

S. ✓

d 4:30  
EM  
JA  
MW  
PR  
EB  
Morgan

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

**AGENDA**

**DATE: JUNE 13, 2007**

**TIME: 4:30 p.m.**

5/26/07  
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 May 9, 2007 - PR EB
- IV. APPROVAL OF MINUTES: Teleconference Meeting of May 23, 2007 M-EM  
2-EB
- V. BUSINESS
- A. ELIGIBLE LISTS TO BE CERTIFIED - M-MW  
2-PR
1. Associate Court Clerk - Open
  2. Permits Technician - Promotional
  3. Permits Technician - Open
  4. Planner I (Open & Continuous) - Open
  5. Pool Maintenance Supervisor - Open
  6. Senior Engineering Technician - Promotional
  7. Senior Engineering Technician - Open
  8. Service Desk Technician - Open
- B. EXTENSION OF ELIGIBLE LISTS M-EB  
2-PR
1. Bus Driver - Open
  2. Business Specialist I - Promotional
  3. Business Specialist I - Open
  4. Engineering Technician II (Design) - Open
  5. Fire Captain - Promotional
  6. Firefighter/Paramedic - Open
  7. Inventory Control Clerk - Promotional
  8. Inventory Control Clerk - Open
  9. Law Enforcement Support Supervisor - Promotional
  10. Law Enforcement Support Technician - Promotional
  11. Law Enforcement Support Technician - Open
  12. Mail Courier - Open
  13. Maintenance Planner - Promotional
  14. Maintenance Planner - Open
  15. Maintenance Worker I - Promotional
  16. Maintenance Worker I - Open
  17. Painter I - Promotional
  18. Painter I - Open
  19. Skilled Trades Helper - Promotional
  20. Skilled Trades Helper - Open
- 6A ✓

C. CLASSIFICATION SPECIFICATIONS

1. Engineering Technician I/II - Revised
2. Right-of-Way Agent I/II - Revised
3. Senior Deputy City Clerk - Revised
4. Senior Engineering Associate - Revised
5. Senior Engineering Technician - Revised

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

1. Fire Equipment Mechanic Foreman - Promotional
2. Fire Equipment Mechanic Foreman - Open

VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED

VII. CITIZEN PARTICIPATION *No*

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.

*Ads 4:57*

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

*M-EM  
2-PR*

*M-EM  
2-PR  
CE-announced  
the retirement  
of DW*

**CITY OF LAS VEGAS  
CIVIL SERVICE BOARD  
MINUTES  
FOR THE  
MAY 9, 2007  
REGULAR MEETING**

Agenda Documentation  
June 13, 2007

<b>TO:</b> CIVIL SERVICE BOARD OF TRUSTEES	<b>FROM:</b> F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: May 9, 2007 at 4:30 p.m. in the Human Resources Department.

ROLL CALL:

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

STAFF PRESENT

Ann Rubertino-Beck  
Glenna Worthington  
Lori Petsco  
Michele McNulty

OTHERS PRESENT

Eugene Campbell - Fire  
Bert Washington - Fire

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

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

III. APPROVAL OF MINUTES of Regular Meeting of April 11, 2007: Trustee Evelyn Beals made a motion to approve the minutes of the Regular Meeting of April 11, 2007. Trustee Ed Miramontes seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of the Teleconference Meeting of April 25, 2007: Trustee Priscilla Rocha made a motion to approve the minutes of the Teleconference Meeting held April 25, 2007. Trustee Evelyn Beals seconded the motion. Motion carried.

V. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

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

Trustee Ed Miramontes made a motion that items 1 through 4 of the Eligible Lists To Be Certified be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

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

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

C. CLASSIFICATION SPECIFICATIONS:

1. 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

A motion was made by Trustee Evelyn Beals to approve Items 1 through 5 of the Classification Specifications and Priscilla Rocha seconded the motion.

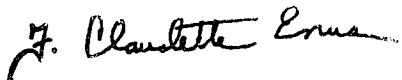
VI. ITEMS FOR DISCUSSION ONLY - NO BOARD ACTION REQUIRED:

Counsel indicated the appeal that had been previously approved to be heard is now considered to be in abeyance. If the appeal needs to go before the board, the employee will bring it forth at that time.

VII. CITIZEN PARTICIPATION:

None

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



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F. Claudette Enus  
Secretary to the Board

CITY OF LAS VEGAS  
CIVIL SERVICE BOARD  
MINUTES  
For the  
MAY 23, 2007  
TELECONFERENCE MEETING

Agenda Documentation  
June 13, 2007

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

I. CALL TO ORDER May 23, 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  
Susan Marion

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

III. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1) Communications Specialist - Promotional
- 2) Communications Specialist - Open
- 3) Engineering Associate I (Traffic) - Promotional
- 4) Engineering Associate I (Traffic) - Open
- 5) Fire Prevention Inspector I - Promotional
- 6) Fire Prevention Inspector I - Open
- 7) Survey Technician - Open

A motion was made by Trustee Evelyn Beals that items 1 through 7 of the Eligible List to be Certified 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

AGENDA DOCUMENTATION

Date: June 13, 2007

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

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SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

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

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**TOTAL ELIGIBLE LISTS PRESENTED: 8**

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1. Associate Court Clerk – Open	324	119	115
2. Permits Technician – Promotional	4	1	1
3. Permits Technician – Open	84	22	8
4. Planner I (Open & Continuous) – Open	34	27	24
5. Pool Maintenance Supervisor – Open	10	4	4
6. Senior Engineering Technician – Promotional	0	0	0
7. Senior Engineering Technician – Open	15	6	4
8. Service Desk Technician – Open	223	57	33

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Associate Court Clerk**  
**Examination**

**May 16, 2007**  
**Date**

**0779648030**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	151	GROUP 1	80
REJECTED	173	GROUP 2	35
<b>TOTAL RECEIVED</b>	<b>324</b>	<b>TOTAL ON LIST</b>	<b>115</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	115			
FAILED	4			
<b>TOTAL TESTED</b>	<b>119</b>			
<b>DID NOT APPEAR</b>	<b>31</b>			
<b>WITHDREW</b>	<b>1</b>			

CITY OF LAS VEGAS

ELIGIBLE LIST

Permits Technician  
Examination

May 21, 2007  
Date

07264804P  
Exam Code

Promotional  
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

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

TESTS

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Permits Technician**  
**Examination**

**May 21, 2007**  
**Date**

**072648040**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	34	GROUP 1	1
REJECTED	50	GROUP 2	7
<b>TOTAL RECEIVED</b>	<b>84</b>	<b>TOTAL ON LIST</b>	<b>8</b>

	<b><u>TESTS</u></b>			
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	8			
FAILED	14			
<b>TOTAL TESTED</b>	<b>22</b>			
<b>DID NOT APPEAR</b>	<b>12</b>			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Planner I (Open & Continuous)**  
Examination

**May 31, 2007**  
Date

**073069040**  
Exam Code

**Open**  
Open/Promotional

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	27	GROUP 1	13
REJECTED	7	GROUP 2	11
<b>TOTAL RECEIVED</b>	<b>34</b>	<b>TOTAL ON LIST</b>	<b>24</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>T&amp;E</u></b>
(Weight)				100%
PASSED				24
FAILED				3
<b>TOTAL TESTED</b>				<b>27</b>
<b>DID NOT APPEAR</b>				<b>0</b>

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Pool Maintenance Supervisor**  
**Examination**

