

Present  
JA S. ✓  
EM  
EB ABS  
MW  
PR

**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: JULY 11, 2007**

**TIME: 4:30 p.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.

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW *M-EM*
- III. APPROVAL OF MINUTES: Regular Meeting of June 13, 2007 *2-FB*
- IV. APPROVAL OF MINUTES: Teleconference Meeting of June 27, 2007 *M-EB*
- V. BUSINESS *2-EM*
- A. ELIGIBLE LISTS TO BE CERTIFIED *M-EM*  
1. Heavy Equipment Operator (Streets) – Promotional *2-EB*  
2. Right-of-Way and Real Property Supervisor – Promotional  
3. Right-of-Way and Real Property Supervisor – Open
- B. EXTENSION OF ELIGIBLE LISTS *M-EB*  
1. Accounting Technician I – Open *2-EM*  
2. Aquatic Biologist – Open  
3. EMS Educator – Open  
4. Engineering Technician I – Open  
5. Legal Technician I – Open  
6. Leisure Activities Supervisor – Open  
7. Planner I – (Open & Continuous) – Open  
8. Senior Planner – Promotional  
9. Transportation Services Supervisor – Open
- C. CLASSIFICATION SPECIFICATIONS *M-EM*  
1. Construction Project Representative - Revised *2-EB*  
2. Right-of-Way and Real Property Supervisor - Revised  
3. Traffic Signal Field Supervisor - Revised
- D. REQUEST TO BE PLACED ON REHIRE LIST *M-EB*  
1. Terry J. Paul, Jr. *2-EM*
- VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED *Adj 4:36*
- VII. CITIZEN PARTICIPATION

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

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

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

- State of NV, Grant Sawyer Building, 555 East Washington Avenue
- Senior Citizen Center, 450 East Bonanza Road
- Clark County Government Center, 500 South Grand Central Parkway
- Bulletin Board, City Hall Plaza (Next door to Metro Records)
- City Hall Plaza, Special Outside Posting Bulletin Board
- City Hall 2nd Floor, Human Resources Posting Bulletin Board

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B. EXTENSION OF ELIGIBLE LISTS

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

A motion was made by Trustee Evelyn Beals that Items 1 through 20 of the Extension of Eligible Lists be approved. Trustee Priscilla Rocha seconded the motion. Motion carried.

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

A motion was made by Trustee Ed Miramontes to approve Items 1 through 5 of the Classification Specifications. The motion was seconded by Trustee Priscilla Rocha. Motion carried.

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

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

A motion was made by Trustee Ed Miramontes to approve Items 1 and 2 of the Abolishing Eligible List. The motion was seconded by Trustee Priscilla Rocha. Motion carried.

- VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED:  
Secretary Claudette Enus announced the retirement of Fire Chief David Washington. After 33 years of service for the City of Las Vegas, Chief Washington will retire on October 1, 2007.
- VII. CITIZEN PARTICIPATION:  
None
- VIII. ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:37 p.m.



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F. Claudette Enus, Secretary to the Board

CITY OF LAS VEGAS  
CIVIL SERVICE BOARD  
MINUTES  
For the  
JUNE 27, 2007  
TELECONFERENCE MEETING

Agenda Documentation  
July 11, 2007

TO: CIVIL SERVICE BOARD OF TRUSTEES

FROM: F. CLAUDETTE ENUS  
SECRETARY TO THE BOARD

I. CALL TO ORDER June 27, 2007 at 11:30 a.m. via Teleconference

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

STAFF PRESENT  
Ann Rubertino-Beck  
Susan Marion  
Lori Petsco

II. MEETING WAS PROPERLY NOTICED AND IN 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

A motion was made by Trustee Evelyn Beals that items 1 through 11 of the Eligible List to be Certified be approved. The motion was seconded by Trustee Malcolm White. Motion carried.

