

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: MAY 9, 2007

TIME: 4:30 p.m.

ROLL
EM - P
JA - P
PR - P
EB - P
MW - A
S. ✓
LLP
Morgan
Ann
LP

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

I. CALL TO ORDER

II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW

III. APPROVAL OF MINUTES: Regular Meeting of April 11, 2007

IV. APPROVAL OF MINUTES: Teleconference Meeting of April 25, 2007

V.

VI. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

1. Evaluation Center Supervisor - Promotional
2. Fire Engineer - Promotional
3. Janitor - Open
4. Leisure Services Coordinator - Open

B. EXTENSION OF ELIGIBLE LISTS

1. Agenda Technician II - Promotional
2. Agenda Technician II - Open
3. Assistant City Surveyor - Promotional
4. Assistant City Surveyor - Open
5. Business Specialist II - Promotional
6. Business Specialist II - Open
7. Firefighter Trainee - Open
8. Public Safety Technician - Promotional
9. Public Safety Technician - Open
10. Vehicle Parts Specialist - Open

C. CLASSIFICATION SPECIFICATIONS

1. Deputy City Clerk I/II - Revised
2. Graphic Illustrator - Revised
3. Maintenance Mechanic I/II - Revised
4. Plant Operator I/II - Revised
5. Senior Graphic Illustrator - Revised

VII. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED

VIII. 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

6/✓

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
April 11, 2007
REGULAR MEETING**

**Agenda Documentation
May 9, 2007**

TO: CIVIL SERVICE BOARD OF TRUSTEES

FROM: F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER: April 11, 2007 at 4:30 p.m. in the Human Resources Department

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

STAFF PRESENT: Susan Marion OTHERS PRESENT: Mary McQuoid, Finance
Ann Rubertino-Beck
Lori Petsco

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 the Regular Meeting of March 14, 2007: Trustee Evelyn Beals made a motion to approve the minutes of the Regular Meeting held March 14, 2007. Trustee Priscilla Rocha seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of the Teleconference Meeting of March 28, 2007: Trustee Priscilla Rocha made a motion to approve the minutes of the Teleconference Meeting held March 28, 2007. Trustee Evelyn Beals seconded the motion. Motion carried.

V. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

1. Animal Control Officer I – Promotional
2. Animal Control Officer I – Open
3. Municipal Court Marshal – Open
4. Planner I (Open & Continuous) – Open
5. Plant Operator II – Promotional
6. Plant Operator II – Open
7. Project Engineer (Engineering Planning) – Promotional
8. Project Engineer (Engineering Planning) – Open
9. Real Property Appraiser – Promotional
10. Real Property Appraiser – Open
11. Senior Engineering Associate – Promotional
12. Senior Engineering Associate – Open
13. Senior Recreation Leader – Open
14. Terminal Agency Technician – Open

A motion was made by Trustee Ed Miramontes that Items 1 through 14 of the Eligible Lists To Be Certified be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS

1. Computer Systems Technician II - Open
2. Concrete Mason II - Promotional
3. Concrete Mason II - Open
4. Construction Inspector I - Promotional
5. Construction Inspector I - Open
6. Planner I (Open & Continuous) - Open
7. Recreation Leader I-Aquatics - Open
8. Sanitation Billing Technician - Promotional
9. Sanitation Billing Technician - Open
10. Senior Fire Investigator - Promotional
11. Senior Mechanic - Promotional
12. Senior Mechanic - Open
13. Water Quality Technician I - Open

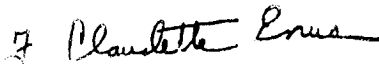
A motion was made by Trustee Priscilla Rocha that Items 1 through 13 of the Extension of Eligible Lists be approved. Trustee Malcolm White seconded the motion. Motion carried.

C. CLASSIFICATION SPECIFICATIONS

1. Accounting Technician I - Revised
2. Accounting Technician II - Revised
3. Information Technologies Project Coordinator - Revised
4. Senior Accounting Technician - Revised

A motion was made by Trustee Evelyn Beals to approve Items 1 through 4 of the Classification Specifications. The motion was seconded by Trustee Priscilla Rocha. Motion carried.

- VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED:
Ed Miramontes inquired to the status of the upcoming hearing for Jose Santana. Counsel said there is no new information and explained the hearing is scheduled for June of 2007, following the meeting between the employee and the LVCEA which is scheduled in May 2007.
- VII. CITIZEN PARTICIPATION:
None
- VIII. ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:42 p.m.



F. Claudette Enus, Secretary to the Board

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
For the
APRIL 25, 2007
TELECONFERENCE MEETING

Agenda Documentation
May 9, 2007

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER April 25, 2007 at 11:30 a.m. via Teleconference

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

STAFF PRESENT
Ann Rubertino-Beck

II. MEETING WAS PROPERLY NOTICED AND IN 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

A motion was made by Trustee Evelyn Beals that items 1 through 6 of the Eligible List to be Certified be approved. The motion was seconded by Trustee Priscilla Rocha. Motion carried.

B. CLASSIFICATION SPECIFICATIONS

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

A motion was made by Trustee Priscilla Rocha that items 1 through 3 of the Classification Specifications be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

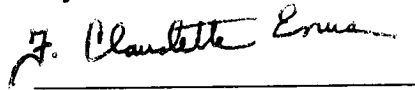
IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED

None

V. CITIZEN PARTICIPATION

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:35 a.m.


F. Claudette Enus
Secretary to the Board



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

CITY OF LAS VEGAS

ELIGIBLE LIST

Evaluation Center Supervisor
Examination

April 30, 2007
Date

07249303P
Exam Code

Promotional
Open/Promotional

NAME	
GROUP 1	
See Attached	
GROUP 2	
None	

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED
REJECTED
TOTAL RECEIVED

1
0
1

ELIGIBLE LIST

GROUP 1
GROUP 2
TOTAL ON LIST

1
0
1

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight)

100%

PASSED

FAILED

TOTAL TESTED

	1		
	0		
	1		

DID NOT APPEAR

	0		
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CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Engineer
Examination

Written Test March 21, 2007
Performance Test April 9-11, 2007
Date of Test

07435002P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	27	GROUP 1	1
REJECTED	0	GROUP 2	7
TOTAL RECEIVED	27	GROUP 3	6
		TOTAL ON LIST	14

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	30%		70%	
PASSED	26		14	
FAILED	1		12	
TOTAL TESTED	27		26	
DID NOT APPEAR	0		0	

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Janitor
Examination

April 13, 2007
Date

0779633030
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	78	GROUP 1	29
REJECTED	4	GROUP 2	22
TOTAL RECEIVED	82	TOTAL ON LIST	51

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	51			
FAILED	0			
TOTAL TESTED	51			
DID NOT APPEAR	25			
WITHDREW	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Leisure Services Coordinator
Examination

April 23, 2007
Date

072982030
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	46	GROUP 1	23
REJECTED	50	GROUP 2	10
<i>TOTAL RECEIVED</i>	96	<i>TOTAL ON LIST</i>	33

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	33			
FAILED	2			
<i>TOTAL TESTED</i>	35			
<i>DID NOT APPEAR</i>	11			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date May 9, 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: 10