**May 17, 2007**  
**Date**

**0779463030**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	4	GROUP 1	1
REJECTED	6	GROUP 2	3
<b>TOTAL RECEIVED</b>	10	<b>TOTAL ON LIST</b>	4

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Engineering Technician  
Examination

May 24, 2007  
Date

07270203P  
Exam Code

Promotional  
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None

REPORT OF EXAMINATION

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

TESTS

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Engineering Technician**  
**Examination**

**May 24, 2007**  
**Date**

**072702030**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	7	GROUP 1	0
REJECTED	8	GROUP 2	4
<b>TOTAL RECEIVED</b>	15	<b>TOTAL ON LIST</b>	4

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	4			
FAILED	2			
<b>TOTAL TESTED</b>	6			
<b>DID NOT APPEAR</b>	1			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Service Desk Technician**  
**Examination**

**May 3, 2007**  
**Date**

**0779674030**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	74	GROUP 1	5
REJECTED	149	GROUP 2	28
<b>TOTAL RECEIVED</b>	<b>223</b>	<b>TOTAL ON LIST</b>	<b>33</b>

	<b><u>TESTS</u></b>			
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	33			
FAILED	24			
<b>TOTAL TESTED</b>	<b>57</b>			
<b>DID NOT APPEAR</b>	<b>17</b>			

**CITY OF LAS VEGAS**

**AGENDA DOCUMENTATION**

Date June 13, 2007

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

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**SUBJECT: B. EXTENSION OF ELIGIBLE LISTS**

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

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**TOTAL EXTENSIONS OF ELIGIBLE LISTS: 20**

	<b>REMAINING CANDIDATES ON LIST</b>	<b>LIST EXPIRES</b>	<b>EXT. TO</b>	<b>NUMBER OF THIS EXT.</b>
1. Bus Driver – Open	12	06/13/07	12/13/07	1
2. Business Specialist I – Promotional	3	06/13/07	12/13/07	1
3. Business Specialist I – Open	22	06/13/07	12/13/07	1
4. Engineering Technician II (Design) – Open	11	06/13/07	12/13/07	1
5. Fire Captain – Promotional	14	06/13/07	12/13/07	1
6. Firefighter/Paramedic – Open	13	06/28/07	12/28/07	2
7. Inventory Control Clerk – Promotional	4	06/28/07	12/28/07	2
8. Inventory Control Clerk – Open	60	06/28/07	12/28/07	2
9. Law Enforcement Support Supervisor – Promotional	4	06/13/07	12/13/07	1
10. Law Enforcement Support Technician – Promotional	9	06/14/07	12/14/07	2
11. Law Enforcement Support Technician – Open	53	06/14/07	12/14/07	2
12. Mail Courier – Open	51	06/13/07	12/13/07	1
13. Maintenance Planner – Promotional	2	06/13/07	12/13/07	1
14. Maintenance Planner – Open	4	06/13/07	12/13/07	1
15. Maintenance Worker I – Promotional	1	06/13/07	12/13/07	1
16. Maintenance Worker I – Open	37	06/13/07	12/13/07	1
17. Painter I – Promotional	4	06/13/07	12/13/07	1
18. Painter I – Open	31	06/13/07	12/13/07	1
19. Skilled Trades Helper – Promotional	10	06/13/07	12/13/07	1
20. Skilled Trades Helper – Open	30	06/13/07	12/13/07	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: June 13, 2007

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

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SUBJECT: C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

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BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

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**CLASSIFICATION SPECIFICATIONS:**

**REVISED**

1. Engineering Technician I/II
2. Right-of-Way Agent I/II
3. Senior Deputy City Clerk
4. Senior Engineering Associate
5. Senior Engineering Technician

Engineering Technician I/II was revised to update the specifications reflecting current duties and technology.

Right-of-Way Agent I/II was revised to update the specifications reflecting current duties and technology.

Senior Deputy City Clerk was revised to add typing and shorthand requirements.

Senior Engineering Associate was revised to update the specifications reflecting current duties and technology.

Senior Engineering Technician was revised to update the specifications reflecting current duties and technology.

**RECOMMENDATION**

The City recommends approval of these revised classification specifications.

ENGINEERING TECHNICIAN I  
ENGINEERING TECHNICIAN II

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

**DEFINITION**

To perform a variety of technical work involving civil, traffic, mechanical and environmental engineering; to perform duties involved in drafting, maintaining GIS data, developing cost estimates, engineering plans research, plan review, field inspection, data gathering and customer assistance; and to provide assistance to professional and technical level engineering staff.

**DISTINGUISHING CHARACTERISTICS**

Engineering Technician I - This is the entry level class in the Engineering Technician series. This class is distinguished from the Engineering Technician II by the level of technical knowledge and skill, the level of responsibility assumed and the independence with which employees are expected to perform. Initially under close supervision, incumbents learn to perform the essential functions of the classification, governed by the applicable city 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 may need only limited or no directly related work experience or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level. This class is distinguished from the Engineering Technician II by the performance of the more routine tasks and duties assigned to positions within the series including drafting, maintaining GIS data, developing cost estimates, engineering plans research, customer assistance, updating maps, making basic calculations, and performing a variety of engineering studies.

Engineering Technician II - This is the full journey level class within the Engineering Technician series. Employees are fully competent to independently perform the full range of duties as assigned including handling all aspects of assigned counter, design and drafting work, a variety of engineering studies, plan review, field inspection and data gathering. 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.

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

**SUPERVISION RECEIVED AND EXERCISED**

**Engineering Technician I**

Receives immediate supervision from higher level engineering staff.

May receive functional and technical supervision from a Sr. Engineering Technician.

**Engineering Technician II**

Receives general supervision from higher level engineering staff.

May receive functional and technical supervision from a Sr. Engineering Technician.

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

**Essential Functions:**

1. Research information for assigned projects and as requested by engineering firms, contractors, developers, government agencies and the general public; provide information and requested data; reproduce design drawings upon request; maintain information for billing purposes; collect fees for reproductions; produce documents for project committee groups and public meetings.
2. Receive design drawings, maps and plans; review for accuracy and compliance to; interpret, catalogue, index and assign file numbers; maintain engineering drawing files and the drawing scanning and retrieval system; maintain cross reference card system; update and revise drawings, maps and plans.
3. Perform skilled drafting for engineering projects including roadway, flood control, sewer, traffic signal and road markings; assist engineering staff in preparing engineering designs, drawings, specifications and project estimates.
4. Provide information to the public, contractors and consultants regarding street, traffic engineering and related information.
5. Compile, reduce, interpret and apply field notes and rough technical data to, complete preliminary drawings, plot plans, profiles, elevations and improvement of sewers, streets, water mains and related public works projects; prepare all necessary engineering calculations.
6. Prepare preliminary and finished drawings using civil, structural, mechanical, and electrical engineering and instrumentation principles.
7. Participate in a variety of engineering studies; conduct research and analyze complex technical data; read and interpret engineering data; write statistical and narrative reports and present findings.