B. CLASSIFICATION SPECIFICATIONS

1. Senior Maintenance Mechanic - Revised
2. Senior Plant Operator – Revised

A motion was made by Trustee Ed Miramontes that items 1 and 2 of the Classification Specifications List be approved. The motion was seconded by Trustee Evelyn Beals. 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 11:40 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: July 11, 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: 3

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1. Heavy Equipment Operator (Streets) – Promotional	12	6	6
2. Right-of-Way and Real Property Supervisor – Promotional	2	0	0
3. Right-of-Way and Real Property Supervisor – Open	28	6	5

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Heavy Equipment Operator (Streets)**  
Examination

**June 19-21, 2007**  
Date

**07291105P**  
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	5
REJECTED	3	GROUP 2	1
<b>TOTAL RECEIVED</b>	12	<b>TOTAL ON LIST</b>	6

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)			100%	
PASSED			6	
FAILED			0	
<b>TOTAL TESTED</b>			6	
<b>DID NOT APPEAR</b>			1	
<b>WITHDREW</b>			2	

CITY OF LAS VEGAS

ELIGIBLE LIST

Right-of-Way and Real Property Supervisor  
Examination

June 27, 2007  
Date

07216105P  
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	2	GROUP 2	0
<b>TOTAL RECEIVED</b>	<b>2</b>	<b>TOTAL ON LIST</b>	<b>0</b>

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Right-of-Way and Real Property Supervisor  
Examination

June 27, 2007  
Date

072161050  
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	7	GROUP 1	2
REJECTED	21	GROUP 2	3
<b>TOTAL RECEIVED</b>	<b>28</b>	<b>TOTAL ON LIST</b>	<b>5</b>

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		5		
FAILED		1		
<b>TOTAL TESTED</b>		<b>6</b>		
<b>WITHDREW</b>		<b>1</b>		

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date July 11, 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: 9

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Accounting Technician I – Open	31	07/10/07	01/10/08	1
2. Aquatic Biologist – Open	2	07/24/07	01/24/08	1
3. EMS Educator – Open	2	07/25/07	01/25/08	3
4. Engineering Technician I – Open	9	07/10/07	01/10/08	1
5. Legal Technician I – Open	26	07/10/07	01/10/08	1
6. Leisure Activities Supervisor – Open	25	07/10/07	01/10/08	1
7. Planner I (Open & Continuous) – Open	12	07/10/07	01/10/08	1
8. Senior Planner – Promotional	3	07/24/07	01/24/08	1
9. Transportation Services Supervisor – Open	9	07/24/07	01/24/08	1

**CITY OF LAS VEGAS**

**AGENDA DOCUMENTATION**

**Date:** July 11, 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. Construction Project Representative
2. Right-of-Way and Real Property Supervisor
3. Traffic Signal Field Supervisor

Construction Project Representative was revised to update the entire specification.

Right-of-Way and Real Property Supervisor was revised to update the current duties and technology.

Traffic Signal Field Supervisor was revised to update the current duties and technology.

**RECOMMENDATION**

The City recommends approval of these revised classification specifications.

## CONSTRUCTION PROJECT REPRESENTATIVE

*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 coordinate, inspect, monitor and document the work performed and progress of outside contractors on city capital improvement projects (CIP); to represent the city on public construction projects; and to perform a variety of technical tasks and special projects relative to assigned area of responsibility. The Construction Project Representative may also be assigned to a monitoring or quality assurance function over private consultant-managed CIPs.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Construction Management Superintendent and higher level management 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. Administer a variety of contracts with outside service providers including construction activities; monitor the performance of contractors engaged in construction activities; maintain records of contract documentation; develop and maintain project reports, daily construction progress reports, project correspondence, and contract and project files; monitor project schedules, progress and budget.
2. Work with private contractors, engineers, utility companies, architects and staff to resolve design and construction issues or utility conflicts.
3. Perform quality control or quality assurance inspection for offsite and onsite improvements.
4. Oversee and ensure that private consultants are providing the required level of inspection and testing.
5. Conduct project progress meetings, and interface with design staff and consultants regarding contract documents and specifications, cost estimates and contractor cost proposals.
6. Make recommendations to approve construction progress payment and change orders.
7. Make site visits to assigned projects; inspect and monitor contractor compliance with contract documents and specifications, and state, federal and local laws, codes and ordinances.

**CITY OF LAS VEGAS**

**Construction Project Representative (continued)**

**Essential Functions:**

8. Prepare and submit or present project reports as required.
9. Assist management in evaluating the section's program effectiveness, and in updating policies and procedures on an ongoing basis.
10. Deal courteously with the public; answer questions and inquiries regarding contract activities.