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Agenda Technician II – Promotional	5	05/10/07	11/10/07	2
2. Agenda Technician II – Open	5	05/10/07	11/10/07	2
3. Assistant City Surveyor – Promotional	4	05/09/07	11/09/07	3
4. Assistant City Surveyor – Open	2	05/09/07	11/09/07	3
5. Business Specialist II – Promotional	7	05/10/07	11/10/07	2
6. Business Specialist II – Open	32	05/10/07	11/10/07	2
7. Firefighter Trainee – Open	921	05/10/07	11/10/07	2
8. Public Safety Technician – Promotional	2	05/23/07	11/23/07	3
9. Public Safety Technician – Open	40	05/23/07	11/23/07	3
10. Vehicle Parts Specialist – Open	13	05/10/07	11/10/07	2

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: May 9, 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. Deputy City Clerk I/II
2. Graphic Illustrator
3. Maintenance Mechanic I/II
4. Plant Operator I/II
5. Senior Graphic Illustrator

Deputy City Clerk I/II was revised to allow candidates with specialized training to qualify.

Graphic Illustrator was revised to update the current duties and technology.

Maintenance Mechanic I/II was revised to update language and required experience.

Plant Operator I/II was revised to update the essential functions, knowledge and abilities, and to correlate the certification with state requirements.

Senior Graphic Illustrator was revised to update the current duties and technology.

RECOMMENDATION

The City recommends approval of these revised classification specifications.

DEPUTY CITY CLERK I
DEPUTY CITY CLERK II

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

DEFINITION

To provide support at various official meetings under the purview of the City Clerk's Office, by taking and transcribing minutes and supporting documentation; to perform clerical duties in support of the City Clerk's Office; and to assist in maintaining official city records.

DISTINGUISHING CHARACTERISTICS

Deputy City Clerk I—This is the entry level class in the Deputy City Clerk series. This class is distinguished from the Deputy City Clerk II by the performance of the more routine tasks and duties assigned to positions within the series including copying and assembling Council meeting packages and delivering agendas to Graphic Arts. This class may be used as a training class, wherein employees need only limited or no directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

Deputy City Clerk II—This is the full journey level class within the Deputy City Clerk series. Employees within this class are distinguished from the Deputy City Clerk I by the performance of the full range of duties as assigned including taking and transcribing minutes of various meetings as required. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED

Deputy City Clerk I

Receives immediate supervision from the City Clerk and functional supervision from the Chief Deputy City Clerk.

Deputy City Clerk II

Receives general supervision from the City Clerk and functional supervision from the Chief Deputy City Clerk.

CITY OF LAS VEGAS
Deputy City Clerk I/II (continued)

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

Essential Functions:

1. Answer office telephones and provide information to the public and internal staff.
2. Type and proofread a wide variety of reports, letters, forms and resolutions; type from rough draft or verbal instruction; compose correspondence related to assigned responsibilities. Transcribe minutes from note taking and tape.
3. As needed, take minutes at various meetings, including, but not limited to, the Recommending Committees, City Planning Commission and City Council meetings.
4. Assist in the preparation of the City Council meeting books and packages; prepare and transcribe minutes after each City Council meeting.
5. Prepare, mail and distribute action letters after each City Council meeting pertaining to Planning and Development Department agenda items.
6. Assist with city elections as required.
7. When required, assist the Records Division with activities to process, index, file and retrieve official city documents, records and archives including ordinances, resolutions, contracts, bonds, agreements, deeds, insurance documents and meeting minutes; certify copies as required.
8. Prepare monthly reports; prepare and post required notices.
9. Occasionally attend off-site and regular meetings during other than normal business hours.

Marginal Functions:

1. Notarize documents as required; administer oaths of office in the absence of the City Clerk and Chief Deputy City Clerk.
2. Perform related duties and responsibilities as required.
3. Receive all contract bids, stamp in, maintain log and deliver bids to the Purchasing and Contracts Division.
4. Act as liaison between the City Clerk's Office and all departments regarding legal documents and agenda items.
5. Assist the public with requests for research of City Clerk's records.

CITY OF LAS VEGAS
Deputy City Clerk I/II (*continued*)

QUALIFICATIONS

Deputy City Clerk I

Knowledge of:

Modern office procedures, methods and computer equipment.
Techniques of taking and transcribing minutes.
Principles and procedures of record keeping.
English usage, spelling, grammar and punctuation.
Principles of numerical and alphabetical filing systems.

Ability to:

Learn about city ordinances and applicable municipal codes.
Learn to understand the organization and operation of the city, the City Clerk's Office and of outside agencies as necessary to assume assigned responsibilities.
Compile and maintain records.
Type at a speed necessary for successful job performance.
Learn to operate stenowriting equipment.
Understand and follow oral and written instructions.
Maintain confidentiality of information.
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.*

Experience and Training Requirements

Experience:

One year of responsible secretarial or clerical experience is preferable.

Training:

Equivalent to graduation from high school supplemented by specialized applicable training.

CITY OF LAS VEGAS
Deputy City Clerk I/II (continued)

License or Certificate

Must type 50 net words per minute and use shorthand, speedwriting, a court reporting machine or any other method to take notes at 80 net words per minute, as demonstrated by test certificates dated no more than one year prior to the date of application.

Possession of an appropriate, valid notary public license within 6 months of the date of appointment and maintenance thereafter.

Deputy City Clerk II

In addition to the qualifications for Deputy City Clerk I:

Knowledge of:

Principles of business letter writing and basic report preparation.
Principles and techniques of taking and preparing minutes for official government meetings.
Pertinent local and state laws, codes and regulations including municipal election laws and procedures and the Nevada open meeting and financial disclosure laws.

Ability to:

Work independently in the absence of supervision.
Plan and organize work to meet scheduled deadlines.
Comply with all posting and publication guidelines of the Nevada open meeting law.

Experience and Training Requirements

Experience:

Eighteen months of responsible secretarial or clerical experience.

Training:

Equivalent to graduation from high school supplemented by specialized applicable training.

License or Certificate

Must type 60 net words per minute and use shorthand, speedwriting, a court reporting machine or any other method to take notes at 90 net words per minute, as demonstrated by test certificates dated no more than one year prior to the date of application.

CITY OF LAS VEGAS
Deputy City Clerk I/II (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; work at a centralized public counter.

Physical Conditions:

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

ARB
REV 4/12/07
FLSA & City: nonexempt

CSB 5/9/07

GRAPHIC ILLUSTRATOR

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 artistic support tasks; to translate abstract ideas into viable formats for various projects as requested; to prepare illustrations for printing; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Graphic Illustrator series. This class performs the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from higher level staff.

May receive functional and technical supervision from the Sr. Graphic Illustrator.

