

roll call  
EM  
EB  
MW  
JA  
PR - Absent  
S.V.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES**  
Department of Human Resources  
400 Stewart Avenue  
Las Vegas, Nevada  
CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.lasvegasnevada.gov>  
**TELECONFERENCE AGENDA**  
DATE: June 27, 2007  
TIME: 11:30 a.m.

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

\*NOTE: Minutes from this meeting will be included as part of the next regularly scheduled meeting on July 11, 2007.

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. BUSINESS
  - A. ELIGIBLE LISTS TO BE CERTIFIED
    - 1) Animal Control Supervisor – Promotional
    - 2) Buyer I – Open
    - 3) Equipment Operator II (Streets) – Promotional
    - 4) Equipment Operator II (Streets) – Open
    - 5) House Arrest Officer – Open
    - 6) Judicial Enforcement Officer I – Open
    - 7) License Technician I – Open
    - 8) Neighborhood Planning Supervisor – Promotional
    - 9) Senior Judicial Enforcement Officer – Promotional
    - 10) Senior Judicial Enforcement Officer – Open
    - 11) Senior Signing and Marking Technician - Promotional
  - B. CLASSIFICATION SPECIFICATIONS
    - 1) Senior Maintenance Mechanic - Revised
    - 2) Senior Plant Operator – Revised
- IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED
- V. CITIZEN PARTICIPATION

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

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

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:  
State of NV, Grant Sawyer Building, 555 E. Washington Avenue  
Senior Citizen Center, 451 E. Bonanza Road  
Clark County Government Center, 500 South Grand Central Parkway  
Bulletin Board, City Hall Plaza (next door to Metro Records)  
City Hall 2nd Floor, Human Resources Posting Bulletin Board

Adj. 11:40

361



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: June 27, 2007

---

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

---

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

---

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

---

TOTAL ELIGIBLE LISTS PRESENTED: 11

---

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1. Animal Control Supervisor – Promotional	1	1	1
2. Buyer I – Open	159	49	33
3. Equipment Operator II (Streets) – Promotional	14	8	7
4. Equipment Operator II (Streets) - Open	24	7	6
5. House Arrest Officer – Open	96	24	16
6. Judicial Enforcement Officer I – Open	211	20	18
7. License Technician I – Open	124	90	38
8. Neighborhood Planning Supervisor – Promotional	3	3	3
9. Senior Judicial Enforcement Officer – Promotional	3	2	2
10. Senior Judicial Enforcement Officer – Open	33	2	2
11. Senior Signing and Marking Technician – Promotional	4	4	4

CITY OF LAS VEGAS

ELIGIBLE LIST

Animal Control Supervisor  
Examination

June 12, 2007  
Date

0724303P  
Exam Code

Promotional  
Open/Promotional

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

REPORT OF EXAMINATION

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

	<u>TESTS</u>			
	<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**

**Buyer I**  
Examination

**June 8, 2007**  
Date

**0779540050**  
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	60	GROUP 1	5
REJECTED	99	GROUP 2	28
<b>TOTAL RECEIVED</b>	159	<b>TOTAL ON LIST</b>	33

**TESTS**

	<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	16			
<b>TOTAL TESTED</b>	49			
<b>DID NOT APPEAR</b>	11			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Equipment Operator II (Streets)**  
Examination

**June 5-7, 2007**  
Date

**07327005P**  
Exam Code

**Promotional**  
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	9	GROUP 1	6
REJECTED	5	GROUP 2	1
<b>TOTAL RECEIVED</b>	14	<b>TOTAL ON LIST</b>	7

	<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			7	
FAILED			1	
<b>TOTAL TESTED</b>			8	
<b>WITHDREW</b>			1	

CITY OF LAS VEGAS

ELIGIBLE LIST

Equipment Operator II (Streets)  
Examination

June 5-7, 2007  
Date

073270050  
Exam Code

Open  
Open/Promotional

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

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	10	GROUP 1	2
REJECTED	14	GROUP 2	4
<b>TOTAL RECEIVED</b>	<b>24</b>	<b>TOTAL ON LIST</b>	<b>6</b>