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

**Essential Functions:**

8. Perform complex calculations to determine angles, elevations and volume; assist in preparation of project budgets and cost estimates; calculate fees and project costs; submit billing information.
9. Operate computer equipment using software packages such as GIS and AutoCAD to produce engineering drawings and exhibits; update geographic information systems (GIS) database.
10. Perform a variety of related office or field tasks to gather, analyze and record data and otherwise assist engineers in the preparation of bid specifications or construction design specifications.
11. Perform studies to determine locations of traffic control devices; monitor traffic flow; identify hazardous locations; evaluate traffic accidents, reports, and related data; make written recommendations for changes to existing traffic control devices; explain information to citizens and committee groups.
12. Maintain records on labor and material costs for traffic construction projects; calculate and coordinate billing transactions with Finance; maintain records on accidents and construction parking permits.
13. Prepare traffic signal intersection status reports; monitor signal systems computer console; inform other jurisdictions of signal incidents or concerns; obtain signal timing information from system database; input signal data into transportation computer modeling programs; assist in performing computerized traffic signal and transportation modeling.
14. Assist in the preparation of Southern Nevada Public Land Management Act (SNPLMA) applications for public trails and open space.
15. Maintain a technical library of information.
16. Change construction drawings to maintain accurate reference drawings that reflect completed or modified facilities, including plot plans, motor control center wiring diagrams, plant piping plans, electrical schematics and process and instrumentation drawings.
17. Prepare and maintain accurate engineering records.

**Marginal Functions:**

1. May perform purchasing activities for the work unit.
2. Perform related duties and responsibilities as required.

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

**QUALIFICATIONS**

**Engineering Technician I**

**Knowledge of:**

Basic terminology, methods, practices and techniques of drafting and computer aided design.  
Basic trigonometry as applied to the computation of angles, areas, distances and traverses.  
Modern office procedures, methods and computer equipment.

**Ability to:**

Learn to understand and read engineering and construction plans and specifications.  
Learn applicable laws, regulations, codes and department policies governing assigned engineering duties.  
Learn traffic count software to perform traffic studies.  
Learn basic safety procedures appropriate for working in the roadway.  
Meet deadlines.  
Organize assignments.  
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:  
-- *Standing, walking and sitting for extended periods of time; and*  
-- *Operating assigned equipment.*

**Experience and Training Requirements**

Six months of technical civil engineering experience in drafting, design, or traffic. One college or vocational school computer-aided drafting (CAD) course may be substituted for the work experience.

**Engineering Technician II**

In addition to the qualifications for Engineering Technician I:

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

**Knowledge of:**

Techniques and practices of civil or traffic engineering planning and design or wastewater treatment plant maintenance, or water or wastewater treatment, depending on assignment.

Applicable engineering design standards in area of assignment.

Materials, methods and techniques of modern construction.

Terminology, methods, practices and techniques of drafting and computer aided design.

Trigonometry as applied to the computation of angles, areas, distances and traverses.

Applicable laws, regulations, codes and department policies governing assigned engineering duties.

Basic safety procedures when working in roadway.

**Ability to:**

Apply pertinent state and local policies, procedures, laws, codes and regulations.

Understand and read engineering and construction plans and specifications.

Communicate tactfully with contractors, engineers and property owners.

Use algebraic formulas, trigonometry tables and statistical mathematics to accomplish the level of work described herein.

Operate equipment used in traffic studies.

Use traffic count software and equipment proficiently.

**Experience and Training Requirements**

**Experience and Training:**

Two years of technical civil engineering experience in drafting, design, or traffic. One college or vocational school course in survey, advanced drafting, traffic design, traffic operations or an area related to assignment may be substituted for six months of experience.

**WORKING CONDITIONS**

**Environmental Conditions:**

Field and office environments; exposure to computer screen and inclement weather conditions; work in and near roadways.

**Physical Conditions:**

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

SMM

REV 3/30/07

FLSA & City: nonexempt

CSB 6/13/07

**RIGHT-OF-WAY AGENT I  
RIGHT-OF-WAY AGENT 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 acquire real property for rights-of-way and easements for major city projects and for public use; to handle escrow for the purchase, sale or lease of city-owned property; and to prepare maps and legal documentation necessary to process right-of-way acquisitions.

**DISTINGUISHING CHARACTERISTICS**

**Right of Way Agent I** - This is the entry level class in the Right-of-Way Agent series. This class is distinguished from the Right-of-Way Agent 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 the applicable city 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.

**Right-of-Way Agent II** - This is the full journey level class within the Right-of-Way Agent series. Employees are fully competent to independently perform the full range of duties. 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 outside, selected candidates have prior experience.

**SUPERVISION RECEIVED AND EXERCISED**

**Right-of-Way Agent I**

Receives general supervision from the Right-of-Way and Real Property Supervisor.

May receive functional and technical supervision from Right-of-Way Agent II.

**Right-of-Way Agent II**

Receives general supervision from the Right-of-Way and Real Property Supervisor.

**CITY OF LAS VEGAS**  
**Right-of-Way Agent 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. Negotiate and interact with property owners, their attorneys, consultants, public agencies and city engineers involving the acquisition and dedication of rights-of-ways and easements; prepare agenda items and resolutions for acceptance of real property and easements by the City Council.
2. Process escrow for purchase of property or for sale of city-owned real estate, including financing and securing releases; order and review title reports and title insurance policies for real property being purchased; research assessor's and district maps and other records to provide right-of-way, city limits and other relevant information to public utility companies, government agencies, citizens and other city personnel.
3. Prepare maps and legal documentation necessary to process right-of-way acquisitions; record grant deeds, easements and other legal documents with the County Recorder; prepare maps indicating property ownerships and front footage of parcels for assessment purposes.
4. Complete all aspects related to property acquisition to meet construction schedules for all projects assigned.
5. Prepare a variety of written reports and correspondence; participate in meetings with engineers, consultants, other agencies, and property owners related to right-of-way projects and issues.
6. Validate the work of support staff involved on a contract basis; ensure contractors and consultants are in compliance with city and other applicable policies and procedures.
7. Prepare and maintain complete and accurate records.

**Marginal Functions:**

1. Research land title, government patent reservations and related documents on various properties.
2. Review planning items relating to zone changes, variances, use permits, vacations, annexations, tentative and final maps, plot plan reviews and other miscellaneous items to acquire right-of-way.
3. Perform relocation assistance functions as outlined in the "Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970", as amended.
4. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS  
Right-of-Way Agent I/II (continued)

QUALIFICATIONS

Right-of-Way Agent I

Knowledge of:

Basic principles of right-of-way acquisition.  
Basic principles of land survey.  
Pertinent federal, state and local laws, codes and regulations.  
Basic techniques of report writing.  
Modern office procedures, methods and computer equipment.  
English usage, spelling, grammar and punctuation.  
Basic principles and practices of engineering for design and construction of right-of-way and street improvements.  
Basic principles and practices of real estate law, real estate tax law, real property appraisal techniques and real property transactions.  
Basic principles and techniques of title search, real estate appraisal and claims settlement.

Ability to:

Learn to read, interpret and understand technical engineering drawings, maps, legal descriptions and other documents of public record.  
Learn to understand real estate appraisal reports.  
Learn to search property records and check property liens.  
Gather, organize and analyze property data.  
Communicate tactfully with the public  
Understand and follow oral and written instructions.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Communicate clearly and concisely, both orally and in writing.  
Maintain effective audio-visual discrimination and perception needed for:  
-- *Making observations;*  
-- *Communicating with others;*  
-- *Reading and writing; and*  
-- *Operating assigned equipment.*  
Maintain mental capacity which allows the capability of:  
-- *Making sound decisions;*  
-- *Effective interaction and communication with others; and*  
-- *Demonstrating intellectual capabilities.*  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:  
-- *Sitting for extended periods of time; and*  
-- *Operating assigned equipment.*

**CITY OF LAS VEGAS**  
**Right-of-Way Agent I/II (continued)**

**Experience and Training Requirements**

**Experience:**

One year of right-of-way or real estate sales or appraisal experience.