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

Essential Functions:

1. Create renderings, illustrations, mock-up artwork and models for art projects requested by city staff; illustrates pictorial and graphical concepts including presentation renderings, photography, graphic designs and layouts, cartoons, caricatures and related art for posters, newsletters, notices, signs, multi-media and related projects.
2. Meet with staff requesting artwork to determine preliminary plan; translate drafts, drawings and sketches into final illustrative form; prepare rough layouts, mock ups and final camera-ready art for a variety of printed and digital material.
3. Meet with Graphic Arts print shop staff and outside vendors to provide artistic support to printing assignments; present preliminary mock ups or layouts; provide camera-ready art for a variety of printed material.
4. Perform digital and film photography, scanning and graphic camera work including overhead transparencies, halftones, negatives and various specialties; process and enhance images; size art for reproduction; perform plotting or printing, mounting, matting and framing.

CITY OF LAS VEGAS
Graphic Illustrator (*continued*)

5. Input copy information from format design into computerized typesetter; operate computerized photo mechanical processor to prepare camera-ready artwork; design art using a variety of industry-standard computer graphic software programs.
6. Perform a variety of related tasks to assist city staff with public relations events, including preparing artwork for posters and invitations; use calligraphy to address invitations or special proclamations; prepare parade banners, decorative signs and novelty artwork.
7. Maintain file of completed artwork, sample designs, brochures, promotional materials and related projects performed for city sponsored events; assist staff in accessing files to select designs for current projects.

Marginal Functions:

1. Attend and participate in various meetings with city staff to discuss special projects requiring illustrative support.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Intermediate design concepts.
Fundamentals of drawing and graphic illustration.
Fundamentals of printing processes.
Intermediate composition, typesetting and layout processes.
Rendering and illustration.
Variety of medias including ink, pencil, airbrush, watercolor, oil and chalk.
Fundamentals of photography.
Computer graphic programs.
Modern procedures, processes and methods used in hand and computer design.

Ability to:

Visualize abstract ideas and concepts.
Follow oral and written instruction.
Sketch and draw using a variety of medias.
Meet deadlines.
Manage multiple assignments.
Work independently with minimal supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative 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;*
- *Distinguishing colors and shades; and*
- *Operating assigned computer, photo-processing and camera equipment.*

CITY OF LAS VEGAS
Graphic Illustrator (continued)

Ability to:

Maintain mental capacity which allows the capability of:

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

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

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

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in design illustration, graphic art or commercial art.

Training:

A Bachelor's degree from an accredited college or university with major in architecture, design or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; exposure to paint fumes.

Physical Conditions:

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

SMM
REV 3/8/07
FLSA & City: nonexempt
CSB 5/9/07

MAINTENANCE MECHANIC I
MAINTENANCE MECHANIC II

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

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

Maintenance Mechanic I—This is the entry level class in the mechanical maintenance series. This class is distinguished from the Maintenance Mechanic II by level of technical knowledge and skill, the level of responsibility assumed and the independence with which employees are expected to perform. Initially under close supervision, incumbents learn to perform the essential functions of the classification, governed by applicable regulations, policies and procedures. As experience is gained, employees are permitted greater independence within established guidelines. This class may be used as a training class, wherein employees need only limited directly related work experience, or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

Maintenance Mechanic II—This is the full journey level class within the mechanical maintenance series. Employees are fully competent to independently perform the full range of duties. Employees within this class are distinguished from the Maintenance Mechanic I by the performance of the full range of duties as assigned, and the independence with which employees are expected to perform. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level; when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED

Maintenance Mechanic I

Receives immediate supervision from Plant Operations and Maintenance Supervisors and higher level staff. Receives functional and technical supervision from Sr. Maintenance Mechanics and Environmental Systems Technician IIIs.

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

Maintenance Mechanic II

Receives general supervision from Plant Operations and Maintenance Supervisors and higher level staff. Receives functional and technical supervision from Sr. Maintenance Mechanics and Environmental Systems Technician IIIs.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

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

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

Marginal Functions:

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

QUALIFICATIONS

Maintenance Mechanic I

Knowledge of:

Operational characteristics of hand and power tools used in basic mechanical, plumbing and carpentry work.

Basic operation of centrifugal pumps and compressors, reciprocating compressors, gearboxes, piping and valves.

Repair and installation methods for pumps, pipes and valves.

Measurement tools and pressure gauges applicable to the work.

Occupational hazards and standard safety practices.

Calculate various measurements using basic math.

Basic computer operations.

Ability to:

Read and write English at a level sufficient to perform essential functions.

Learn repair and maintenance techniques for mechanical equipment.

Work in confined spaces.

Perform a variety of manual tasks for extended periods of time in unfavorable weather conditions.

Follow oral and written directions.

Read and interpret blueprints and other informational drawings.

Enter data accurately into an automated computer maintenance management system.

Read and comprehend operations manuals.

Maintain basic records.

Communicate clearly and concisely, both orally and in writing.

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

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

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

Maintain effective audio-visual discrimination and perception needed for:

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

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

Ability to:

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

One year of mechanical maintenance experience involving repairing and installing industrial, commercial or process equipment.

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.

Successful completion of the established level 1 maintenance training program within 6 months of the date of appointment.

Possession of a city of Las Vegas forklift certificate within 6 months of the date of appointment, and maintenance thereafter.

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

Maintenance Mechanic II

In addition to the qualifications for the Maintenance Mechanic I:

Knowledge of:

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

Mechanical machine design and hardware systems.

Components relative to wastewater treatment processes.

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

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

Advanced mathematical calculations.

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

Ability to:

Explain and enforce division and department policies and procedures.
Independently install, maintain, adjust and repair wastewater control and pumping equipment in a safe and effective manner.
Recognize improper pump operation through visual or auditory inspection.
Operate a variety of power and hand tools and equipment in a safe and effective manner.
Work with minimal supervision.

Experience and Training Requirements

Experience:

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

Training:

Equivalent to graduation from high school.

License or Certificate

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

Successful completion of the established level 2 maintenance training program within 6 months of the date of appointment.

SPECIAL REQUIREMENTS

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

WORKING CONDITIONS

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

Environmental Conditions:

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

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

Environmental Conditions:

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

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

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

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

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

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

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

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

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

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

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

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

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

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

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

ARB
REV 4/11/07
FLSA and City: nonexempt

CSB 5/9/07

PLANT OPERATOR I
PLANT OPERATOR II

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

DEFINITION

To operate and maintain the city's wastewater treatment system; and to operate and maintain various pump equipment and production facilities in support of the city's wastewater system.

DISTINGUISHING CHARACTERISTICS

Plant Operator I--This is the entry level class in the Plant Operator series. This class is distinguished from the Plant Operator II by the level of technical knowledge and skill, the level of responsibility assumed and the independence with which employees are expected to perform. Initially under close supervision, incumbents learn to perform the essential functions of the classification, governed by applicable regulations, policies and procedures. As experience is gained, employees are permitted greater independence within established guidelines. This class may be used as a training class, wherein employees need only limited or no directly related work experience, or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

Plant Operator II--This is the full journey level class within the Plant Operator series. Employees are fully competent to independently perform the full range of duties. Employees within this class are distinguished from the Plant Operator I by the performance of the full range of duties assigned, and the independence with which employees are expected to perform. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level; when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED

Plant Operator I

Receives immediate supervision from the Plant Operations and Maintenance Supervisor and higher level management. Receives functional and technical supervision from Sr. Plant Operators and Environmental System Technician IIIs.