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)			100%	
PASSED			6	
FAILED			1	
<b>TOTAL TESTED</b>			<b>7</b>	
<b>DID NOT APPEAR</b>			<b>3</b>	

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**House Arrest Officer**  
**Examination**

**June 1, 2007**  
**Date**

**073157050**  
**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	37	GROUP 1	2
REJECTED	59	GROUP 2	14
<b>TOTAL RECEIVED</b>	<b>96</b>	<b>TOTAL ON LIST</b>	<b>16</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	16			
FAILED	8			
<b>TOTAL TESTED</b>	<b>24</b>			
<b>DID NOT APPEAR</b>	<b>13</b>			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Judicial Enforcement Officer I**  
**Examination**

**June 6, 2007**  
**Date**

**0779485040**  
**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	28	GROUP 1	3
REJECTED	183	GROUP 2	15
<b>TOTAL RECEIVED</b>	<b>211</b>	<b>TOTAL ON LIST</b>	<b>18</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	18			
FAILED	2			
<b>TOTAL TESTED</b>	<b>20</b>			
<b>DID NOT APPEAR</b>	<b>8</b>			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**License Technician I**  
**Examination**

**June 7, 2007**  
**Date**

**0779543050**  
**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	90	GROUP 1	12
REJECTED	34	GROUP 2	26
<b>TOTAL RECEIVED</b>	<b>124</b>	<b>TOTAL ON LIST</b>	<b>38</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				38
FAILED				52
<b>TOTAL TESTED</b>				<b>90</b>
<b>DID NOT APPEAR</b>				<b>0</b>

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Neighborhood Planning Supervisor**  
Examination

**June 15, 2007**  
Date

**077964605P**  
Exam Code

**Promotional**  
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	3	GROUP 1	2
REJECTED	0	GROUP 2	1
<b>TOTAL RECEIVED</b>	<b>3</b>	<b>TOTAL ON LIST</b>	<b>3</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%			100%
PASSED				3
FAILED				0
<b>TOTAL TESTED</b>				<b>3</b>
<b>DID NOT APPEAR</b>				<b>0</b>

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Judicial Enforcement Officer**  
**Examination**

**June 11, 2007**  
**Date**

**077954805P**  
**Exam Code**

**Promotional**  
**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	2	GROUP 1	1
REJECTED	1	GROUP 2	1
<b>TOTAL RECEIVED</b>	<b>3</b>	<b>TOTAL ON LIST</b>	<b>2</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	2			
FAILED	0			
<b>TOTAL TESTED</b>	<b>2</b>			
<b>DID NOT APPEAR</b>	<b>0</b>			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Judicial Enforcement Officer**  
**Examination**

**June 11, 2007**  
**Date**

**0779548050**  
**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	2	GROUP 1	1
REJECTED	31	GROUP 2	1
<b>TOTAL RECEIVED</b>	<b>33</b>	<b>TOTAL ON LIST</b>	<b>2</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	2			
FAILED	0			
<b>TOTAL TESTED</b>	<b>2</b>			
<b>DID NOT APPEAR</b>	<b>0</b>			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Signing and Marking Technician**  
Examination

**June 13, 2007**  
Date

**07277304P**  
Exam Code

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

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

**REPORT OF EXAMINATION**

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

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

## SENIOR MAINTENANCE MECHANIC

*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 maintenance of the Water Pollution Control Facility; and to perform a variety of technical tasks relative to assigned areas of responsibility.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Maintenance Mechanic series. Positions at this level are distinguished from other classes within the series by the level of technical knowledge and skill, the level of responsibility assumed, the exercise of lead responsibility, the complexity of the duties assigned, and the independence with which employees are expected to perform. Employees perform the most difficult and responsible types of duties assigned to classes within this series including serving as a lead and the performance of the full range of duties with only occasional instruction or assistance. 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 a Plant Operations & Maintenance Supervisor, and higher level management staff.

