump.
- 3. Schedule and coordinate repair and maintenance work on motors and pumps to be performed by plumbing and electrician staff.
- 4. Backwash multiple filter systems and skim water surface to remove floating matter.
- 5. Clean tile in pools; clean and polish chrome deck equipment; clean strainer baskets and maintain filter rooms and pump pit.
- 6. Clean bathrooms, pool office and pool areas; stock and replenish bathroom supplies.
- 7. Perform minor maintenance such as tightening nuts, bolts and screws on lifeguard stands, diving boards, bleachers and pool ladders; identify major repairs and report to Pool Maintenance Supervisor.
- 8. Assist with the delivery and set-up of equipment for aquatic or recreation events.
- 9. Maintain inventory of equipment and supplies.

CITY OF LAS VEGAS
Pool Technician (Continued)

~~7. Lead, plan and review the work of staff responsible for pool facility maintenance; train assigned employees in work methods and techniques of pool maintenance; ensure that staff adheres to safe work practices; maintain time sheets for pool maintenance staff.~~

~~8. Monitor chemical usage; prepare annual order for aquatic maintenance supplies and parts.~~

Marginal Functions:

~~1. Prepare reports of all pool maintenance activities.~~

2.1. Minor painting of staff areas as needed.

2. Assemble or move office furniture as needed.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Pool filtering systems, chlorinators, and other aquatic equipment.
Methods and techniques of water sterilization, chlorination, and pH balancing.
Principles and practices of plumbing.
Occupational hazards and standard safety practices.

Ability to:

Repair and maintain chlorinators and filter systems.
Estimate time, materials and equipment.
Operate a variety of power and hand tools safely and effectively.
Work independently in the absence of supervision.
~~Lead, plan and review the work of pool maintenance staff.~~
Train hourly staff in work methods and techniques.
Understand and follow oral and written instructions.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

CITY OF LAS VEGAS
Pool Technician (*Continued*)

Experience and Training Requirements

Experience

One year of increasingly responsible experience in the operation, maintenance, cleaning and servicing of swimming pools.

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.

Possession, ~~on the date of application, and maintenance,~~ of a Swimming Pool Service Technician certification from the ~~Clark County Southern Nevada Health District~~ Department on the date of application, and maintenance thereafter.

WORKING CONDITIONS

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

Environmental Conditions:

Location: ~~60~~40% inside, ~~40~~60% outside work in aquatic facility environment, in all types of weather conditions.

Hazards: Exposure to waste, hazardous and infectious materials, noise, inclement weather conditions, moving objects and vehicles, burns, toxic and caustic chemicals, lubrication oils, grease, odors, fumes, awkward positions, cramped quarters, slippery surfaces, pinch points, and working below ground level to a depth of 15 ft.

Equipment Used: Hand and power tools, pneumatic tools, pumps, motors, testing equipment, brazing and cutting torches.

Safety Equipment: Gloves, safety glasses, SCBA equipment and other equipment as needed.

Physical Conditions:

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

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

Sitting: Occasionally, while working on equipment or performing administrative duties at desk.

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

CITY OF LAS VEGAS
Pool Technician (Continued)

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

Climbing: Frequently, climbing and balancing on ladders while performing job duties; may climb down 15 ft. in surge pit.

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

Kneeling/crouching/crawling: Frequently, while performing installation and repairs of equipment, work in confined spaces.

Hands/arms: Constant use of hands and arms reaching, grasping, fingering, gripping and handling while installing and repairing equipment, at times working with arms extended and overhead. Heavy gripping using hand and power tools can be extended at times. Keyboarding requirement includes light data entry using word processing and spreadsheet software.

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

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

Other physical demands: Ability to smell and detect chemicals, work in confined spaces using SCBA equipment as required.

| ~~GAM~~SMM

| FLSA & City: nonexempt

| REV ~~08/29/00~~12/22/06

| CSB ~~7/11/01~~2/14/07

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: February 14, 2007

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

SUBJECT: D. REQUEST TO BE PLACED ON REHIRE LIST: YOLANDA LAKTEEN AND SUZETTE SERA-OH

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

Yolanda Lakteen, an employee from January 5, 2004 to April 8, 2006, has requested to be placed on the Rehire List for Las Enforcement support Technician. A copy of his/her Department Director's approval is attached for the Board's information and review.

Suzette Sera-Oh, an employee from January 3, 2005 to August 11, 2006, has requested to be placed on the Rehire List for Customer Service Representative. A copy of his/her Department Director's approval is attached for the Board's information and review.

Civil Service Rules {Chapter IV, Section 7a(3), Page 11} state that to be eligible for placement on a Rehire List, the former employee must: (a) have had regular status in the classification; (b) have left the City's employment in good standing within the past twenty-four months; (c) have the written permission of his/her former department director to have his/her name placed on the list; and (d) receive the Civil Service Board's approval of said request.

Yolanda Lakteen and Suzette Sera-Oh meet the criteria for placement on the Rehire List, and it is recommended that the Board approve their requests.

Martha Davis

From: Judy Tuttle
Sent: Tuesday, February 06, 2007 4:44 PM
To: Martha Davis
Subject: FW: Rehire Request-Yolanda Lakteen

Attachments: Rehire Lakteen.pdf

For CSB approval.