Plant Operator II

Receives general supervision from the Plant Operations and Maintenance Supervisor and higher level management. Receives functional and technical supervision from Sr. Plant Operators and Environmental Systems Technician IIIs.

CITY OF LAS VEGAS
Plant Operator I/II (Continued)

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Control and monitor mechanical devices used to treat wastewater and related sludges, both manually and through the use of the Supervisory Control and Data Acquisition (SCADA) and computer control systems.
2. Monitor, both manually and through the use of the SCADA system, unit process variables and initiate changes as determined through calculations, test procedures and independent judgment to achieve operational goals.
3. Inspect and evaluate wastewater processing; determine computer setpoints to maintain operating parameters necessary to insure compliance with federal and state regulations and standards for the discharge permit; obtain and interpret laboratory and process data and recommend adjustments to or adjust plant processes accordingly.
4. Inspect all pumps, bar screen and related equipment, grit chambers, digesters and heaters, trickling filters, and primary and secondary basins on a daily basis and record all vital information on production totals.
5. Inspect all pumps and wastewater treatment equipment for malfunctions or leaks; conduct weekly testing of equipment and machinery to maintain quality assurance and high performance; diagnose needed repairs; perform operations preventive maintenance; refer other maintenance and repair problems to supervisor.
6. Clean and lubricate pumps and other production equipment as needed.
7. Take various process samples according to laboratory parameters and as state regulations require; take primary samples; clean build-up on weirs; check pumps, drive motor, flights, chains and secondary electrical building; hose down scum box, pump down well, skim secondary basins and clean rags; clean basins and tanks after removing from service; assist in the removal of biological residue from primary and secondary weirs.
8. Record production and water flow on a daily basis; maintain the accuracy of the reclaimed water system.
9. Obtain water samples for organic or chemical analysis from various locations.
10. Ensure the accuracy and proper functioning of the treatment plant and ensure Environmental Protection Agency operating standards are met or exceeded.
11. Monitor gauges, meters and control panels; operate valves and gates; start and stop pumps, engines and other equipment used to control process.
12. Assist in maintaining a neat and orderly work area.

CITY OF LAS VEGAS
Plant Operator I/II (Continued)

Marginal Functions:

1. Assist co-workers by helping to lift or hold items, or providing other basic assistance when requested.
2. Conduct tours of the facilities and operations; explain the water treatment and pumping process.
3. Assist in maintaining the security of water pumping facilities.
4. Operate motorized equipment such as trucks, forklifts and mowers.
5. Perform related duties and responsibilities as required.

QUALIFICATIONS

Plant Operator I

Knowledge of:

Basic operations, services and activities of a wastewater treatment program.
Operational characteristics of pump equipment.
Basic principles of hydraulics.
Pump capabilities to regulate water flow.
Basic mathematical calculations.
Occupational hazards and standard safety practices.
Current computer hardware and common applications at a basic level, such as word processing, spreadsheet and database.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Monitor and control wastewater treatment plant functions through the use of the SCADA and complex computer control systems.
Learn the principles and regulations of the treatment and distribution of reuse water.
Learn chlorine formulas and testing techniques.
Perform less complex wastewater treatment operations.
Learn to operate a variety of pumping equipment in a safe and effective manner.
Learn to recognize improper pump operation through visual or auditory inspection.
Learn to perform preventive and corrective maintenance on facility equipment.
Learn to calculate chemical needs of wastewater based on analysis results.
Read and write English at a level necessary to perform essential functions.
Work in confined spaces wearing a breathing apparatus.
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.

CITY OF LAS VEGAS
Plant Operator I/II (Continued)

Ability to:

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

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

One year of experience operating piping, valves and controls in a process or manufacturing environment. Experience involving the installation, maintenance and repair of fluid pumps and related systems with a minimum capacity of 200 gallons per minute is desirable.

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 state of Nevada Wastewater Treatment Plant Operator in Training (OIT) certification within six months of the date of appointment.

Possession of a state of Nevada Grade I Wastewater Treatment Plant Operator certification within one year of the date of appointment, and maintenance thereafter.

CITY OF LAS VEGAS
Plant Operator I/II (Continued)

Plant Operator II

In addition to the qualifications for the Plant Operator I:

Knowledge of:

Operations, services and activities of a wastewater treatment program.
Principles and regulations of the treatment and distribution of reuse water.
Methods and techniques of pump regulation.
Principles of hydraulics.
Chlorine formulas and testing techniques.
Chemical and chemical feeders.
Mathematical calculations.
Common applications at an intermediate level, including word processing, spreadsheet and database.

Ability to:

Operate a variety of pumping equipment in a safe and effective manner.
Recognize improper pump operation through visual or auditory inspection.
Prepare clear and concise reports.
Work independently with minimal supervision.

Experience and Training Requirements

Experience:

Two years of experience in wastewater treatment plant operations.

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 state of Nevada Grade I Wastewater Treatment Operator certification on the date of appointment, and maintenance thereafter.

Possession of a state of Nevada Grade II Wastewater Treatment Operator certification within six months of the date of appointment, and maintenance thereafter.

Special Requirements

The Water Pollution Control Facility is a 24 hour, 7 day per week operation, and includes two satellite locations. Assigned work schedule may change and may be for any shift, any location and any day of the week.

CITY OF LAS VEGAS
Plant Operator I/II (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: Wastewater treatment plant environment and, at times, construction site environment.

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

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

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

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

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

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

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

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

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

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

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

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

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

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

ARB

REV 4/25/07

FLSA & City: nonexempt

CSB

SENIOR GRAPHIC ILLUSTRATOR

*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 complex artistic support tasks; to translate abstract ideas into viable formats for various projects as requested; to prepare illustrations for printing; to lead, plan, coordinate and review the preparation and design of various types of illustrations; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Graphic Illustrator series. Positions at this level are distinguished from other classes within the 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 within this series including leading, planning and reviewing the work of, and training, subordinate staff and coordinating complex projects. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level staff.

Exercises functional and technical supervision over lower level technical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS –

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Serve as a lead, providing functional and technical oversight and training to assigned staff; assign, plan, direct, coordinate and schedule assignments; monitor work progress and review work results.
2. Attend and participate in various meetings with city staff to discuss special projects requiring illustrative support.
3. Create architectural project renderings. Prepare perspective layouts for painting and other media using appropriate materials. Matte and frame finished artwork when required. Review final project to ensure professional quality and accuracy.
4. Prepare accurate architectural and engineering working drawings and documents.