Exercises functional and technical supervision over lower level Maintenance Mechanic 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 conducting routine, preventive and corrective maintenance on mechanical equipment and systems used in wastewater treatment processes.
2. Plan, direct and participate in maintenance assignments including routine preventive maintenance; inspecting equipment for proper mechanical operating conditions; cutting and designing fixtures; replacing broken or worn equipment parts; and overhauling systems and sub-systems.
3. Supervise the use of and operate pipe threading machine, metal cutters, hand saw, drill press, hydraulic press, bench grinder, gas cutting equipment and precision measuring instruments.

**CITY OF LAS VEGAS**  
**Senior Maintenance Mechanic (Continued)**

**Essential Functions:**

4. Train assigned employees in inspection, repair and maintenance methods and techniques and in the set up and use of equipment.
5. Verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specifications.
6. Ensure that employees adhere to safe work practices and procedures.
7. Generate work orders and update supervisor on projects in progress or equipment requiring repair or maintenance.
8. Troubleshoot equipment failures; recommend modifications and updates to existing systems, the facility and overall operations.
9. Inspect all pumps, equipment and centrifuges for malfunctions; diagnose needed repairs; perform maintenance and repairs as needed.
10. Oversee the use of and operate forklifts, front end loaders and small trucks.
11. Draft and revise standard operating procedures related to equipment maintenance and safety for management review.
12. Maintain a neat and orderly work area.
13. Prepare reports of activities, as requested.

**Marginal Functions:**

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
2. Estimate time, materials and equipment required for jobs assigned; requisition materials as needed.
3. Participate in maintaining the security of the wastewater treatment facilities by ensuring all gates, doors and locks are secure, and observing and reporting any breaches in the perimeter fencing.
4. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS  
Senior Maintenance Mechanic *(Continued)*

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a wastewater maintenance program.  
Principles of lead supervision and training.  
Methods and techniques of mechanical plumbing and pipe fitting.  
Operational characteristics of hand and power tools and equipment.  
Occupational hazards and standard safety practices.  
Pump repair and installation methods.  
Advanced mathematical calculations.  
Word processing, spreadsheet and database applications at an intermediate level.  
The use of measuring tapes, calipers, dial indicators, micrometers, feeler gauges and other common measuring devices.

Ability to:

Independently perform the most difficult maintenance and repair of wastewater control and pumping equipment in a safe and effective manner.  
Recognize improper pump operation through visual or auditory inspection.  
Interpret, explain and enforce department policies and procedures.  
Read and write English at a level necessary for successful performance of the essential functions.  
    Prepare clear and concise reports and other documentation.  
Operate a variety of power and hand tools and equipment in a safe and effective manner.  
Perform complex pump, valve and other plant equipment installation.  
Perform a variety of manual tasks for extended periods of time in unfavorable weather conditions.  
Work independently without constant supervision.  
Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:  
    -- *Walking, standing or sitting for extended periods of time; and*  
    -- *Operating assigned equipment and vehicles.*  
Maintain effective audio-visual discrimination and perception needed for:  
    -- *Making observations;*  
    -- *Communicating with others;*  
    -- *Reading and writing; and*  
    -- *Operating assigned equipment and vehicles.*  
Maintain mental capacity which allows the capability of:  
    -- *Making sound decisions;*  
    -- *Effective interaction and communication with others; and*  
    -- *Demonstrating intellectual capabilities.*

**CITY OF LAS VEGAS**  
**Senior Maintenance Mechanic (Continued)**

**Experience and Training Requirements**

**Experience:**

Three years of increasingly responsible mechanical maintenance work, including installation and repair of pumps and valves.

**Training:**

Equivalent to graduation from high school.

**License or Certificate**

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

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

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

Successful completion of the established level III maintenance training program within 18 months of the date of appointment.

