

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Department of Human Resources

400 Stewart Avenue

Las Vegas, Nevada

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

TELECONFERENCE AGENDA

DATE: April 25, 2007

TIME: 11:30 a.m.

MW
EB
PR
EM
JA

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.

11:30

*NOTE: Minutes from this meeting will be included as part of the next regularly scheduled meeting on May 9, 2007.

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1) Parking Enforcement Officer - Promotional
- 2) Parking Enforcement Officer - Open
- 3) Senior License Officer-Enforcement - Promotional
- 4) Senior License Officer-Enforcement - Open
- 5) Senior License Officer-General Licensing - Promotional
- 6) Senior License Officer-General Licensing - Open

M - EB
2 - PR

B. CLASSIFICATION SPECIFICATIONS

- 1) Pool Maintenance Supervisor - Revised
- 2) Pool Technician - Revised
- 3) Senior Deputy City Clerk - New

M - PR
2 - EM

- IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED
- V. CITIZEN PARTICIPATION

Adj. 11:35

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 E. Washington Avenue
Senior Citizen Center, 451 E. Bonanza Road
Clark County Government Center, 500 South Grand Central Parkway
Bulletin Board, City Hall Plaza (next door to Metro Records)
City Hall 2nd Floor, Human Resources Posting Bulletin Board

30



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: April 25, 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: 6

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Parking Enforcement Officer – Promotional	6	4	3
2. Parking Enforcement Officer – Open	811	374	315
3. Senior License Officer-Enforcement – Promotional	7	5	5
4. Senior License Officer-Enforcement – Open	4	1	1
5. Senior License Officer-General Licensing – Promotional	7	6	6
6. Senior License Officer-General Licensing – Open	4	0	0

CITY OF LAS VEGAS

ELIGIBLE LIST

Parking Enforcement Officer
Examination

April 3-5 , 2007
Date

07346301P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

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

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	3			
FAILED	1			
<i>TOTAL TESTED</i>	4			
<i>DID NOT APPEAR</i>	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Parking Enforcement Officer
Examination

April 3-5 , 2007
Date

073463010
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	563	GROUP 1	130
REJECTED	248	GROUP 2	185
TOTAL RECEIVED	811	TOTAL ON LIST	315

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	315			
FAILED	59			
TOTAL TESTED	374			
DID NOT APPEAR	187			
WITHDREW	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior License Officer-Enforcement
Examination

April 9, 2007
Date

07244203P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	5	GROUP 1	5
REJECTED	2	GROUP 2	0
<i>TOTAL RECEIVED</i>	7	<i>TOTAL ON LIST</i>	5

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T&E</u>
(Weight)				100%
PASSED				5
FAILED				0
<i>TOTAL TESTED</i>				5
<i>DID NOT APPEAR</i>				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior License Officer-Enforcement
Examination

April 9, 2007
Date

072442030
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	1
REJECTED	3
TOTAL RECEIVED	4

ELIGIBLE LIST

GROUP 1	1
GROUP 2	0
TOTAL ON LIST	1

TESTS

WRITTEN

ORAL

PERFORMANCE

T&E

(Weight)

100%

PASSED				1
FAILED				0
TOTAL TESTED				1

DID NOT APPEAR

			0
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CITY OF LAS VEGAS

ELIGIBLE LIST

Senior License Officer-General Licensing
Examination

April 9, 2007
Date

07244203P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	6	GROUP 1	6
REJECTED	1	GROUP 2	0
<i>TOTAL RECEIVED</i>	7	<i>TOTAL ON LIST</i>	6

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior License Officer-General Licensing
Examination

April 9, 2007
Date

072442030
Exam Code

Open
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	4	GROUP 2	0
TOTAL RECEIVED	4	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

POOL MAINTENANCE SUPERVISOR

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

DEFINITION

To plan, coordinate, supervise and participate in all repairs, maintenance and renovations to city aquatic facilities; to supervise staff responsible for the maintenance of the pools; and to perform a variety of tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Leisure Activities Field Supervisor.

Exercises direct 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. Plan, coordinate, supervise and participate in a wide variety of maintenance, repairs and renovations to city aquatic facilities; schedule and coordinate with Building Services Division staff and outside vendors to obtain, install and repair equipment, parts and supplies.
2. Supervise staff responsible for pool facility maintenance; train assigned employees in methods and techniques of pool maintenance; ensure that staff adheres to safe work practices; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
3. Visit pools each day to monitor condition of facilities, assist and train staff, identify and resolve problems and repair or arrange for the repair of equipment.
4. Test pool water for chlorine, pH, total alkalinity and cyan uric acid; treat water with chemicals to maintain safe and healthy water quality, adhering to health district standards; backwash multiple filter systems and skim water surface to remove floating matter.
5. Operate computerized circulation and filtration systems and chemical feeder pumps including adjustment, calibration and downloading information; use data to prepare reports for management, risk management, health district officials and to address customer service issues.