CITY OF LAS VEGAS
Senor Graphic Illustrator (*continued*)

Essential Functions:

5. Design, produce and set up visual presentations, photographic displays, multi-media presentations, and three-dimensional architectural and engineering models or exhibits.
6. Create renderings, illustrations, mock-up artwork and models for art projects requested by city staff; illustrate pictorial and graphical concepts including presentation renderings, photography, graphic designs and layouts, cartoons, caricatures and related art for posters, newsletters, notices, signs, multi-media and related projects.
7. Meet with staff requesting artwork to determine preliminary plan; translate drafts, drawings and sketches into final illustrative form; prepare rough layouts, mock ups and final camera-ready art for a variety of printed and digital material.
8. Meet with Graphic Arts print shop staff and outside vendors to provide artistic support for printing assignments; present preliminary mock-ups or layouts; provide camera-ready art for a variety of printed material.
9. Perform digital and film photography, scanning and graphic camera work including overhead transparencies, halftones, negatives and various specialties; process and enhance images; size art for reproduction; perform plotting or printing, mounting, matting and framing.
10. Input copy information from format design into computerized typesetter; operate computerized photo mechanical processor to prepare camera-ready artwork; design art using a variety of industry-standard computer graphic software programs.
11. Perform a variety of related tasks to assist city staff with public relations events, including preparing artwork for posters and invitations; use calligraphy to address invitations or special proclamations; prepare parade banners, decorative signs and novelty artwork.
12. Maintain file of completed artwork, sample designs, brochures, promotional materials and related projects performed for city sponsored events; assist staff in accessing files to select designs for current projects.

Marginal Functions:

1. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Senor Graphic Illustrator (*continued*)

QUALIFICATIONS

Knowledge of:

Methods, materials and techniques used in creation of architectural renderings, illustrations, visual presentations and three-dimensional displays.
Principles of lead supervision and training.
Professional architectural and engineering illustration methods, materials and terms.
Design and perspective concepts.
Advanced techniques of drawing and graphic illustration.
Advanced techniques of printing processes.
Advanced composition, typesetting and layout processes.
Advanced rendering and illustration techniques.
Variety of medias including ink, pencil, airbrush, watercolor, oil and chalk.
Advanced methods of photography.
Advanced computer graphic programs.
Modern procedures, processes and methods used in hand and computer design.
Applicable city and departmental policies and procedures.

Ability to:

Advise on best method for presentation.
Interpret and comprehend architectural and engineering drawings, methods, materials and terms.
Create original art work using a variety of art media.
Coordinate all aspects of a project, including providing technical and functional supervision.
Visualize abstract ideas and concepts.
Plan, organize and prioritize assignments.
Meet deadlines.
Manage multiple assignments.
Follow oral and written instruction.
Sketch and draw using a variety of media.
Work independently with minimal supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Maintain mental capacity which allows the capability of:
-- *Making sound decisions;*
-- *Effective interaction and communication with others; and*
-- *Demonstrating intellectual capabilities.*
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations;*
-- *Communicating with others;*
-- *Reading and writing;*
-- *Distinguishing colors and shades; and*
-- *Operating assigned computer, photo-processing and camera equipment.*

CITY OF LAS VEGAS
Senor Graphic Illustrator (continued)

Ability to:

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

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in design illustration, graphic art, architectural illustration or commercial art.

Training:

A Bachelor's degree from an accredited college or university with major in architecture, design or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; exposure to paint fumes.

Physical Conditions:

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

SMM

REV 3/8/07

FLSA & City: nonexempt

CSB 5/9/07

DEPUTY CITY CLERK I
DEPUTY CITY CLERK II

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

DEFINITION

To provide support at various official meetings under the purview of the City Clerk's Office, by taking and transcribing minutes and supporting documentation; to perform clerical duties in support of the City Clerk's Office; and to assist in maintaining official city records.

DISTINGUISHING CHARACTERISTICS

Deputy City Clerk I--This is the entry level class in the Deputy City Clerk series. This class is distinguished from the Deputy City Clerk II by the performance of the more routine tasks and duties assigned to positions within the series including copying and assembling Council meeting packages and delivering agendas to Graphic Arts. This class may be used as a training class, wherein employees need only limited or no directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

Deputy City Clerk II--This is the full journey level class within the Deputy City Clerk series. Employees within this class are distinguished from the Deputy City Clerk I by the performance of the full range of duties as assigned including taking and transcribing minutes of various meetings as required. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED

Deputy City Clerk I

Receives immediate supervision from the City Clerk and functional supervision from the Chief Deputy City Clerk.

Deputy City Clerk II

Receives general supervision from the City Clerk and functional supervision from the Chief Deputy City Clerk.

CITY OF LAS VEGAS
Deputy City Clerk I/II (continued)

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

Essential Functions:

1. Answer office telephones and provide information to the public and internal staff.
2. Type and proofread a wide variety of reports, letters, forms and resolutions; type from rough draft or verbal instruction; compose correspondence related to assigned responsibilities. Transcribe minutes from note taking and tape.
3. As needed, take minutes at various meetings, including, but not limited to, the Recommending Committees, City Planning Commission and City Council meetings.
4. Assist in the preparation of the City Council meeting books and packages; prepare and transcribe minutes after each City Council meeting.
5. Prepare, mail and distribute action letters after each City Council meeting pertaining to Planning and Development Department agenda items.
6. Assist with city elections as required.
7. When required, assist the Records Division with activities to process, index, file and retrieve official city documents, records and archives including ordinances, resolutions, contracts, bonds, agreements, deeds, insurance documents and meeting minutes; certify copies as required.
8. Prepare monthly reports; prepare and post required notices.
9. Occasionally attend off-site and regular meetings during other than normal business hours.

Marginal Functions:

1. Notarize documents as required; administer oaths of office in the absence of the City Clerk and Chief Deputy City Clerk.
2. Perform related duties and responsibilities as required.
3. Receive all contract bids, stamp in, maintain log and deliver bids to the Purchasing and Contracts Division.
4. Act as liaison between the City Clerk's Office and all departments regarding legal documents and agenda items.
5. Assist the public with requests for research of City Clerk's records.

CITY OF LAS VEGAS
Deputy City Clerk I/II (*continued*)

QUALIFICATIONS

Deputy City Clerk I

Knowledge of:

Modern office procedures, methods and computer equipment.
Techniques of taking and transcribing minutes.
Principles and procedures of record keeping.
English usage, spelling, grammar and punctuation.
Principles of numerical and alphabetical filing systems.

Ability to:

Learn about city ordinances and applicable municipal codes.
Learn to understand the organization and operation of the city, the City Clerk's Office and of outside agencies as necessary to assume assigned responsibilities.
Compile and maintain records.
Type at a speed necessary for successful job performance.
Learn to operate stenowriting equipment.
Understand and follow oral and written instructions.
Maintain confidentiality of information.
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.*

Experience and Training Requirements

Experience:

~~Three~~ One years of increasingly responsible secretarial or clerical experience is preferable.

Training:

Equivalent to graduation from high school supplemented by specialized secretarial applicable training.

CITY OF LAS VEGAS
Deputy City Clerk I/II (*continued*)

License or Certificate

Must type 50 net words per minute and use shorthand, speedwriting, a court reporting machine or any other method to take notes at 80 net words per minute, as demonstrated by test certificates dated no more than one year prior to the date of application.

Possession of an appropriate, valid notary public license within 6 months of the date of appointment and maintenance thereafter.

Deputy City Clerk II

In addition to the qualifications for Deputy City Clerk I:

Knowledge of:

Principles of business letter writing and basic report preparation.
Principles and techniques of taking and preparing minutes for official government meetings.
Pertinent local and state laws, codes and regulations including municipal election laws and procedures and the Nevada open meeting and financial disclosure laws.