**Training:**

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

**QUALIFICATIONS**

**Right-of-Way Agent II**

**Knowledge of:**

Principles of right-of-way acquisition.

Principles and techniques of title search, real estate appraisal and claims settlement.

Techniques of report writing.

Principles of land survey.

Principles and practices of engineering for design and construction of right-of-way and street improvements.

Principles and practices of real estate law, real estate tax law, real property appraisal techniques and real property transactions.

**Ability to:**

Read, interpret and understand technical engineering drawings, maps, legal descriptions and other documents of public record.

Understand real estate appraisal reports.

Search property records and check property liens.

**Experience and Training Requirements**

**Experience:**

Two years of increasingly responsible right-of-way or real estate sales or appraisal experience.

**Training:**

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

**CITY OF LAS VEGAS**  
**Right-of-Way Agent I/II (continued)**

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

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

SMM  
Revised 4/16/2007  
FLSA & City: nonexempt

CSB 6/13/07

## SENIOR DEPUTY CITY CLERK

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

### DEFINITION

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

### DISTINGUISHING CHARACTERISTICS

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

### SUPERVISION RECEIVED AND EXERCISED

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

Exercises functional and technical supervision over lower level Deputy City Clerk staff.

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

#### Essential Functions:

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

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

**Essential Functions:**

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

**Marginal Functions:**

1. Respond to inquiries from the public and city staff in a professional and courteous manner regarding actions taken at public meetings.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles of lead supervision and training.  
Services of a municipal Clerk's office.  
Advanced principles, procedures and legal requirements of public record keeping.  
Principles and techniques of taking and transcribing minutes for official and public meetings.  
Principles and techniques of numerical and alphabetical filing systems.  
Principles and techniques of customer service.  
English usage, spelling, grammar, punctuation and sentence structure.  
Modern office procedures, methods and equipment.

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

**Knowledge of:**

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

**Ability to:**

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

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

**Experience and Training Requirements**

**Experience:**

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

**Training:**

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

**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.

**WORKING CONDITIONS**

**Environmental Conditions:**

Work in an office environment; exposure to computer screens.

**Physical Conditions:**

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

ARB  
NEW 5/18/07  
FLSA & City: nonexempt

CSB 6/13/07

## SENIOR ENGINEERING ASSOCIATE

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

### DEFINITION

To lead, oversee and participate in the more complex and difficult work of staff responsible for monitoring the work of developers, engineers and contractors; to coordinate and lead a variety of projects associated with capital and private party improvements; and to perform a variety of technical tasks relative to assigned area of responsibility.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Engineering Associate 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 interpreting engineering drawings and coordinating the work of lower level staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff.

Exercises functional and technical supervision over professional, technical and clerical staff.

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

#### Essential Functions:

1. Lead, plan, train and review the work of staff responsible for monitoring the work of developers, contractors and engineers; ensure compliance with applicable laws, codes and regulations.
2. Review engineering studies, developer and capital improvement plans, specifications and other applications; issue permits as approved; prepare, process and file agreements.
3. Review and calculate engineering quantities and estimate costs; ensure the accuracy of computations, preliminary layout and design work from field and survey data; recommend changes as appropriate.

**CITY OF LAS VEGAS**  
**Senior Engineering Associate (*continued*)**

**Essential Functions:**

4. Research and provide information to the public regarding development projects, off-site improvements, zoning and land use; prepare reports or other documentation.
5. Coordinate projects with other offices and outside agencies; prepare reports, schedules and cost estimates.
6. Operate a full range of survey equipment including computer aided design and drafting systems.
7. Train assigned employees in engineering methods and techniques and in the set up and use of equipment.
8. Oversee, direct and review the work of lower level technical engineering staff; verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specification.
9. Conduct on-site reviews of design and construction projects.

**Marginal Functions:**

1. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Advanced principles and practices of engineering.  
Advanced principles of mathematics as applied to engineering work.  
Modern construction practices and terminology.  
Advanced principles and practices of drafting.  
Recent developments, current literature and sources of information regarding civil engineering.  
Pertinent federal, state and local laws, codes and regulations.  
Modern office procedures, methods and computer equipment.

**Ability to:**

Lead, organize and review the work of staff in the area of work assigned.  
Ensure compliance with applicable laws, codes and regulations.  
Perform research on engineering projects.  
Review and evaluate engineering studies, developer and capital improvement plans and specifications.

**CITY OF LAS VEGAS**  
**Senior Engineering Associate (*continued*)**

**Ability to:**

Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

**Experience and Training Requirements**

**Experience:**

Three years of increasingly responsible engineering experience.

**Training:**

Bachelor's degree from an accredited college or university with major in civil engineering or a related field. A combination of formal education and directly related work experience may substitute for the degree.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office and field environments; exposure to dust, noise and construction equipment.

**Physical Conditions:**

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

SMM  
REVISED 3/23/07  
FLSA & City: nonexempt

CSB: 6/13/07

## SENIOR ENGINEERING TECHNICIAN

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

### DEFINITION

To lead, oversee and participate in the most complex technical field and office civil engineering work including design and drafting work, and a variety of traffic engineering studies and field evaluations, and to provide assistance to professional and technical level engineering staff.

### DISTINGUISHING CHARACTERISTICS

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

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level engineering staff.

Exercises functional and technical supervision over lower level technical engineering staff.

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

#### **Essential Functions:**

1. Lead and perform a variety of the most complex technical civil engineering work including design and drafting work and a variety of traffic engineering studies and field evaluations, field and office engineering; review of engineering field studies.
2. 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.
3. Perform skilled drafting in preparation of plans for public works projects.
4. Assist engineering staff in the preparation of engineering designs, related drawings, specifications and construction project estimates.
5. Provide information to the public, contractors and consultants relative to engineering office business and technical matters.

**CITY OF LAS VEGAS**  
**Senior Engineering Technician (Continued)**

**Essential Functions:**

6. Coordinate public works projects with other city departments, outside consultants and developers.
7. Apply field and research information to create designs and drawings for various engineering and planning projects.
8. Conduct research of ownership, legal descriptions or other such data needed to complete information required in preparation for construction.
9. Check subdivision maps for accuracy and compliance with city standards and ordinances.
10. Research, investigate and analyze complex technical land title problems; prepare recommendations for professional staff.
11. Design plans for road signage and markings; prepare complex work orders for field staff.
12. Review a variety of engineering studies; analyze complex technical data; read and interpret engineering data and prepare reports.
13. Review traffic related encroachment requests; ensure compliance with city codes and enforce noncompliance.
14. Maintain accurate engineering records.

**Marginal Functions:**

1. Participate in the preparation of legal descriptions and plat maps for right-of-way or public acquisitions including easements, abandonments, lease parcels and real property.
2. Assist with preparation and provide technical assistance for Traffic and Parking Commission meetings.
3. Assist with review of traffic signal, street and park lighting plans.
4. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Advanced trigonometry as applied to the computation of angles, areas, distances and traverses.  
Advanced current computer-aided drafting software.  
Advanced engineering design standards.  
Advanced terminology, methods, practices and techniques of drafting and computer-aided design.  
Maintenance practices and basic safety procedures and practices used in equipment maintenance.

**CITY OF LAS VEGAS**  
**Senior Engineering Technician (*Continued*)**

**Knowledge of:**

Advanced techniques and practices of civil or traffic engineering planning and design or wastewater treatment plant maintenance, or water or wastewater treatment, depending on assignment.