**Marginal Functions:**

1. Maintain awareness of new developments and industry practices in the fields of contract administration and construction inspection and testing.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of contract supervision and coordination.

Construction and traffic safety standards.

Operations, services and activities involved in project coordination.

Modern and complex principles and practices of engineering or architectural work, depending on assignment.

Procedures, methods and techniques of field inspection and construction practices.

Principles of advanced mathematics and its application to engineering or architectural work.

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

Construction materials and standards.

Surveying and trigonometry.

Principles and techniques of record keeping.

Techniques of basic report preparation.

Common office software, including word processing, spreadsheets and email.

**Ability to:**

Perform technical research and complex contract administration.

Read and interpret plans and specifications.

Prepare clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

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

**CITY OF LAS VEGAS**  
**Construction Project Representative (continued)**

**Ability to:**

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

**Experience and Training Requirements**

**Experience:**

Four years experience in one or more of the following fields:

Construction inspection;  
Construction materials testing;  
Construction administration;  
Engineering design;  
Architectural design.

**Training:**

Equivalent to graduation from high school with post secondary level technical education in engineering, architecture, construction management, or a field related to the essential functions.

**License or Certificate**

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

One or more of the following certifications is required:

American Concrete Institute, Field Grade I;  
National Institute for Certification of Engineering Technologies (level 2, 3 or 4) in a construction-related field;  
Building Inspector from the International Code Council;  
Inspector in one of the following fields from a nationally recognized organization: building, combination dwelling, structural, electrical, plumbing or mechanical. The hiring manager will determine acceptable certifications on a case by case basis.

**CITY OF LAS VEGAS**  
**Construction Project Representative (continued)**

**WORKING CONDITIONS:**

**Environmental Conditions:**

Travel from site to site; exposure to noise, dust, fumes, potentially hostile environments; inclement weather conditions; work on construction sites; work around heavy construction equipment.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical conditions necessary for sitting, standing, walking, crawling, and stooping or climbing for prolonged periods of time; moderate to heavy lifting.

ARB  
REV 6/20/07  
FLSA & City: non-exempt

CSB 7/11/07

## RIGHT-OF-WAY AND REAL PROPERTY SUPERVISOR

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

### DEFINITION

To plan, prioritize, assign, supervise, and review the work of staff responsible for right-of-way and real property appraisal, design and acquisition services; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Right-Of-Way Superintendent or higher level management.

Exercises direct 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. Plan, prioritize, assign, supervise and review the work of staff responsible for right-of-way and real property appraisal services including design, acquisition, sale, lease and purchase of real estate, consultant selection, appraisal, mapping and planning, zoning and development review.
2. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
3. Establish schedules and methods for providing right-of-way and real property services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
4. Negotiate and interact with property owners, consultants and public agencies for dedication and acquisition; may require offsite travel.
5. Prepare letters and memos of correspondence; draft real estate related agreements and contracts.
6. Prepare estimates and reports for projects and property; maintain comprehensive records; review appraisal reports.

**CITY OF LAS VEGAS**  
**Right-of-Way and Real Property Supervisor (continued)**

**Essential Functions:**

7. Select and motivate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
8. Prepare analytical and statistical reports on operations and activities.
9. Participate in the preparation and administration of the division budget; submit budget recommendations; monitor expenditures.
10. Negotiate and participate in selection and hiring of right-of-way and appraisal consultants; supervise, monitor and review contract consultant work.

**Marginal Functions:**

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of right-of-way and real property appraisal.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a right-of-way and real property program.  
Principles and techniques of supervision, training and performance evaluation.  
Modern and complex principles and practices of right-of-way and real property management.  
Principles and practices of right-of-way acquisition.  
Principles and practices of land survey.  
Principles of engineering design and construction.  
Pertinent federal, state and local laws, codes and regulations.  
Modern office procedures, methods and computer equipment.

**Ability to:**

Read, interpret and understand technical engineering drawings, maps and legal descriptions and appraisal reports.  
Interpret, explain, apply and enforce city policies and procedures.  
Plan, organize and prioritize assignments.  
Meet deadlines.  
Work independently without direct supervision.  
Prepare clear and concise reports.  
Communicate clearly and concisely, both orally and in writing.

**CITY OF LAS VEGAS**  
**Right-of-Way and Real Property Supervisor (continued)**

**Ability to:**

Establish and maintain effective working relationships with those contacted in the course of work, including city officials and the general public.