From: Benet Vega
Sent: Tuesday, February 06, 2007 1:09 PM
To: Judy Tuttle
Cc: Karen Coyne; Michele Hornstein; Bill Fraser; Timothy Shattler; Jeff Dufrene
Subject: Rehire Request

The Department of Detention and Enforcement has received a request from former Law Enforcement Support Technician Yolanda Lakteen to be placed on the rehire list. Chief Coyne has approved the request, therefore we ask you place this item on the next available Civil Service Board agenda for consideration. I have attached a copy of the original letter for your convenience. Thank you in advance for your assistance.



Rehire Lakteen.pdf
(98 KB)

Martha Davis

From: Judy Tuttle
Sent: Monday, January 22, 2007 4:02 PM
To: Karen Coyne
Cc: Martha Davis
Subject: RE: Suzette Sera-Oh - Rehire List

Thank you, Karen.

From: Karen Coyne
Sent: Monday, January 22, 2007 3:54 PM
To: Judy Tuttle
Subject: RE: Suzette Sera-Oh

Per our discussion, I have no objection to her being added to the rehire list.

From: Judy Tuttle
Sent: Monday, January 22, 2007 2:19 PM
To: Karen Coyne
Subject: Suzette Sera-Oh

Karen, when you make your decision regarding her request to be placed on the Rehire List, just shoot me an e-mail and I will attach it to the Civil Service Agenda (if your answer is positive). Thanks.

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date February 14, 2007

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

SUBJECT: E. 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. Communications Specialist

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 this list.

Martha Davis

From: Judy Tuttle
Sent: Tuesday, February 06, 2007 4:47 PM
To: Martha Davis
Subject: Request to Abolish Communications Specialist Eligible List

Martha, please place this item on the Civil Service Agenda for abolishment consideration. The list was certified on 6/14/06 and had 22 candidates available for selection. Eight were hired, two withdrew and the other 12 are not available due to background issues. Thank you.

ORIGINAL

1 **BRUCE K. SNYDER, ESQ.**

Nevada Bar No. 007522

2 **LAS VEGAS CITY EMPLOYEES' ASSOCIATION**

857 N. Eastern Avenue

3 Las Vegas, Nevada 89101

Telephone: (702) 649-6606

4 Attorney for Santana

5 **BEFORE THE**

6 **CITY OF LAS VEGAS CIVIL SERVICE BOARD**

7 **JOSE SANTANA, JR.,**

8 Employee/Petitioner

9 vs.

10 **CITY OF LAS VEGAS and**
11 **DEPARTMENT OF BUILDING AND**
SAFETY,

12 Employer/Respondent.

13 **NOTICE OF APPEAL**

14
15 COMES NOW Jose Santana, Jr., by and through counsel Bruce K. Snyder, Esq., General
16 Counsel, Las Vegas City Employees' Association, and hereby files his Notice of Appeal pursuant
17 to Chapter VIII, Section 3 of the City of Las Vegas Civil Service Rules.

18 19 **Statement Specifying the Action Against Which the Appeal is Made**

20 Jose Santana, Jr. was non-confirmed by the Department of Building and Safety.

21 22 **Subsection of Sections of the Civil Service Rules Under Which the Appeal Is Filed**

23 This appeal claims that the City of Las Vegas and the department in question violated the
24 following provisions of the Civil Services Rules by the action taken against Jose Santana, Jr.:

25 Chapter V, Section 2

26 ...

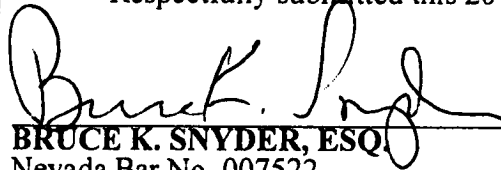
27 ...

28 ...

1 **Statement Which Justifies the Appeal Submission**

2 Jose Santana, Jr. was promoted to the position of Permit Technician in the Department of
3 Building and Safety. Santana was subsequently non-confirmed by the department and filed both
4 a grievance and Civil Service Board appeal. A settlement agreement was entered into between
5 Santana and Human Resources, over the apparent objection of the department, whereby Santana
6 would have a new qualifying period. On April 24, 2006 Santana began his new qualifying
7 period. However, on October 11, 2006 he was again non-confirmed by the department, despite
8 evidence that his work performance was satisfactory and/or at least as good as others who had
9 been confirmed.

10 Respectfully submitted this 20th day of October, 2006.

11 

12 **BRUCE K. SNYDER, ESQ.**
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18 Attorney for Santana
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**SIGN-IN SHEET
CIVIL SERVICE BOARD MEETING**

DATE: Feb 14, 2007

PLEASE PRINT

NAME

ORGANIZATION

BRUCE SNYDER

LVC&A

Myrtle Harvey

HR

Ellen Thompson

HR/PSD

BENET VEGA

D+E

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: February 14, 2007

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

SUBJECT: E. REQUEST TO CONSIDER AN APPLICATION OF APPEAL – JOSE SANTANA, JR.

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

Civil Service Rules {Chapter VIII Section 4b} states: Appeals which are considered to be receivable under these Rules shall be heard by the Civil Service Board in accordance with Section 4 (Hearings) of Chapter VIII.

Mr. Santana has met the criteria for filing an appeal and it is recommended that the Board consider receiving the appeal and set a hearing date.