Safety procedures when working in roadway.

Modern office procedures, methods and computer equipment.

Safety procedures appropriate for working in the roadway.

Applicable laws, regulations, codes and department policies governing assigned engineering duties.

Principles of lead supervision and training.

**Ability to:**

Interpret and apply pertinent state and local policies, procedures, laws, codes and regulations.

Understand and interpret engineering and construction plans and specifications.

Communicate tactfully with contractors, engineers and property owners.

Use algebraic formulas, trigonometry tables and statistical mathematics to accomplish the level of work described herein.

Use traffic count software and equipment proficiently.

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:

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

**Experience and Training Requirements**

Three years of technical civil engineering experience in drafting, design, or traffic. One college or vocational school course in survey, advanced drafting, traffic design, traffic operations or an area related to assignment may be substituted for six months of experience.

CITY OF LAS VEGAS  
Senior Engineering Technician *(Continued)*

WORKING CONDITIONS

Environmental Conditions:

Field and office environments; exposure to computer screens and inclement weather conditions; work in and near roadways.

Physical Conditions:

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

SMM  
REVISED 3/23/07  
FLSA & City: nonexempt  
CSB 6/13/07

**ENGINEERING TECHNICIAN I**  
**ENGINEERING TECHNICIAN II**

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

**DEFINITION**

To perform a variety of ~~routine~~ technical work involving civil, traffic, mechanical and environmental engineering; to perform duties involved in ~~work including~~ drafting, maintaining GIS data, developing cost estimates, engineering plans research, plan review, field inspection, data gathering and customer assistance; ~~and design~~; and to provide assistance to professional and technical level engineering staff.

**DISTINGUISHING CHARACTERISTICS**

Engineering Technician I - This is the entry level class in the Engineering Technician series. This class is distinguished from the Engineering Technician II by the level of technical knowledge and skill, the level of responsibility assumed and the independence with which employees are expected to perform. Initially under close supervision, incumbents learn to perform the essential functions of the classification, governed by the applicable city 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 may need only limited or no directly related work experience or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.  
~~This is the entry level class in the Engineering Technician series. This class is distinguished from the Engineering Technician II by the performance of the more routine tasks and duties assigned to positions within the series including drafting, maintaining GIS data, developing cost estimates, engineering plans research, customer assistance, updating maps, and making basic calculations, and performing a variety of engineering studies.~~

Engineering Technician II - This is the full journey level class within the Engineering Technician series. Employees are fully competent to independently perform the full range of duties as assigned including handling all aspects of assigned counter, design and drafting work, a variety of engineering studies, plan review, field inspection and data gathering. 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 AND EXERCISED**

**Engineering Technician I**

CITY OF LAS VEGAS

Engineering Technician I/II (continued)

Receives immediate supervision from higher level engineering staff.

May receive functional and technical supervision from a Sr. Engineering Technician.

**Engineering Technician II**

Receives general supervision from higher level engineering staff.

May receive functional and technical supervision from a Sr. Engineering Technician.

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

**Essential Functions:**

1. Research information for records, maps and other data to obtain engineering data pertaining to assigned projects and as requested by engineering firms, contractors, developers, government agencies and the general public; provide information and requested data; reproduce design drawings upon request; maintain information for billing purposes; collect fees for reproductions; produce documents for project committee groups and public meetings.
2. Receive design drawings, maps and plans; review for accuracy and compliance to; interpret, catalogue, index and assign file numbers; maintain engineering drawing files and the drawing scanning and retrieval system; maintain cross reference card system; update and revise drawings, maps and plans. Update maps of the city as new roads, plats or other changes are made; duplicate maps as required for internal or other use.
3. Perform skilled drafting for engineering projects including roadway, flood control, sewer, traffic signal and road markings; assist engineering staff in preparing engineering designs, drawings, specifications and project estimates. Participate in the design of horizontal and vertical street alignments including curbs, gutters and sidewalks; prepare all necessary engineering calculations.
4. Provide information to the public, contractors and consultants. Answer questions from the public regarding property descriptions, set back lines, water main locations, street, and traffic engineering and related information.
5. Compile, reduce, interpret and apply field notes and rough technical data to, complete preliminary drawings, plot plans, and profiles, elevations and improvement of sewers, streets, water mains and related public works projects; prepare all necessary engineering calculations.
6. Prepare preliminary and finished drawings using civil, structural, mechanical, and electrical engineering and instrumentation principles.

CITY OF LAS VEGAS

Engineering Technician I/II (continued)

7. Participate in a variety of engineering studies; conduct research and analyze complex technical data; read and interpret engineering data; write statistical and narrative reports and present findings.
  8. Perform complex calculations to determine angles, elevations and volume; assist in preparation of project budgets and cost estimates; calculate fees and project costs; submit billing information.
  9. Operate computer equipment using software packages such as GIS and AutoCAD to produce engineering drawings and exhibits; update geographic information systems (GIS) database.
  - 6.10. Perform a variety of related office or field tasks to gather, analyze and record data and otherwise assist engineers in the preparation of bid specifications or construction design specifications.
- ~~7. Perform entry level drafting activities using software such as AutoCad in preparation of plans for public works projects.~~
11. Perform studies to determine locations of traffic control devices; monitor traffic flow; identify hazardous locations; evaluate traffic accidents, reports, and related data; make written recommendations for changes to existing traffic control devices; explain information to citizens and committee groups.
  12. Maintain records on labor and material costs for traffic construction projects; calculate and coordinate billing transactions with Finance; maintain records on accidents and construction parking permits.
  13. Prepare traffic signal intersection status reports; monitor signal systems computer console; inform other jurisdictions of signal incidents or concerns; obtain signal timing information from system database; input signal data into transportation computer modeling programs; assist in performing computerized traffic signal and transportation modeling.
  14. Assist in the preparation of Southern Nevada Public Land Management Act (SNPLMA) applications for public trails and open space.
  15. Maintain a technical library of information.
  16. Change construction drawings to maintain accurate reference drawings that reflect completed or modified facilities, including plot plans, motor control center wiring diagrams, plant piping plans, electrical schematics and process and instrumentation drawings.
  17. Prepare and maintain accurate engineering records.

**Marginal Functions:**

- ~~1. Assist in performing construction inspections of various projects; process inspection records with appropriate departmental personnel.~~

**CITY OF LAS VEGAS**

**Engineering Technician I/II (continued)**

1. May perform purchasing activities for the work unit.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Engineering Technician I**

**Knowledge of:**

Basic Terminology, methods, practices and techniques of drafting and computer aided design.  
Basic Trigonometry as applied to the computation of angles, areas, distances and traverses.  
Engineering maps and records.  
Construction plans and specifications.  
Modern office procedures, methods and computer equipment.

**Ability to:**

Learn to understand and interpret read engineering and construction plans and specifications.  
Learn applicable laws, regulations, codes and department policies governing assigned engineering duties.  
Perform basic civil engineering drafting work.  
Reduce, interpret and apply field notes in the performance of drafting and survey duties.  
Compile rough technical data and prepare statistical and narrative reports from field studies.  
Prepare and maintain accurate engineering records.  
Use algebraic formulas, trigonometry tables and statistical mathematics to accomplish the level of work described herein.  
Learn traffic count software to perform traffic studies.  
Learn basic safety procedures appropriate for working in the roadway.  
Meet deadlines.  
Organize assignments.  
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:

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

**Experience and Training Requirements**

CITY OF LAS VEGAS

Engineering Technician I/II (continued)

Any one of the following is acceptable:

High school diploma or equivalent, including at least one high school or college course in geometry;

One year of technical engineering work experience;

One year of high school or vocational school courses in AutoCad.