Ability to:

Work independently in the absence of supervision.
Plan and organize work to meet scheduled deadlines.
Comply with all posting and publication guidelines of the Nevada open meeting law.

Experience and Training Requirements

Experience:

Eighteen months of responsible secretarial or clerical experience.

Training:

Equivalent to graduation from high school supplemented by specialized applicable training.

License or Certificate

Must type 60 net words per minute and use shorthand, speedwriting, a court reporting machine or any other method to take notes at 90 net words per minute, as demonstrated by test certificates dated no more than one year prior to the date of application.

CITY OF LAS VEGAS
Deputy City Clerk I/II (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; work at a centralized public counter.

Physical Conditions:

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

SMMARB
REV 12/29/2005 4/12/07
FLSA & City: nonexempt

CSB 2/8/06

GRAPHIC ILLUSTRATOR

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 artistic support tasks; to translate abstract ideas into viable formats for various projects as requested; to prepare illustrations for printing; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Graphic Illustrator series. This class performs the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from higher level staff.

May receive functional and technical supervision from the Sr. Graphic Illustrator.

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

Essential Functions:

1. Create ~~Perform hand~~ renderings, and illustrations, mock-up artwork and models for art projects requested by City staff; illustrates pictorial and graphical concepts including presentation renderings, photography, graphic designs and layouts, cartoons, caricatures and related art for posters, newsletters, notices, signs, multi-media and related projects.
2. Meet with staff requesting artwork to determine preliminary plan; translate drafts, drawings and sketches into final illustrative form; prepare rough layouts, mock ups and final camera-ready art for a variety of printed and digital material.
3. Meet with Graphic Arts print shop staff and outside vendors to provide artistic support to printing assignments; present preliminary mock ups or layouts; ~~perform work to provide~~ provide camera-ready art for a variety of printed material.
4. Perform digital and film photography, scanning and graphic camera work including ~~photofoil~~ overhead transparencies, halftones, negatives and various specialties; process and enhance images; size art for reproduction; perform plotting or printing, mounting, matting and framing.

CITY OF LAS VEGAS
Graphic Illustrator (continued)

5. Input copy information from format design into computerized typesetter; operate computerized photo mechanical processor to prepare camera-ready artwork; design art using a variety of industry-standard computer graphic software programs.
6. Perform a variety of related tasks to assist City staff with public relations events, including preparing artwork for posters and invitations; ~~using~~ calligraphy to address invitations or special proclamations; prepare parade banners, decorative signs and novelty artwork.
7. ~~7.~~ Maintain file of completed artwork, sample designs, brochures, promotional materials and ~~related projects performed for City sponsored events; assist staff in accessing files to~~ select designs for current projects.

Marginal Functions:

1. Attend and participate in various meetings with City staff to discuss special projects requiring illustrative support.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Intermediate design concepts.
Fundamentals of drawing and graphic illustration.
Fundamentals of printing processes.
Intermediate composition, typesetting, and layout and paste-up processes.
Rendering and illustration.
Variety of medias including ink, pencil, airbrush, watercolor, oil and chalk.
Fundamentals of photography.
Computer graphic programs.
Modern procedures, processes and methods used in hand and computer design.
~~City and Departmental policies and procedures.~~

Ability to:

Visualize abstract ideas and concepts.
~~Perform hand renderings and illustrations.~~
~~Illustrate ideas in formats for various print forms.~~
Follow oral verbal and written instruction.
Sketch and draw using a variety of medias.
Meet deadlines.
Manage multiple assignments.
~~Perform original artwork for a wide variety of projects.~~
~~Design signs, displays and public relations materials.~~
~~Perform designs using computer graphic programs.~~
Work independently with in the absence of supervision ~~minimal supervision.~~
~~Advise others on the use of equipment and processes.~~

CITY OF LAS VEGAS
Graphic Illustrator (continued)

Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative 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;*
- *Distinguishing colors and shades; and*
- *Operating assigned computer, photo-processing and camera 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, standing or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

~~Three~~ Two years of increasingly responsible experience in design illustration, graphic art or commercial art.

Training:

A Bachelor's degree from an accredited college or university with major in architecture, design or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree. Equivalent to a Bachelor's degree from an accredited college or university with major in fine arts or design.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; exposure to paint fumes.

Physical Conditions:

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

~~WC:hg~~ SMM
~~Rev. 10/04/94~~ REV 3/8/07
FLSA & City: nonexempt
~~CSB 9/08/93~~ CSB 5/9/07

MAINTENANCE MECHANIC I
MAINTENANCE MECHANIC II

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

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

Maintenance Mechanic I—This is the entry level class in the mechanical maintenance series. This class is distinguished from the Maintenance Mechanic II by level of technical knowledge and skill, the level of responsibility assumed and the independence with which employees are expected to perform. ~~the performance of the more routine tasks and duties assigned to positions within the series including the performance of semi-skilled duties in the repair and maintenance of pumps, pipes and gears.~~ Initially under close supervision, incumbents learn to perform the essential functions of the classification, governed by applicable regulations, policies and procedures. As experience is gained, employees are permitted greater independence within established guidelines. This class may be used as a training class, wherein employees need only limited directly related work experience, or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

Maintenance Mechanic II—This is the full journey level class within the mechanical maintenance series. Employees are fully competent to independently perform the full range of duties. Employees within this class are distinguished from the Maintenance Mechanic I by the performance of the full range of duties as assigned, ~~including the maintenance, repair, installation, troubleshooting and oil analysis of plant equipment at Environmental Division facilities~~ and the independence with which employees are expected to perform. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level; ~~or, when filled from the outside, selected candidates have prior experience.~~

SUPERVISION RECEIVED

Maintenance Mechanic I

Receives ~~direct-immediate~~ supervision from Plant Operations and Maintenance Supervisors and higher level maintenance staff. Receives functional and technical supervision from Sr. Maintenance Mechanics and Environmental Systems Technician IIIs.

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

Maintenance Mechanic II

Receives general supervision from Plant Operations and Maintenance Supervisors and higher level maintenance staff. Receives functional and technical supervision from Sr. Maintenance Mechanics and Environmental Systems Technician IIIs.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

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

Marginal Functions:

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

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

QUALIFICATIONS

Maintenance Mechanic I

Knowledge of:

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

Ability to:

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

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

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

Experience and Training Requirements

Experience:

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

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.

Successful completion of the established level 1 maintenance training program within 6 months of the date of appointment.

Possession of a city of Las Vegas forklift certificate within 6 months of the date of appointment, and maintenance thereafter.

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

Maintenance Mechanic II

In addition to the qualifications for the Maintenance Mechanic I:

Knowledge of:

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

Mechanical machine design and hardware systems.

Components relative to wastewater treatment processes.

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

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

Advanced mathematical calculations.

Ability to:

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

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

Explain and enforce division and department policies and procedures.
Independently install, maintain, adjust and repair wastewater control and pumping equipment in a safe and effective manner.
Recognize improper pump operation through visual or auditory inspection.
Operate a variety of power and hand tools and equipment in a safe and effective manner.
Work with minimal supervision.
~~Make complex adjustments and repairs on pumps, valves and other treatment plant equipment.~~

Experience and Training Requirements

Experience:

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

Training:

Equivalent to graduation from high school.