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

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

**Experience and Training Requirements**

**Experience:**

Four years of increasingly responsible right-of-way or real property appraisal experience including two years of lead, supervisory or project management responsibility.

**Training:**

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

**License or Certificate**

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

**CITY OF LAS VEGAS**  
**Right-of-Way and Real Property Supervisor (*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: 5/29/07

FLSA & City: nonexempt

CSB: 7/11/07

**TRAFFIC SIGNAL FIELD SUPERVISOR**

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

**DEFINITION**

To plan, prioritize, assign, supervise, and review the work of staff responsible for installation, maintenance and repair of traffic signals and other intelligent transportation system devices, electrical systems, signal controllers or electronic equipment; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Assistant Traffic Manager or higher level management.

Exercises direct supervision over technical staff.

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

**Essential Functions:**

1. Plan, prioritize, assign, supervise and review the work of staff responsible for installation, maintenance and repair of traffic signals and other intelligent transportation system devices, electrical systems, signal controllers or electronic equipment.
2. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
3. Establish schedules and methods for providing traffic signal support services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

CITY OF LAS VEGAS  
Traffic Signal Field Supervisor (*continued*)

**Essential Functions:**

4. Select and motivate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
5. Design, monitor and oversee modifications for existing facilities; inspect newly installed signal systems; evaluate damage to traffic work projects; read and interpret blueprints and schematic drawings.
6. Maintain records pertaining to operation of the signals and equipment; schedule repairs and maintenance of all signal devices and apparatus as needed.
7. Participate in the preparation and administration of the division budget; submit budget recommendations; procure materials; monitor expenditures.
8. Prepare analytical and statistical reports on operations and activities; maintain manuals and publications related to traffic signal devices and installations.

**When assigned to Signal Construction and Maintenance**

1. Review plans for new installation of traffic signal poles and electrical apparatus; determine locations for poles, loops and underground facilities.
2. Inspect and recommend acceptance of signals, poles and underground wiring installed by contractors.
3. Prepare sketches of intersections and as-builts; coordinate installation of signal equipment with inspectors, contractors and other government agencies.

**When assigned to Signal Repair and Timing**

1. Monitor traffic at the Jurisdictional Management Center (JMC); coordinate efforts with the Traffic Management Center (TMC) in adjusting the timing of traffic signal devices.
2. Coordinate and oversee the repair and maintenance of all signal equipment performed by staff in the field and in the repair shop.
3. Inspect newly installed signal cabinets and devices for contractual compliance and safe operation; audit and recommend for payment.

**Marginal Functions:**

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of traffic signal support systems.
2. Meet with vendors regarding new equipment and newly marketed devices as needed.
3. Coordinate with the Metropolitan Police Department, Nevada Power Fire Department, and other public or private entities for information.
4. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Basic guidelines of National Electrical Code (NEC).  
Principles and techniques of supervision, training and performance evaluation.  
Modern and complex principles and practices of traffic signals and electronics.  
Principles, practices, theories, materials and tools of the electrical trade.  
International Municipal Signal Association (IMSA) Standards.  
Manual on Uniform Traffic Control Device (MUTCD) Standards.  
Various traffic signal installations and systems used in the city.  
Construction principles and standards for traffic signal devices.  
Basic principles of computer programming and traffic detection systems.  
Digital and analog circuitry as related to field.  
Principles and practices of occupational safety hazards and safety precautions of the trade.  
Pertinent federal, state and local laws, codes and regulations.  
Modern office procedures, methods and computer equipment.

**Ability to:**

Interpret, explain, apply and enforce city policies and procedures.  
Work independently without direct supervision.  
Prepare clear and concise reports.  
Read and understand blueprints, schematics and drawings.  
Prepare estimates of time and materials needed for work assignments.  
Design traffic related electrical or electronic systems.  
Analyze and interpret problems in traffic signal systems and apparatus.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.

CITY OF LAS VEGAS  
Traffic Signal Field Supervisor *(continued)*

**Ability to:**

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

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

- *Making sound decisions; and*
- *Demonstrating intellectual capabilities.*

**Experience and Training Requirements**

**Experience:**

Three years of increasingly responsible experience in the repair, maintenance, construction or installation of traffic related electrical or electronic systems and one year of supervisory or lead responsibility.