Six months of technical civil engineering experience in drafting, design, or traffic. One college or vocational school computer-aided drafting (CAD) course may be substituted for the work experience.

**Engineering Technician II**

In addition to the qualifications for Engineering Technician I:

**Knowledge of:**

Techniques and practices of civil or traffic engineering planning and design or wastewater treatment plant maintenance, or water or wastewater treatment, depending on assignment.

Applicable engineering design standards in area of assignment.

Materials, methods and techniques of modern construction.

Terminology, methods, practices and techniques of drafting and computer aided design.

Trigonometry as applied to the computation of angles, areas, distances and traverses.

Applicable laws, regulations, codes and department policies governing assigned engineering duties.

Basic safety procedures when working in roadway.

**Ability to:**

Apply pertinent state and local policies, procedures, laws, codes and regulations.

Understand and read engineering and construction plans and specifications.

Communicate tactfully with contractors, engineers and property owners.

Use algebraic formulas, trigonometry tables and statistical mathematics to accomplish the level of work described herein.

Operate equipment used in traffic studies.

Use traffic count software and equipment proficiently.

**Experience and Training Requirements**

**Experience and Training:**

Two years of technical civil engineering experience in drafting, design, or traffic. One college or vocational school course in survey, advanced drafting, traffic design, traffic operations or an area related to assignment may be substituted for six months of experience.

CITY OF LAS VEGAS

| Engineering Technician I/II (continued)

WORKING CONDITIONS

Environmental Conditions:

| Field and office environments; exposure to computer screens and inclement weather conditions;  
| work in and near roadways.

Physical Conditions:

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

| ARBSMM

| REV 8/3/063/30/07

| FLSA & City: nonexempt

| CSB 9/13/06

**RIGHT-OF-WAY AGENT I  
RIGHT-OF-WAY AGENT 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 acquire real property for rights-of-way and easements for major city projects and for public use; to handle escrow for the purchase, sale or lease of city-owned property; and to prepare maps and legal documentation necessary to process right-of-way acquisitions.

**DISTINGUISHING CHARACTERISTICS**

**Right of Way Agent I** - This is the entry level class in the Right-of-Way Agent series. This class is distinguished from the Right-of-Way Agent II by the level of technical knowledge and skill, the level of responsibility assumed and the independence with which employees are expected to perform. ~~experience required for the performance of duties assigned to positions within the series. Initially under close supervision, incumbents learn to perform the essential functions of the classification, governed by the applicable city 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.

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

**SUPERVISION RECEIVED AND EXERCISED**

**Right-of-Way Agent I**

Receives general supervision from the Right-of-Way and Real Property Supervisor.

May receive functional and technical supervision from Right-of-Way Agent II.

**Right-of-Way Agent II**

Receives general supervision from the Right-of-Way and Real Property Supervisor.

**CITY OF LAS VEGAS**  
**Right-of-Way Agent 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. Negotiate and interact with property owners, their attorneys, consultants, public agencies and city engineers involving the acquisition and dedication of rights-of-ways and easements; prepare agenda items and resolutions for acceptance of real property and easements by the City Council.
2. Process escrow for purchase of property or for sale of city-owned real estate, including financing and securing releases; order and review title reports and title insurance policies for real property being purchased; research assessor's and district maps and other records to provide right-of-way, city limits and other relevant information to public utility companies, government agencies, citizens and other city personnel.
3. Prepare maps and legal documentation necessary to process right-of-way acquisitions; record grant deeds, easements and other legal documents with the County Recorder; prepare maps indicating property ownerships and front footage of parcels for assessment purposes.
4. Complete all aspects related to property acquisition to meet construction schedules for all projects assigned.
5. Prepare a variety of written reports and correspondence; participate in meetings with engineers, consultants, other agencies, and property owners related to right-of-way projects and issues.
6. Oversee/Validate the work of support staff involved on a contract basis; ensure contractors/and consultants are in compliance with City and other applicable policies and procedures.
7. Prepare and maintain complete and accurate records.

**Marginal Functions:**

1. Research land title, government patent reservations and related documents on various properties.
2. Review planning items relating to zone changes, variances, use permits, vacations, annexations, tentative and final maps, plot plan reviews and other miscellaneous items to acquire right-of-way.
3. Perform Relocation Assistance functions as outlined in the "Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970", as amended.
4. 4—Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Right-of-Way Agent I**

CITY OF LAS VEGAS  
Right-of-Way Agent I/II (continued)

**Knowledge of:**

Basic principles of right-of-way acquisition.

~~Basic principles and techniques of title search.~~

~~Basic laws and regulations related to real property title, leaseholds and condemnation proceedings.~~

Basic principles of land survey.

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

Basic techniques of report writing.

Modern office procedures, methods and computer equipment.

~~Principles of business letter writing and basic report preparation.~~

~~Principles and procedures of record keeping.~~

English usage, spelling, grammar and punctuation.

Basic principles and practices of engineering for design and construction of right-of-way and street improvements.

Basic principles and practices of real estate law, real estate tax law, real property appraisal techniques and real property transactions.

~~City right of way and future requirements.~~

Basic principles and techniques of title search, real estate appraisal appraising and claims settlement.

**Ability to:**

Learn to read, interpret and understand technical engineering drawings, maps, legal descriptions and other documents of public record.

Learn to understand real estate appraisals reports.

Learn to search property records and check property liens.

Gather, organize and analyze property data.

Communicate tactfully with the public

Understand and follow oral and written instructions.

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

Communicate clearly and concisely, both orally and in writing.

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

~~Maintain effective audio-visual discrimination and perception needed for:~~

~~----- *Making observations*~~

~~----- *Communicating with others*~~

~~----- *Reading and writing.*~~

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:

**CITY OF LAS VEGAS**  
**Right-of-Way Agent I/II (continued)**

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

~~Read, interpret and understand technical engineering drawings, maps and legal descriptions and other documents of public record.~~  
~~Convey appraisal information to property owners.~~  
~~Operate computers.~~

**Experience and Training Requirements**

**Experience:**

One year of right-of-way or real estate sales or appraisal experience.  
One year of clerical experience related to the field of right of way or real estate.

**Training:**

Equivalent to graduation from high school. Bachelor's degree from an accredited college or university with major in business, public administration or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.

**QUALIFICATIONS**

**Right-of-Way Agent II**

**Knowledge of:**

Principles of right-of-way acquisition.  
Principles and techniques of title search, real estate appraisal and claims settlement.  
Techniques of report writing.  
Principles of land survey.  
Modern office procedures, methods and computer equipment.  
Principles of business letter writing and report preparation.  
Principles and procedures of record keeping.  
English usage, spelling, grammar and punctuation.  
Principles and practices of engineering for design and construction of right-of-way and street improvements.  
Principles and practices of real estate law, real estate tax law, real property appraisal techniques and real property transactions.  
City right of way and future requirements.  
Principles and techniques of title search, appraising and claims settlement.  
Applicable federal, state and local laws, codes and regulations.

**Ability to:**

Read, interpret and understand technical engineering drawings, maps, legal descriptions and other documents of public record.

**CITY OF LAS VEGAS**  
**Right-of-Way Agent I/II (continued)**

Understand real estate appraisals reports.

Search property records and check property liens.

Type at a speed necessary for successful job performance.