License or Certificate

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

Successful completion of the established level 2 maintenance training program within 6 months of the date of appointment.

SPECIAL REQUIREMENTS

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

WORKING CONDITIONS

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

Environmental Conditions:

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

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

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

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

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

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

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

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

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

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

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

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

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

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

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

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

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

ARB

REV 9/28/06 11/07

FLSA and City: nonexempt

CSB 10/11/06

PLANT OPERATOR I
PLANT OPERATOR II

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

DEFINITION

To operate and maintain the city's wastewater treatment system; and to operate and maintain various pump equipment and production facilities in support of the city's wastewater system.

DISTINGUISHING CHARACTERISTICS

Plant Operator I--This is the entry level class in the Plant Operator series. This class is distinguished from the Plant Operator II by the level of technical knowledge and skill, the level of responsibility assumed and the independence with which employees are expected to perform performance of the more routine tasks and duties assigned to positions within the series. Initially under close supervision, incumbents learn to perform the essential functions of the classification, governed by applicable regulations, policies and procedures. As experience is gained, employees are permitted greater independence within established guidelines. This class may be used as a training class, wherein employees need only limited or no directly related work experience, or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

Plant Operator II--This is the full journey level class within the Plant Operator series. Employees are fully competent to independently perform the full range of duties. Employees within this class are distinguished from the Plant Operator I by the performance of the full range of duties assigned, and the independence with which employees are expected to perform. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level; when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED

Plant Operator I

Receives immediate supervision from the Plant Operations Shift and Maintenance Supervisor and higher level management. Receives functional and technical supervision from Sr. Plant Operators and Environmental System Technician IIIs.

Plant Operator II

CITY OF LAS VEGAS
Plant Operator I/II (Continued)

Receives general supervision from the Plant Operations Shift and Maintenance Supervisor and higher level management. Receives functional and technical supervision from Sr. Plant Operators and Environmental Systems Technician IIIs.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Control and monitor mechanical devices used to treat wastewater and related sludges, both manually and through the use of the Supervisory Control and Data Acquisition (SCADA) and computer control systems.
2. Monitor, both manually and through the use of the SCADA system, unit process variables and initiate changes as determined through calculations, test procedures and independent judgment to achieve operational goals.
3. Inspect and evaluate wastewater processing; determine computer setpoints to maintain operating parameters necessary to insure compliance with federal and state regulations and standards for the discharge permit; obtain and interpret laboratory and process data and recommend adjustments to or adjust plant processes accordingly.
4. Inspect all pumps, bar screen and related equipment, grit chambers, digesters and heaters, trickling filters, and primary and secondary basins on a daily basis and record all vital information on production totals.
5. Inspect all pumps and wastewater treatment equipment for malfunctions or leaks; conduct weekly testing of equipment and machinery to maintain quality assurance and high performance; diagnose needed repairs; perform minor operations preventive and corrective maintenance and adjustment of equipment; assist maintenance staff with preventive and corrective maintenance; refer other maintenance and repair problems to supervisor.
6. Clean and lubricate pumps and other production equipment as needed.
7. Take sludge samples twice per shift and monitor sludge level; take primary samples; clean build-up on weirs; check pumps, drive motor, flights, chains and secondary electrical building; hose down scrub-scum box, pump down well, skim primary basins and clean rags; clean basins and tanks after removing from service; assist in the removal of biological residue from primary and secondary weirs.
8. Record production and water flow on a daily basis; maintain the accuracy of the reclaimed water system.
9. Obtain water samples for organic or chemical analysis from various locations.
10. Ensure the accuracy and proper functioning of the treatment plant and ensure Environmental Protection Agency operating standards are met or exceeded.

CITY OF LAS VEGAS
Plant Operator I/II (Continued)

11. Monitor gauges, meters and control panels; operate valves and gates; start and stop pumps, engines and other equipment used to control process.
12. Assist in maintaining a neat and orderly work area.

Marginal Functions:

1. Conduct tours of the facilities and operations; explain the water treatment and pumping process.
2. Assist in maintaining the security of water pumping facilities.
3. Operate motorized equipment such as trucks, forklifts and mowers.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Plant Operator I

Knowledge of:

Basic operations, services and activities of a wastewater treatment program.
Operational characteristics of pump equipment.
Basic principles of hydraulics.
Pump capabilities to regulate water flow.
Basic mathematical calculations.
Occupational hazards and standard safety practices.
Current computer hardware and common applications at a basic level, such as word processing, spreadsheet and database.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Monitor and control wastewater treatment plant functions through the use of the SCADA and complex computer control systems.
Learn the principles and regulations of the treatment and distribution of reuse water.
Learn chlorine formulas and testing techniques.
Perform less complex wastewater treatment operations.
Learn to operate a variety of pumping equipment in a safe and effective manner.
Learn to recognize improper pump operation through visual or auditory inspection.
Learn to perform ~~minor~~ preventive and corrective maintenance on ~~water control and pumping~~ facility equipment.
Learn to calculate chemical needs of wastewater based on analysis results.
Read and write English at a level necessary to perform essential functions.
Work in confined spaces wearing a breathing apparatus.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
~~Maintain mental capacity which allows for effective interaction and communications with others.~~

CITY OF LAS VEGAS
Plant Operator I/II (Continued)

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

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

One year of experience operating piping, valves and controls in a process or manufacturing environment. Experience involving the installation, maintenance and repair of fluid pumps and related systems with a minimum capacity of 200 gallons per minute is desirable.

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 state of Nevada Wastewater Treatment Plant Operator in Training (OIT) certification within six months of the date of appointment.

Possession of a state of Nevada Grade I Wastewater Treatment Plant Operator certification within one year of the date of appointment, and maintenance thereafter.

Plant Operator II

In addition to the qualifications for the Plant Operator I:

Knowledge of:

Operations, services and activities of a wastewater treatment program.
Principles and regulations of the treatment and distribution of reuse water.
Methods and techniques of pump regulation.
Principles of hydraulics.
Chlorine formulas and testing techniques.

CITY OF LAS VEGAS
Plant Operator I/II (Continued)

Chemical and chemical feeders.

Mathematical calculations.

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

Ability to:

~~Independently perform wastewater treatment operations.~~

~~Monitor and control wastewater treatment plant functions through the use of the SCADA and complex computer control systems to achieve compliance with federal and state regulations and standards for the discharge permit.~~

~~Perform routine wastewater treatment operations.~~

Operate a variety of pumping equipment in a safe and effective manner.

Recognize improper pump operation through visual or auditory inspection.

~~Perform minor preventive and corrective maintenance on water control and pumping equipment.~~

~~Calculate chemical needs of wastewater based on analysis results.~~

Prepare clear and concise reports.

Work independently in the absence of with minimal supervision.