**Special Requirements**

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

**WORKING CONDITIONS**

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

**Environmental Conditions:**

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

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

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

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

**CITY OF LAS VEGAS**  
**Senior Maintenance Mechanic (Continued)**

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for:

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

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

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

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

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

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

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

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

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

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

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

ARB

REV 5/29/07

FLSA & City: nonexempt

CSB 6/27/07

## SENIOR PLANT OPERATOR

*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 and difficult work of staff responsible for wastewater treatment operations; and to perform a variety of technical tasks relative to assigned areas of responsibility.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Plant Operator series. Positions at this level are distinguished from other classes within the series by the level of technical knowledge and skill, the level of responsibility assumed, the exercise of lead responsibility, the complexity of the duties assigned, and the independence with which employees are expected to perform. Employees perform the most difficult and responsible types of duties assigned to classes within this series including serving as a lead and the performance of the full range of duties with only occasional instruction or assistance. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned Plant Operations & Maintenance Supervisor and higher level management staff.

Exercises functional and technical supervision over lower level plant operations 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, participate in and review the work of staff responsible for wastewater treatment operations including regulating and calculating flow, monitoring chemical additions, maintaining state regulated effluent quality and implementing Environmental Protection Agency testing policies and procedures.
2. Plan, direct and participate in activities designed to monitor pumps, gauges and basins; run the sludge handling facility; handle chemicals and their tests, collect samples and remove dried sludge and grit.

CITY OF LAS VEGAS  
Senior Plant Operator (*continued*)

**Essential Functions:**

3. Control and monitor mechanical devices used to treat wastewater and related sludges, both manually and through the use of the Supervisory Control and Data Acquisition (SCADA) and computer control systems.
4. Monitor, both manually and through the use of the SCADA system, unit process variables and initiate changes as determined through calculations, test procedures and independent judgment to achieve operational goals.
5. Inspect equipment and perform operations preventive maintenance.
6. Inspect and evaluate wastewater processing; determine computer setpoints to maintain operating parameters necessary to ensure compliance with federal and state regulations and standards for the National Pollution Discharge Elimination System permit; obtain and interpret laboratory and process data and recommend adjustments or adjust plant processes accordingly.
7. Supervise the use of and operate forklifts, front end loaders, centrifuges, hydraulic power packs and small trucks.
8. Train assigned employees in wastewater treatment methods and techniques and in the set up and use of equipment.
9. Verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specifications.
10. Ensure that employees adhere to safe work practices and procedures.
11. Check bar screen for rag disposal and proper operation; monitor drive units; monitor and participate in grit collection and removal; take sludge samples; log readings; check remote control panels and change set points; assist in the removal of biological residue from primary and secondary weirs.
12. Monitor and participate in digester operation, including monitoring temperatures and cross checking feed, loading and supernatant flows.
13. Inspect all pumps and wastewater treatment equipment on a daily basis; record vital information; assess malfunctions or leaks; diagnose needed repairs; schedule maintenance and repairs as needed.
14. Clean and lubricate pumps and other production equipment as needed; perform weekly testing of equipment and machinery to maintain quality assurance and high performance.
15. Record production and other information on a weekly basis; maintain the accuracy of the effluent water system.

**CITY OF LAS VEGAS**  
**Senior Plant Operator (continued)**

**Essential Functions:**

16. Determine chemical needs of the water; test and maintain proper chlorine residual; calculate chemical dosages and add appropriate chemicals to water as needed.
17. Draft and revise standard operating procedures related to plant operations and safety for management review.
18. Prepare reports of activities, as requested.
19. Maintain inventory of chemicals for testing and plant check sheets and replenish supplies.