Respond to requests and inquiries from the general public.

Understand and follow oral and written instructions.

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

Communicate clearly and concisely, both orally and in writing.

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

Maintain effective audio-visual discrimination and perception needed for:

————— *Making observations*

————— *Communicating with others*

————— *Reading and writing*

Read, interpret and understand technical engineering drawings, maps and legal descriptions and other documents of public record.

Convey appraisal information to property owners.

Operate computers.

**Experience and Training Requirements**

**Experience:**

Two years of increasingly responsible right-of-way or real estate sales or appraisal experience.

**Training:**

Bachelor's degree from an accredited college or university with major in business, public administration 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 graduation from high school.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

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

SMM

Revised 4/16/2007

FLSA & City: nonexempt

CSB: 9/8/936/13/07

## SENIOR DEPUTY CITY CLERK

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

### DEFINITION

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

### DISTINGUISHING CHARACTERISTICS

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

### SUPERVISION RECEIVED AND EXERCISED

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

Exercises functional and technical supervision over lower level Deputy City Clerk staff.

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

#### Essential Functions:

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

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

**4. Essential Functions:**

4.5. Serve as a lead to Deputy City Clerks, providing functional and technical oversight and training; assign, plan, direct, coordinate and schedule assignments; monitor work progress and review work results; ensure assignments are completed to meet legal deadlines and requirements.

5.6. Assist with responding to the more difficult and sensitive inquiries regarding City Clerk functions and records.

7. Attend public and official meetings to take minutes as necessary, including City Council, Planning Commission, Redevelopment Agency, Recommending Committee, Audit Committee and special meetings; transcribe minutes for the meetings attended.

6.8. Assist with developing and implementing program and service goals and objectives; participate in implementing approved policies and procedures.

7.9. Prepare monthly and special reports.

8.10. Provide or coordinate training for staff to ensure they maintain skills as the software evolves and processes change.

9.11. Document, test, draft and maintain procedures regarding electronic agenda processes and related functions.

10.12. Operate a variety of common and specialized office equipment such as copier, facsimile, scanner, personal computer, and a court reporting machine.

**Marginal Functions:**

~~1. Attend public and official meetings as necessary, including City Council, Planning Commission, Redevelopment Agency, Recommending Committee, Audit Committee and special meetings.~~

~~2.1.~~ Respond to inquiries from the public and city staff in a professional and courteous manner regarding actions taken at public meetings.

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

**QUALIFICATIONS**

**Knowledge of:**

Principles of lead supervision and training.

Services of a municipal Clerk's office.

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

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

Principles and techniques of numerical and alphabetical filing systems.

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

Principles and techniques of customer service.  
English usage, spelling, grammar, punctuation and sentence structure.  
Modern office procedures, methods and equipment.

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

**Knowledge of:**

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

**Ability to:**

Understand the needs of the City Clerk's office and its customers as necessary to perform assigned responsibilities.  
Understand and follow oral and written instructions.  
Maintain confidentiality of information when required by statute or policy.  
Plan, organize and prioritize assignments to meet required timelines, including the work of assigned staff.  
Manage multiple assignments.  
Meet critical deadlines.  
Comply with all posting and publication requirements of the Nevada open meeting law.  
Adjust to changing priorities.  
Work independently with minimal supervision.  
Learn the specialized software used in the City Clerk's office.  
Apply, explain and enforce applicable laws, codes, regulations, policies and procedures.  
Use initiative and judgment within established guidelines.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

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

**Experience and Training Requirements**

**Experience:**

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

**Training:**

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

**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.

**WORKING CONDITIONS**

**Environmental Conditions:**

Work in an office environment; exposure to computer screens.

**Physical Conditions:**

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

ARB

| NEW 4/4/075/18/07

FLSA & City: nonexempt

| CSB 4/25/07

## SENIOR ENGINEERING ASSOCIATE

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

### DEFINITION

To lead, oversee and participate in the more complex and difficult work of staff responsible for monitoring the work of developers, engineers and contractors; to coordinate and lead a variety of projects associated with ~~special improvement districts~~ capital and private party improvements; and to perform a variety of technical tasks relative to assigned area of responsibility.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Engineering Associate 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 interpreting engineering drawings and coordinating the work of lower level staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff.

Exercises functional and technical supervision over professional, technical and clerical staff.

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

#### Essential Functions:

1. Lead, plan, train and review the work of staff responsible for monitoring the work of developers, contractors and engineers; ensure compliance with applicable laws, codes and regulations.
2. Review engineering studies, developer and capital improvement plans, specifications and other applications; issue permits as approved; prepare, process and file agreements.
3. Review and calculate engineering quantities and estimate costs; ensure the accuracy of computations, preliminary layout and design work from field and survey data; recommend changes as appropriate.

CITY OF LAS VEGAS

Senior Engineering Associate- (continued)

4. Research and provide information to the public regarding development projects, off-site improvements, zoning and land use; prepare reports or other documentation.
5. Coordinate projects with other offices and outside agencies; prepare reports, schedules and cost estimates.
6. ~~Supervise the use and operation~~ Operate a full range of surveying equipment including computer aided design and drafting systems.
7. Train assigned employees in their areas of work in engineering methods, and techniques and in the set up and use of equipment.
8. Oversee, direct and review the work of lower level technical engineering staff; Verify the work of assigned employees for accuracy, proper work methods, and techniques and compliance with applicable standards and specification.
9. ~~Oversee, direct and review the work of lower level technical engineering staff.~~
9. Conduct on-site reviews of design and construction projects.

Marginal Functions:

1. ~~Conduct on-site inspections of construction projects.~~
- 2.1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Advanced Principles and practices of engineering.  
~~Surveying principles and practices.~~  
Advanced Principles of mathematics as applied to engineering work.  
Modern Construction practices and terminology.  
~~Advanced Principles and practices of drafting principles.~~  
Recent developments, current literature and sources of information regarding civil engineering.  
Pertinent federal, state and local laws, codes and regulations.  
Modern office procedures, methods and computer equipment.

Ability to:

Lead, organize and review the work of staff in the area of work assigned.  
Ensure project compliance with applicable appropriate federal, state and local laws, codes and regulations.  
Perform technical research on engineering projects, problems.  
Review and evaluate engineering studies, developer and capital improvement plans, designs and specifications.

**CITY OF LAS VEGAS**

**Senior Engineering Associate- (continued)**

Communicate clearly and concisely, both orally and in writing.

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

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

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 years of increasingly responsible engineering experience.

**Training:**

~~Equivalent to a Bachelor's degree from an accredited college or university with major in civil engineering or a related field.~~ Bachelor's degree from an accredited college or university with major in civil engineering or a related field. A combination of formal education and directly related work experience may substitute for the degree.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office and field environments; exposure to dust, noise and construction equipment.

**Physical Conditions:**

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

SMM

REVISED 3/23/07

FLSA & City: nonexempt

CSB: 9/8/934/11/07

## SENIOR ENGINEERING TECHNICIAN

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

### DEFINITION

To lead, oversee and participate in the most complex technical field and office civil engineering work including survey calculations, design and drafting work, and a variety of traffic engineering studies and field evaluations; ~~to perform duties involved in field survey, office engineering and construction inspection activities;~~ and to provide assistance to professional and technical level engineering staff.

### DISTINGUISHING CHARACTERISTICS

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

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level engineering staff.

Exercises functional and technical supervision over lower level technical engineering staff.