**Training:**

Equivalent to graduation from high school. Additional specialized training in electrical systems and solid state electronic circuitry is essential.

**License or Certificate**

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

Possession of an International Municipal Signal Association (IMSA), Traffic Signal Electrician or Technician II Level certification or higher on date of application.

Possession of an International Municipal Signal Association (IMSA) Traffic Signal Electrician or Technician III Level certification within six months of date of appointment, and maintenance thereafter.

CITY OF LAS VEGAS  
Traffic Signal Field Supervisor *(continued)*

**WORKING CONDITIONS**

**Environmental Conditions:**

Travel from site to site; shop, field and construction site environments; exposure to high voltage, electrical energy, noise, dust, grease, smoke, fumes, gases, computer screens, heat, cold, inclement weather conditions; and work at heights on ladders or other lift devices.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for moderate or light lifting; standing or sitting for prolonged periods of time; operating motorized equipment and vehicles; and the ability to distinguish color.

SMM  
REVISED 5/30/07  
FLSA & City: nonexempt

CSB: 7/11/07

## CONSTRUCTION PROJECT REPRESENTATIVE

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 coordinate, inspect, monitor and document the work performed and progress of outside contractors on city ~~C~~capital ~~I~~improvement ~~P~~projects (CIP); to represent the city on public construction projects; and to perform a variety of technical tasks and special projects relative to assigned area of responsibility. The Construction Project Representative may also be assigned to a monitoring or quality assurance function over private consultant-managed CIPs.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Construction Management Superintendent and higher level supervisory and management staff.

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

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

#### Essential Functions:

1. Administer a variety of contracts with outside service providers including construction activities; monitor the performance of contractors engaged in construction activities; maintain records of contract documentation; develop and maintain project reports, daily construction progress reports, project correspondence, and contract and project files; monitor project schedules, progress and budget.
  2. Work with private contractors, engineers, utility companies, architects and staff to resolve design and construction issues or utility conflicts.
  3. Perform quality control or quality assurance inspection for offsite and onsite improvements.
  4. Oversee and ensure that private consultants are providing the required level of inspection and testing.
  5. Conduct project progress meetings, and interface with design staff and consultants regarding contract documents and specifications, cost estimates and contractor cost proposals.
- ~~1. Perform quality assurance periodic inspections on consultants' projects.~~
- ~~2. Administer on site and/or offsite construction contracts by maintaining records of contract documentation; developing and maintaining project reports, daily construction progress reports,~~

CITY OF LAS VEGAS  
Construction Project Representative (continued)

~~project correspondence and contract and project files; monitoring project schedules, progress and budget~~

~~3.6. Verify Make or recommendations to approve construction progress payment and change orders.~~

~~3. Make site visits to assigned projects; inspect and monitor contractor compliance with contract documents and specifications, and state, federal and local laws, codes and ordinances.~~

~~7. Prepare and submit or present project reports as required.~~

~~2. Prepare detailed reports on daily operations and activities of the contractor's work and progress on the job site.~~

~~6.8. Maintain records and develop reports concerning Assist management in evaluating the section's program effectiveness; and in updating polices and procedures on an ongoing basis. maintain records of contract documentation; maintain and file various reports.~~

~~3. Advise private contractors, engineers, utility companies, architects and staff on construction procedures and methods and inspection procedures; verify compliance.~~

~~8.9. Deal courteously with the public; answer questions and inquiries regarding contract activities.~~

~~When assigned to Construction Management~~

~~1. Perform quality assurance inspection and testing of curbs and gutters, pavements and sidewalks, sewer, water and gas lines, electrical and telephone lines, storm drains, culverts and subdivisions.~~

~~2. Perform required inspections of improvements in the public right of way.~~

~~3. Oversee and ensure that private consultants' project representatives are providing the required level of inspection and testing.~~

~~When assigned to Architectural Services~~

~~1. Perform quality and aesthetic assurance oversight of on-site utilities, site work and architectural, structural, mechanical, electrical, plumbing and landscaping systems.~~

~~1. Administer on-site construction contracts by maintaining records of contract documentation; developing and maintaining project reports, daily progress reports, project correspondence and contract and project files; monitoring project schedules, progress and budget.~~