**Marginal Functions:**

1. Conduct tours of the facilities and operations; explain the wastewater treatment process.
2. Clean and maintain pump rooms; scrub weirs and walkways; assist in providing a neat and orderly work area.
3. Participate in maintaining the security of wastewater treatment facilities by ensuring all gates, doors and locks are secure, and observing and reporting any breaches in the perimeter fencing.
4. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a wastewater treatment program.  
Principles and regulations of treatment and distribution of reuse water.  
Chemical processes involved in wastewater treatment.  
Principles of lead supervision and training.  
Supervisory Control and Data Acquisition (SCADA) system operation and automated control of equipment and processes.  
Principles of hydraulics.  
Pump capabilities to regulate water flow.  
Chlorine formulas and testing techniques.  
Intermediate mathematical calculations.  
Chemical and chemical feeders.  
Basic methods and techniques of, and tools used in, pump operation.  
Word processing, spreadsheet and database applications at an intermediate level.  
Advanced methods and techniques of pump regulation.  
Advanced operational characteristics of pump equipment.  
Occupational hazards and standard safety practices.  
Pertinent federal, state and local laws, codes and regulations.

**CITY OF LAS VEGAS**  
**Senior Plant Operator (continued)**

**Ability to:**

- Independently perform the most difficult wastewater treatment operations.
- Read and write English at a level necessary for successful performance of the essential functions.
- Prepare clear and concise reports and other documentation.
- Interpret, explain and enforce department policies and procedures.
- Operate a variety of pumping equipment in a safe and effective manner.
- Recognize improper pump operation through visual or auditory inspection.
- Perform minor repair of water control and pumping equipment.
- Calculate chemical needs of wastewater based on analysis results.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - *Walking, standing or sitting for extended periods of time; and.*
  - *Operating assigned equipment and vehicles.*
- Maintain effective audio-visual discrimination and perception needed for:
  - *Making observations;*
  - *Communicating with others;*
  - *Reading and writing; and*
  - *Operating assigned equipment and vehicles.*
- Maintain mental capacity which allows the capability of:
  - *Making sound decisions;*
  - *Effective interaction and communication with others; and*
  - *Demonstrating intellectual capabilities.*

**Experience and Training Requirements**

**Experience:**

Three years of increasingly responsible experience in the field of wastewater operations.

**Training:**

Equivalent to graduation from high school.

**License or Certificate**

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

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

Possession of a State of Nevada Grade III Wastewater Treatment Operator certificate within six months of the date of appointment, and maintenance thereafter.

**CITY OF LAS VEGAS**  
**Senior Plant Operator (continued)**

**Special Requirements**

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

**WORKING CONDITIONS**

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

**Environmental Conditions:**

*Location:* Wastewater treatment plant environment and, at times, construction site environment.

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

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

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

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for:

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

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

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

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

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

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

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

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

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

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

ARB  
REV 6/5/07  
FLSA & City: nonexempt  
CSB 6/27/07

## SENIOR MAINTENANCE MECHANIC

*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 maintenance of the Water Pollution Control Facility; and to perform a variety of technical tasks relative to assigned areas of responsibility.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Maintenance Mechanic series. Positions at this level are distinguished from other classes within the series by the level of technical knowledge and skill, the level of responsibility assumed, and the exercise of lead responsibility, the complexity of the duties assigned, and the independence with which employees are expected to perform. Employees perform the most difficult and responsible types of duties assigned to classes within this series including servicing as a lead and the performance of the full range of duties with only occasional instruction or assistance. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from ~~the Assistant Plant Maintenance Supervisor~~ a Plant Operations & Maintenance Supervisor, and higher level management staff.

Exercises functional and technical supervision over lower level Maintenance Mechanic 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 conducting routine, preventive and corrective maintenance on mechanical equipment and systems used in wastewater treatment processes.
2. Plan, direct and participate in maintenance assignments including ~~conducting~~ routine preventive maintenance; inspecting equipment for proper mechanical operating conditions; ~~welding~~, cutting and designing fixtures; replacing broken or worn equipment parts; and overhauling systems and sub-systems.
3. Supervise the use of and operate pipe threading machine, metal cutters, hand saw, drill press, hydraulic press, bench grinder, ~~are welding~~, gas cutting/~~welding~~ equipment and precision measuring instruments.