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

#### Essential Functions:

1. Lead and perform a variety of the most complex technical civil engineering work including ~~survey, design and drafting work and a variety of traffic engineering studies and field evaluations;~~ to perform duties involved in field survey, field and office engineering; review of engineering field studies, and construction inspection and activities.
2. ~~Lead, coordinate and participate in the work of a field survey crew; operate a full range of survey equipment including theodolite, engineering level, transits, electronic measuring devices, and other equipment to measure distances, horizontal angles and elevations.~~
2. 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.
3. ~~Perform skilled drafting in preparation of plans for public works projects.~~

CITY OF LAS VEGAS  
Senior Engineering Technician (Continued)

4. Assist engineering staff in the preparation of engineering designs, related drawings, specifications and construction project estimates.
5. Provide information to the public, contractors and consultants relative to engineering office business and technical matters.
6. Coordinate public works projects with other city departments, outside consultants and developers.
- ~~8. Undertake detailed preliminary, topographic, construction, property, geodetic and other engineering surveys.~~
- ~~9.7~~ Apply survey field and research information and ~~reduce field notes~~ to create designs and drawings for various engineering and planning projects.
- ~~9.8~~ Conduct research of ownership, legal descriptions or other such data needed to complete information required in preparation for construction.
- ~~10.9~~ Check subdivision maps for accuracy and compliance with city standards, and ordinances, ~~Subdivision Map Act and Land Surveyors Act.~~
- ~~11.10~~ Research, investigate and analyze complex technical— land title problems; prepare recommendations for professional staff.
11. Design plans for road signage and markings; prepare complex work orders for field staff.
12. Review a variety of engineering studies; analyze complex technical data; read and interpret engineering data and prepare reports.
13. Review traffic related encroachment requests; ensure compliance with city codes and enforce noncompliance.
14. Maintain accurate engineering records.

**Marginal Functions:**

1. Participate in the preparation of legal descriptions and plat maps for right-of-way or public acquisitions including easements, abandonments, lease parcels and real property.
2. Assist with preparation and provide technical assistance for Traffic and Parking Commission meetings.
3. Assist with review of traffic signal, street and park lighting plans.

**CITY OF LAS VEGAS**  
**Senior Engineering Technician (Continued)**

~~2. Perform construction inspection for various projects; insure project is built to the plans and specifications.~~

~~3. Perform purchasing activities for the division.~~

4. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

~~Techniques and practices of land surveying.~~

~~Advanced Trigonometry as applied to the computation of angles, areas, distances and traverses.~~

~~Advanced current computer-aided drafting software.~~

~~Advanced Design and construction theory and engineering design standards.~~

~~Advanced Terminology, methods, practices and techniques of drafting and computer-aided design.~~

~~Maintenance practices and basic safety procedures and practices used in equipment maintenance.~~

~~Advanced techniques and practices of civil or traffic engineering planning and design or wastewater treatment plant maintenance, or water or wastewater treatment, depending on assignment.~~

~~Safety procedures when working in roadway.~~

~~Materials, methods and techniques of modern construction.~~

~~Methods and techniques of construction inspection.~~

~~Engineering maps and records.~~

~~Construction plans, and specifications.~~

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

~~Safety procedures appropriate for working in the roadway.~~

~~Applicable laws, regulations, codes and department policies governing assigned engineering duties.~~

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

**Ability to:**

~~Lead, supervise, and train and evaluate assigned engineering technicians.~~

~~Interpret and apply pertinent state and local policies, procedures, laws, codes and regulations.~~

~~Direct the work of an assigned survey crew.~~

~~Reduce, interpret and apply field notes in the performance of drafting, and survey duties.~~

~~Compile rough technical data and prepare statistical and narrative reports from field studies.~~

~~Perform civil engineering design and drafting work.~~

~~Understand and interpret engineering and construction plans and specifications.~~

~~Communicate tactfully with contractors, engineers and property owners.~~

~~Deal firmly and tactfully with contractors, engineers and property owners.~~

~~Prepare accurate engineering records.~~

~~Use algebraic formulas, trigonometry tables and statistical mathematics to accomplish the level of work described herein.~~

~~Use traffic count software and equipment proficiently.~~

~~Communicate clearly and concisely, both orally and in writing.~~

**CITY OF LAS VEGAS**  
**Senior Engineering Technician (Continued)**

Establish and maintain effective working relationships with those contacted in the course of work.  
~~Maintain mental capacity which allows for effective interaction and communication with others.~~  
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:

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

**Experience and Training Requirements**

**Experience:**

~~Three years of increasingly responsible technical engineering experience in the areas of drafting or traffic design or survey, depending on assignment.~~

**Training:**

~~Equivalent to an Associate's degree from an accredited college with major in engineering or courses related to assigned areas of responsibility.~~

Three years of technical civil engineering experience in drafting, design, or traffic. One college or vocational school course in survey, advanced drafting, traffic design, traffic operations or an area related to assignment may be substituted for six months of experience.

**WORKING CONDITIONS**

**Environmental Conditions:**

Field and office environments; exposure to computer screens and inclement weather conditions; work in and near roadways.

**Physical Conditions:**

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

SMM

REVISED 3/23/07

FLSA & City: nonexempt

CSB 6/30/93

**Martha Davis**

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**From:** Judy Tuttle  
**Sent:** Friday, May 25, 2007 5:39 PM  
**To:** Martha Davis; Nancy Stiles; Glenna Kouns  
**Cc:** Eugene Campbell; Mike Myers; Greg Gammon  
**Subject:** FW: Fire Equipment Mechanic Foreman-Abolish

Martha, I approve this request but it will need to go to the Civil Service Board for abolishment certification. Thanks.

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

**From:** Eugene Campbell  
**Sent:** Friday, May 25, 2007 12:00 PM  
**To:** Judy Tuttle  
**Subject:** Fw: Fire Equipment Mechanic Foreman

I concur and will call Tuesday to discuss the plan of action.

-----  
Sent from my BlackBerry Wireless Handheld

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

**From:** Mike Myers  
**To:** Eugene Campbell  
**Cc:** Greg Gammon  
**Sent:** Fri May 25 08:10:52 2007  
**Subject:** RE: Fire Equipment Mechanic Foreman

Gene,

There are currently (5) individuals on the open/promotional list for Fire Equipment Foreman, one individual in group two and four in group three. After interviewing the employees and studying their applications we believe the pool of candidates will not satisfy our leadership/supervisory needs for the position we are trying to fill. The background for general mechanic qualifications in the pool is acceptable, however, we are really looking for a leader with strong supervisory and managerial skills. We do not believe the current list supplies us with a candidate we can have confidence in.

Can you please add any comments and forward to Judy Tuttle.

Mike Myers  
Deputy Chief  
Support Services  
Las Vegas Fire Rescue  
500 N. Casino Center Blvd  
Las Vegas, Nevada 89101  
702-429-1509

**SIGN-IN SHEET  
CIVIL SERVICE BOARD MEETING**

DATE: 6/13/07

**PLEASE PRINT**

NAME

ORGANIZATION

Mike Myers

LYFR

Myrtle Harvey

HR-PLW

Ellen Thompson

HR-PSD

**CITY OF LAS VEGAS**

**AGENDA DOCUMENTATION**

Date **June 13, 2007**

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

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

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

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

1. Fire Equipment Mechanic Foreman – Promotional
2. Fire Equipment Mechanic Foreman - Open

The reasoning is as follows:

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

**RECOMMENDATION**

The City recommends approval of the abolishment of these lists.