Experience and Training Requirements

Experience:

Two years of experience in wastewater treatment plant operations ~~OR three years experience operating piping, valves and controls in a process or manufacturing environment.~~
~~Experience involving the installation, maintenance and repair of fluid pumps and related systems with a minimum capacity of 1500 gallons per minute is desirable.~~

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 state of Nevada Grade I Wastewater Treatment Operator certificate ~~on~~ on the date of application appointment, and maintenance thereafter.

Possession of a state of Nevada Grade II Wastewater Treatment Operator certificate ~~on~~ within six months of the date of appointment, and maintenance thereafter.

Special Requirements

The Water Pollution Control Facility is a 24 hour, 7 day per week operation, and includes two satellite locations. Assigned work schedule may change and may be for any shift, any location and any day of the week.

CITY OF LAS VEGAS
Plant Operator I/II (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: Wastewater treatment plant environment and, at times, construction site environment.

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

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

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

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

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

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

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

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

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

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

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

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

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

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

GMWARB

REV 08/23/004/10/07

FLSA & City: nonexempt

CSB 7/11/01

SENIOR GRAPHIC ILLUSTRATOR

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 complex artistic support tasks; to translate abstract ideas into viable formats for various projects as requested; to prepare illustrations for printing; to lead, plan, coordinate and review ~~oversee the preparation and design and preparation~~ of various types of illustrations; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Graphic Illustrator series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, and the complexity of duties assigned and the level of independence expected. Employees perform the most difficult and responsible types of duties assigned to classes within this series including leading, planning and reviewing the work of, and training, subordinate staff and coordinating complex projects. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level staff.

Exercises functional and technical supervision over lower level technical staff.

Receives general supervision from higher level staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Serve as a lead, providing functional and technical oversight and training to assigned staff; assign, plan, direct, coordinate and schedule assignments; monitor work progress and review work results.
2. Attend and participate in various meetings with city staff to discuss special projects requiring illustrative support.
3. 1. Prepare~~Create~~ architectural project renderings. Prepare perspective layouts for painting and ~~(or other media)~~ using appropriate materials. Matte and frame finished artwork when required. Review final project to ensure professional quality and accuracy.
- 1.4. 2. Prepare accurate architectural and engineering working drawings and documents.

~~35. Independently plan, coordinate and lead special projects. Design, produce and set up visual presentations, photographic displays, multi-media presentations, and three-dimensional architectural and engineering models or exhibits. Lead, plan and review the work of other staff involved in the project.~~

~~6.4. Perform~~ Create renderings, illustrations, mock-up artwork and models for art projects requested by City staff; illustrates pictorial and graphical concepts including presentation renderings, photography, graphic designs and layouts, cartoons, caricatures and related art for posters, newsletters, notices, signs, multi-media and related projects. ~~Serve as the coordinator of large, complex projects.~~

~~7.5.~~ Meet with staff requesting artwork to determine preliminary plan; translate drafts, drawings and sketches into final illustrative form; prepare rough layouts, mock ups and final camera-ready art for a variety of printed and digital material.

~~8.6.~~ Meet with Graphic Arts print shop staff and outside vendors to provide artistic support for printing assignments; present preliminary mock-ups or layouts; provide camera-ready art for a variety of printed material.

~~9.7.~~ Perform digital and film photography, scanning and graphic camera work including photofails overhead transparencies, halftones, negatives and various specialties; process and enhance images; size art for reproduction; perform plotting or printing, mounting, matting and framing.

~~10.8.~~ Input copy information from format design into computerized typesetter; operate computerized photo mechanical processor to prepare camera-ready artwork; design art using a variety of industry-standard computer graphic software programs.

~~11.9.~~ Perform a variety of related tasks to assist city staff with public relations events, including preparing artwork for posters and invitations; ~~using~~ calligraphy to address invitations or special proclamations; prepare parade banners, decorative signs and novelty artwork.

~~12.10.~~ Maintain file of completed artwork, sample designs, brochures, promotional materials and related projects performed for city sponsored events; assist staff in accessing files to select designs for current projects.

Marginal Functions:

~~1. Attend and participate in various meetings to discuss special projects requiring illustrative support.~~

1. ~~2.~~ Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods, materials and techniques used in creation of architectural renderings, illustrations, visual presentations and three-dimensional displays.

Principles of lead supervision and training.

Professional architectural and engineering illustration methods, materials and terms.

Design and perspective concepts.

~~Advanced Fundamental~~ techniques of drawing and graphic illustration.

~~Advanced techniques~~ Fundamentals of printing processes.

~~Advanced Composition, typesetting, and layout and paste-up~~ processes.

~~Advanced Rendering and illustration techniques.~~

Variety of medias including ink, pencil, airbrush, watercolor, oil and chalk.

~~Advanced methods~~ Fundamentals of photography.

~~Advanced Computer~~ graphic programs.

Modern procedures, processes and methods used in hand and computer design.

~~Applicable City~~ and departmental policies and procedures.

Ability to:

~~Prepare detailed architectural renderings and illustrations.~~

Advise on best method for presentation.

Interpret and comprehend architectural and engineering drawings, methods, materials and terms.

~~Prepare~~ Create original art work using a variety of art media.

Coordinate all aspects of a project, including providing technical and functional supervision.

Visualize abstract ideas and concepts.

Plan, organize and prioritize assignments.

Meet deadlines.

Manage multiple assignments.

~~Perform hand renderings and illustrations.~~

~~Illustrate ideas in formats for various print forms.~~

Follow ~~verbal~~ oral and written instruction.

Sketch and draw using a variety of media.

~~Perform original artwork for a wide variety of projects.~~

~~Design signs, displays and public relations materials.~~

~~Perform designs using computer graphic programs.~~

Work independently in the absence of with minimal supervision.

~~Advise others on the use of equipment and processes.~~

Communicate clearly and concisely, both orally and in writing.

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

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

Maintain mental capacity which allows the capability of:

-- Making sound decisions;

-- Effective interaction and communication with others; and

-- Demonstrating intellectual capabilities.

Maintain effective audio-visual discrimination and perception needed for:

-- Making observations;

-- Communicating with others;

-- Reading and writing;

-- Distinguishing colors and shades; and

-- Operating assigned computer, photo-processing and camera equipment.

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.

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in design illustration, graphic art, architectural illustration or commercial art.

Training:

~~Equivalent to a Bachelor's degree from an accredited college or university with major course work in fine arts, architecture or design.~~ A Bachelor's degree from an accredited college or university with major in architecture, design or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; exposure to paint fumes.

Physical Conditions:

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

ARB-SMM

NEW 10/95 REV 3/8/07

FLSA & City: nonexempt

Approved CSB: 1/10/96 CSB 5/9/07

SIGN-IN SHEET
CIVIL SERVICE BOARD MEETING

DATE: May 9, 2007

PLEASE PRINT

NAME

ORGANIZATION

Gene Campbell

LVFR/Admin

Bertral Washington

LVFR/Training

Glenna Kouns

CLV-HR

Michelle McHultry

H12

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: May 9, 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: 4

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Evaluation Center Supervisor – Promotional	1	1	1
2. Fire Engineer – Promotional	27	27	14
3. Janitor – Open	82	51	51
4. Leisure Services Coordinator – Open	96	35	33