CITY OF LAS VEGAS  
Senior Maintenance Mechanic (Continued)

**Essential Functions:**

4. Train assigned employees in inspection, repair and maintenance methods and techniques and in the set up and use of equipment.
5. Verify the work of assigned employees for accuracy, proper work methods, and techniques and compliance with applicable standards and specifications.
6. Ensure that employees adhere to safe work practices and procedures.
7. Generate work orders and update supervisor on projects in progress or ~~these~~ equipment requiring repair or maintenance.
8. Troubleshoot equipment failures; recommend modifications and updates to existing systems, the facility and overall operations.
9. Inspect all pumps, equipment and centrifuges for malfunctions; diagnose needed repairs; perform maintenance and repairs as needed.
10. Oversee the use of and operate forklifts, front end loaders and small trucks.
11. Draft and revise standard operating procedures related to equipment maintenance and safety for management review.
12. Maintain a neat and orderly work area.
13. Prepare reports of activities, as requested.

**Marginal Functions:**

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
2. Estimate time, materials and equipment required for jobs assigned; requisition materials as needed.
3. Participate in maintaining the security of the wastewater treatment facilities by ensuring all gates, doors and locks are secure, and observing and reporting any breaches in the perimeter fencing.
- 3.4. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a wastewater maintenance program.  
Principles of lead supervision and training.

**CITY OF LAS VEGAS**  
**Senior Maintenance Mechanic (Continued)**

Methods and techniques of ~~welding~~, mechanical plumbing and pipe fitting.  
Operational characteristics of hand and power tools and equipment.  
Occupational hazards and standard safety practices.  
Pump repair and installation methods.  
Advanced mathematical calculations.  
Word processing, spreadsheet and database applications at an intermediate level.  
The use of measuring tapes, calipers, dial indicators, micrometers, feeler gauges and other common measuring devices.

**Ability to:**

~~Lead, organize and review the work of staff in the area of work assigned.~~  
Independently perform the most difficult maintenance and repair of wastewater control and pumping equipment in a safe and effective manner.  
Recognize improper pump operation through visual or auditory inspection.  
Interpret, explain and enforce department policies and procedures.  
Read and write English at a level necessary for successful performance of the essential functions.  
Prepare clear and concise reports and other documentation.  
Operate a variety of power and hand tools and equipment in a safe and effective manner.  
Perform complex pump, valve and other plant equipment installation.  
Perform a variety of manual tasks for extended periods of time in unfavorable weather conditions.  
~~Work in confined spaces wearing a breathing apparatus.~~  
Work independently ~~in the absence of~~ without constant supervision.  
Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
~~Maintain mental capacity which allows for effective interaction and communication with others.~~  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:  
-- *Walking, standing or sitting for extended periods of time; and*  
-- *Operating assigned equipment and vehicles.*  
Maintain effective audio-visual discrimination and perception needed for:  
-- *Making observations;*  
-- *Communicating with others;*  
-- *Reading and writing; and*  
-- *Operating assigned equipment and vehicles.*  
Maintain mental capacity which allows the capability of:  
-- *Making sound decisions;*  
-- *Effective interaction and communication with others; and*  
-- *Demonstrating intellectual capabilities.*

**Experience and Training Requirements**

**Experience:**

Three years of increasingly responsible mechanical maintenance work, including installation and repair of pumps and valves.

**CITY OF LAS VEGAS**  
**Senior Maintenance Mechanic (Continued)**

**Training:**

Equivalent to graduation from high school.

**License or Certificate**

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

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

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

Successful completion of the established level III maintenance training program within 18 months of the date of appointment.