CITY OF LAS VEGAS
Pool Maintenance Supervisor (*Continued*)

Essential Functions:

6. Prepare annual budget recommendations; monitor expenditures; estimate time, materials and equipment needed and prepare purchase orders; oversee and monitor the delivery of chemicals to pool site; maintain records on equipment.
7. Respond to Southern Nevada Health District site visits and repair, alter or adjust existing conditions as directed.
8. Prepare periodic reports detailing maintenance activities at all sites.

Marginal Functions:

1. May assist with maintaining equipment such as diving boards and lifeguard chairs and fabricating special equipment.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Swimming pool operations.
Pool filtering systems, chlorinators, and other aquatic equipment.
Methods and techniques of water sterilization, chlorination, and pH balancing.
Chemical interactions.
Principles and practices of plumbing.
Clark County Health District codes and policies pertaining to public swimming pools.
Techniques of maintaining and repairing swimming pool piping, pumps, filters and related equipment.
Principles and practices of supervision and training.
Occupational hazards and standard safety practices.
Basic geometry and mathematical formulas and methods of calculation.
Computerized pool circulation and filtration equipment operation.

Ability to:

Operate a variety of power and hand tools safely and effectively.
Work independently without direct supervision.
Analyze and solve problems.
Create innovative and workable solutions to problems.
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.*

CITY OF LAS VEGAS
Pool Maintenance Supervisor (Continued)

Ability to:

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

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

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

Three years of increasingly responsible commercial or government experience in the operation, maintenance, cleaning and servicing of swimming pools, preferably in an organization with multiple 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 of a Swimming Pool Service Technician or Pool Operator certification from the Southern Nevada Health District on the date of application, and maintenance thereafter.

Possession of an Aquatic Facility Operator certificate from the National Recreation and Parks Association within six months of the date of appointment, 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.

CITY OF LAS VEGAS
Pool Maintenance Supervisor (Continued)

Environmental Conditions:

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 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.

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
REV 04/10/07
FLSA & City: nonexempt

CSB 04/25/07

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 or Pool Operator 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 04/10/07

CSB 04/25/07

SENIOR DEPUTY CITY CLERK

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

DEFINITION

To lead and coordinate the electronic public meeting agenda and minutes process; to lead, train the coordinate the work of Deputy City Clerks; to perform a variety of technical and administrative tasks related to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Deputy City Clerk series. Positions at this level are distinguished from other classes in this series by the level of responsibility assumed, the complexity of duties assigned, and the level of independence expected. Employees perform the most difficult and responsible types of duties assigned to classes in this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Clerk, Chief Deputy City Clerk and Records Administrator.

Exercises functional and technical supervision over lower level Deputy City Clerk 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 and coordinate the electronic public meeting agenda and minutes process; schedule and assign functions related to producing and Web posting the electronic agendas, transcripts, minutes and videos for meetings such as City Council and Planning Commission.
2. Troubleshoot, resolve or coordinate the resolution of technical issues or problems with the electronic agenda software.
3. Serve as liaison between the City Clerk's office and city departments regarding the agenda processes and software; train city staff to use the agenda software to submit documents electronically, and to view agenda components and video of past meetings.

CITY OF LAS VEGAS
Senior Deputy City Clerk (continued)

Essential Functions:

4. Serve as a lead to Deputy City Clerks, providing functional and technical oversight and training; assign, plan, direct, coordinate and schedule assignments; monitor work progress and review work results; ensure assignments are completed to meet legal deadlines and requirements.
5. Assist with responding to the more difficult and sensitive inquiries regarding City Clerk functions and records.
6. Assist with developing and implementing program and service goals and objectives; participate in implementing approved policies and procedures.
7. Prepare monthly and special reports.
8. Provide or coordinate training for staff to ensure they maintain skills as the software evolves and processes change.
9. Document, test, draft and maintain procedures regarding electronic agenda processes and related functions.
10. Operate a variety of common and specialized office equipment such as copier, facsimile, scanner, personal computer, and a court reporting machine.

Marginal Functions:

1. Attend public and official meetings as necessary, including City Council, Planning Commission, Redevelopment Agency, Recommending Committee, Audit Committee and special meetings.
2. Respond to inquiries from the public and city staff in a professional and courteous manner regarding actions taken at public meetings.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles of lead supervision and training.

Services of a municipal Clerk's office.

Advanced principles, procedures and legal requirements of public record keeping.

Principles and techniques of taking and transcribing minutes for official and public meetings.

Principles and techniques of numerical and alphabetical filing systems.

Principles and techniques of customer service.

English usage, spelling, grammar, punctuation and sentence structure.

Modern office procedures, methods and equipment.

CITY OF LAS VEGAS
Senior Deputy City Clerk (*continued*)

Knowledge of:

Personal computer operations and common office software at a basic level, including word processing, spreadsheet and email.
Techniques for navigating the Internet.
Principles and techniques of business letter writing and report preparation.
Pertinent federal, state and local laws, codes, regulations, including the Nevada open meeting law.

Ability to:

Understand the needs of the City Clerk's office and its customers as necessary to perform assigned responsibilities.
Understand and follow oral and written instructions.
Maintain confidentiality of information when required by statute or policy.
Plan, organize and prioritize assignments to meet required timelines, including the work of assigned staff.
Manage multiple assignments.
Meet critical deadlines.
Comply with all posting and publication requirements of the Nevada open meeting law.
Adjust to changing priorities.
Work independently with minimal supervision.
Learn the specialized software used in the City Clerk's office.
Apply, explain and enforce applicable laws, codes, regulations, policies and procedures.
Use initiative and judgment within established guidelines.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations;*
-- *Communicating with others;*
-- *Reading and writing; and*
-- *Operating assigned equipment.*
Maintain mental capacity which allows the capability of:
-- *Making sound decisions;*
-- *Effective interaction and communication with others; and*
-- *Demonstrating intellectual capabilities.*
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Sitting for extended periods of time; and*
-- *Operating assigned equipment.*

CITY OF LAS VEGAS
Senior Deputy City Clerk (*continued*)

Experience and Training Requirements

Experience:

Five years of increasingly responsible secretarial or clerical experience, preferably in a city or county clerk's office.

Training:

Equivalent to graduation from high school. Specialized secretarial training is desirable.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; exposure to computer screens.

Physical Conditions:

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

ARB

NEW 4/4/07

FLSA & City: nonexempt

CSB 4/25/07

POOL MAINTENANCE SUPERVISOR

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

DEFINITION

To plan, coordinate, supervise and participate in all repairs, maintenance and renovations to city aquatic facilities; to supervise staff responsible for the maintenance of the pools; and to perform a variety of tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Leisure Activities Field Supervisor.

Exercises direct 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. Plan, coordinate, supervise and participate in a wide variety of maintenance, repairs and renovations to city aquatic facilities; schedule and coordinate with Building Services Division staff and outside vendors to obtain, install and repair equipment, parts and supplies.
2. Supervise staff responsible for pool facility maintenance; train assigned employees in methods and techniques of pool maintenance; ensure that staff adheres to safe work practices; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
3. Visit pools each day to monitor condition of facilities, assist and train staff, identify and resolve problems and repair or arrange for the repair of equipment.
4. Test pool water for chlorine, pH, total alkalinity and cyan uric acid; treat water with chemicals to maintain safe and healthy water quality, adhering to health district standards; backwash multiple filter systems and skim water surface to remove floating matter.
5. Operate computerized circulation and filtration systems and chemical feeder pumps including adjustment, calibration and downloading information; use data to prepare reports for management, risk management, health district officials and to address customer service issues.

CITY OF LAS VEGAS
Pool Maintenance Supervisor (*Continued*)

Essential Functions:

6. Prepare annual budget recommendations; monitor expenditures; estimate time, materials and equipment needed and prepare purchase orders; oversee and monitor the delivery of chemicals to pool site; maintain records on equipment.
7. Respond to Southern Nevada Health District site visits and repair, alter or adjust existing conditions as directed.
8. Prepare periodic reports detailing maintenance activities at all sites.

Marginal Functions:

1. May assist with maintaining equipment such as diving boards and lifeguard chairs and fabricating special equipment.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Swimming pool operations.
Pool filtering systems, chlorinators, and other aquatic equipment.
Methods and techniques of water sterilization, chlorination, and pH balancing.
Chemical interactions.
Principles and practices of plumbing.
Clark County Health District codes and policies pertaining to public swimming pools.
Techniques of maintaining and repairing swimming pool piping, pumps, filters and related equipment.
Principles and practices of supervision and training.
Occupational hazards and standard safety practices.
Basic geometry and mathematical formulas and methods of calculation.
Computerized pool circulation and filtration equipment operation.

Ability to:

Operate a variety of power and hand tools safely and effectively.
Work independently without direct supervision.
Analyze and solve problems.
Create innovative and workable solutions to problems.
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.*

CITY OF LAS VEGAS
Pool Maintenance Supervisor (*Continued*)

Ability to:

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

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

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

Three years of increasingly responsible commercial or government experience in the operation, maintenance, cleaning and servicing of swimming pools, preferably in an organization with multiple 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 of a Swimming Pool Service Technician or Pool Operator certification from the Southern Nevada Health District on the date of application, and maintenance thereafter.

Possession of an Aquatic Facility Operator certificate from the National Recreation and Parks Association within six months of the date of appointment, 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.

CITY OF LAS VEGAS
Pool Maintenance Supervisor (Continued)

Environmental Conditions:

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 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.

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
REV 04/10/07
FLSA & City: nonexempt

CSB 04/25/07

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 or Pool Operator certification from the Southern Nevada Health District on the date of application, and maintenance thereafter.

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CITY OF LAS VEGAS
Pool Technician (Continued)

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SMM
FLSA & City: nonexempt
REV 04/10/07

CSB 04/25/07

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: April 25, 2007

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

SUBJECT: B. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED

1. Pool Maintenance Supervisor
2. Pool Technician

Pool Maintenance Supervisor and Pool Technician were revised to include an additional certification.

NEW

3. Senior Deputy City Clerk

Senior Deputy City Clerk was created at the request of the City Clerk's Office.

RECOMMENDATION

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