**Special Requirements**

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

**WORKING CONDITIONS**

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

**Environmental Conditions:**

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

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

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

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

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for:

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

**CITY OF LAS VEGAS**  
**Senior Maintenance Mechanic (Continued)**

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

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

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

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

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

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

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

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

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

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

ARB \_\_\_\_\_

REV- 1/30/015/29/07 \_\_\_\_\_

FLSA & City: nonexempt \_\_\_\_\_

CSB 7/11/01

## SENIOR PLANT OPERATOR

*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 and difficult work of staff responsible for wastewater treatment operations; and to perform a variety of technical tasks relative to assigned areas of responsibility.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Plant Operator series. Positions at this level are distinguished from other classes within the series by the level of technical knowledge and skill, the level of responsibility assumed, the exercise of lead responsibility, and the complexity of the duties assigned, and the independence with which employees are expected to perform. Employees perform the most difficult and responsible types of duties assigned to classes within this series including serving as a lead and the performance of the full range of duties with only occasional instruction or assistance. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned Plant Operations Shift & Maintenance Supervisor and higher level management staff.

Exercises functional and technical supervision over lower level plant operators 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, participate in and review the work of staff responsible for wastewater treatment operations including regulating and calculating flow, monitoring chemical additions, maintaining state regulated effluent quality and implementing Environmental Protection Agency testing policies and procedures.
2. Plan, direct and participate in activities designed to monitor pumps, gauges and basins; run the sludge handling facility; handle chemicals and their tests, collect samples and remove dried sludge and grit.

**CITY OF LAS VEGAS**  
**Senior Plant Operator (continued)**

3. Control and monitor mechanical devices used to treat wastewater and related sludges, both manually and through the use of the Supervisory Control and Data Acquisition (SCADA) and computer control systems.
4. Monitor, both manually and through the use of the SCADA system, unit process variables and initiate changes as determined through calculations, test procedures and independent judgment to achieve operational goals.
5. Inspect equipment and perform ~~minor operations~~ preventive and corrective maintenance and adjustment.
6. Inspect and evaluate wastewater processing; determine computer setpoints to maintain operating parameters necessary to ensure compliance with federal and state regulations and standards for the ~~discharge~~ National Pollution Discharge Elimination System permit; obtain and interpret laboratory and process data and recommend adjustments or adjust plant processes accordingly.
7. Supervise the use of and operate forklifts, front end loaders, centrifuges, hydraulic power packs and small trucks.
8. Train assigned employees in wastewater treatment methods and techniques and in the set up and use of equipment.
9. Verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specifications.
10. Ensure that employees adhere to safe work practices and procedures.
11. Check bar screen for rag disposal and proper operation; monitor drive units; monitor and participate in grit collection and removal; take sludge samples; log readings; check remote control panels and change set points; assist in the removal of biological residue from primary and secondary weirs.
12. Monitor and participate in digester operation, including monitoring temperatures and cross checking feed, loading and ~~superriate~~ supernatant flows.
13. Inspect all pumps and wastewater treatment equipment on a daily basis; record vital information; assess malfunctions or leaks; diagnose needed repairs; schedule maintenance and repairs as needed.
14. Clean and lubricate pumps and other production equipment as needed; perform weekly testing of equipment and machinery to maintain quality assurance and high performance.
15. Record production and other information on a weekly basis; maintain the accuracy of the effluent water system.
16. Determine chemical needs of the water; test and maintain proper chlorine residual; calculate chemical dosages and add appropriate chemicals to water as needed.

CITY OF LAS VEGAS  
Senior Plant Operator (*continued*)

17. Draft and revise standard operating procedures related to plant operations and safety for management review.

18. Prepare reports of activities, as requested.

~~17. Assist in maintaining the security of wastewater treatment facilities.~~

~~18.19. Maintain inventory of chemicals for testing and plant check sheets and replenish supplies.~~

~~19. Supervise and participate in the maintenance of surrounding foliage.~~

**Marginal Functions:**

1. Conduct tours of the facilities and operations; explain the wastewater treatment process.
2. Clean and maintain pump rooms; scrub weirs and walkways; assist in providing a neat and orderly work area.
3. Participate in maintaining the security of wastewater treatment facilities by ensuring all gates, doors and locks are secure, and observing and reporting any breaches in the perimeter fencing.
- ~~3.4.~~ Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a wastewater treatment program.  
Principles and regulations of treatment and distribution of reuse water.  
Chemical processes involved in wastewater treatment.  
Principles of lead supervision and training.  
Supervisory Control and Data Acquisition (SCADA) system operation and automated control of equipment and processes.  
Principles of hydraulics.  
Pump capabilities to regulate water flow.  
Chlorine formulas and testing techniques.  
~~Basic-Intermediate~~ mathematical calculations.  
Chemical and chemical feeders.  
Basic methods and techniques of, and tools used in, ~~pump installation and repair~~ operation.  
Word processing, spreadsheet and database applications at an intermediate level.  
Advanced methods and techniques of pump regulation.  
Advanced operational characteristics of pump equipment.  
Occupational hazards and standard safety practices.  
Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

CITY OF LAS VEGAS  
Senior Plant Operator (*continued*)

- ~~Lead, organize and review the work of staff in the area of work assigned.~~  
~~Train assigned employees.~~  
Independently perform the most difficult wastewater treatment operations.  
~~Monitor and control treatment plant functions through the use of the SCADA and complex computer control systems to achieve compliance with federal and state regulations and standards for the discharge permit.~~  
Read and write English at a level necessary for successful performance of the essential functions.  
Prepare clear and concise reports and other documentation.  
Interpret, explain and enforce department policies and procedures.  
Operate a variety of pumping equipment in a safe and effective manner.  
Recognize improper pump operation through visual or auditory inspection.  
Perform minor repair of water control and pumping equipment.  
Calculate chemical needs of wastewater based on analysis results.  
~~Work in confined spaces wearing a breathing apparatus.~~  
~~Prepare clear and concise reports.~~  
Work independently in the absence of supervision.  
Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
~~Maintain mental capacity which allows for effective interaction and communications with others.~~  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:  
-- *Walking, standing or sitting for extended periods of time; and.*  
-- *Operating assigned equipment and vehicles.*  
Maintain effective audio-visual discrimination and perception needed for:  
-- *Making observations;*  
-- *Communicating with others;*  
-- *Reading and writing; and*  
-- *Operating assigned equipment and vehicles.*  
Maintain mental capacity which allows the capability of:  
-- *Making sound decisions;*  
-- *Effective interaction and communication with others; and*  
-- *Demonstrating intellectual capabilities.*

**Experience and Training Requirements**

**Experience:**

Three years of increasingly responsible experience in the field of wastewater operations.

**Training:**

Equivalent to graduation from high school.

**License or Certificate**

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

**CITY OF LAS VEGAS**  
**Senior Plant Operator (continued)**

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

Possession of a State of Nevada Grade III Wastewater Treatment Operator certificate within six months of the date of appointment, and maintenance thereafter.

**Special Requirements**

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

**WORKING CONDITIONS**

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

**Environmental Conditions:**

*Location:* Wastewater treatment plant environment and, at times, construction site environment.

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

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

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

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for:

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

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

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

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

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

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

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

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

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

**CITY OF LAS VEGAS**  
**Senior Plant Operator (*continued*)**

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

ARB

| REV ~~2/6/01~~6/5/07

FLSA & City: nonexempt

| CSB ~~7/11/01~~

CITY OF LAS VEGAS  
AGENDA DOCUMENTATION

Date: June 27, 2007

---

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

---

**SUBJECT: B. CLASSIFICATION SPECIFICATIONS FOR APPROVAL**

---

**BOARD ACTION: DISCUSSION AND POSSIBLE ACTION**

---

**CLASSIFICATION SPECIFICATIONS:**

**REVISED**

1. Senior Maintenance Mechanic
2. Senior Plant Operator

Senior Maintenance Mechanic was revised to update the essential functions, knowledge and abilities.

Senior Plant Operator was revised to update the essential functions, knowledge and abilities.

**RECOMMENDATION**

The City recommends approval of these revised classification specifications.