~~2. Conduct project progress meetings and interface with design staff and consultants regarding contract documents and specifications, cost estimates and contractor cost proposals.~~

Marginal Functions:

CITY OF LAS VEGAS  
Construction Project Representative (continued)

1. Maintain awareness of new developments and industry practices in the fields of contract administration and construction inspection and testing; ~~incorporate new developments as appropriate into programs.~~
- ~~2. Prepare statistical reports as required.~~
- ~~3.2. Perform related duties and responsibilities as required.~~

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of contract supervision and coordination.  
Construction and traffic safety standards.  
Operations, services and activities involved in project coordination.  
Modern and complex principles and practices of engineering and/or architectural work, depending on assignment.  
Procedures, methods and techniques of field inspection and construction practices.  
Principles of advanced mathematics and its application to engineering and/or architectural work.  
Pertinent federal, state, and local laws, codes and regulations.  
Construction materials and standards.  
Surveying and trigonometry.  
Principles and techniques of record keeping.  
Techniques of basic report preparation.  
Common office software, including word processing, spreadsheets and email.

**Ability to:**

~~Monitor contracts with outside service providers and private consultant project representatives.~~  
~~Monitor work quality and progress of work completed by outside service providers and private consultant project representatives.~~  
Perform technical research and complex contract administration.  
~~Advise private contractors, engineers, architects and staff on construction contract and contract inspection and testing procedures.~~  
Read and interpret plans and specifications.  
Prepare clear and concise reports.  
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;

CITY OF LAS VEGAS  
Construction Project Representative (continued)

- ~~-- 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, standing and walking for extended periods of time; and~~
  - ~~-- Operating assigned equipment.~~

**Experience and Training Requirements**

**Experience:**

~~Four years of architectural or engineering design or inspection experience including project coordination experience.~~

Four years experience in one or more of the following fields:  
~~architectural or engineering design or Construction inspection;~~  
Construction materials testing;  
eConstruction management administration;  
Engineering design;  
Architectural design.  
~~experience including project coordination experience.~~

**Training:**

Equivalent to graduation from high school with post secondary level technical education in engineering, architecture, construction management, or a related field related to the essential functions.

**License or Certificate**

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

~~Possession of~~ One or more certifications from of the following certifications is required: list on the date of application (may be required when assigned to Construction Management):

~~Nuclear Safety & Testing;~~

~~American Concrete Institute, Field Grade I;~~

~~National Institute for Certification of Engineering Technologies (level 2, 3 or 4) in a construction-related field;~~

~~Reinforced Concrete Special Building Inspector from the International Code Council;~~

Inspector in one of the following fields from a nationally recognized organization: building, combination dwelling, structural, electrical, plumbing or mechanical. The hiring manager will determine acceptable certifications on a case by case basis.

**WORKING CONDITIONS:**

**Environmental Conditions:**

CITY OF LAS VEGAS  
Construction Project Representative (continued)

Travel from site to site; exposure to noise, dust, fumes, potentially hostile environments; inclement weather conditions; work on construction sites; work around heavy construction equipment.

Physical Conditions:

Essential and marginal functions may require maintaining physical conditions necessary for sitting, standing, walking, crawling, and stooping or climbing for prolonged periods of time; moderate to heavy lifting.

ARB

REV ~~5/16/05~~ 6/20/07

FLSA & City: non-exempt

CSB 5/10/95

~~Change to ICC certification approved 5/17/05~~

## RIGHT-OF-WAY AND REAL PROPERTY SUPERVISOR

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

### DEFINITION

To plan, prioritize, assign, supervise, assign and review the work of staff responsible for right-of-way and real property appraisal, design and acquisition services; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the ~~City Planning Engineer~~ Right-Of-Way Superintendent or higher level management.

Exercises direct 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. Plan, prioritize, assign, supervise and review the work of staff responsible for right-of-way and real property appraisal services including design, acquisition, sale, lease and purchase of real estate, consultant selection, appraisal, mapping and planning, zoning and development review.
2. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
3. Establish schedules and methods for providing right-of-way and real property services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
4. Negotiate and interact with property owners, consultants and public agencies for dedication and acquisition; may require offsite travel.
5. Prepare letters and memos of correspondence; draft real estate related agreements and contracts.
6. Prepare estimates and reports for projects and property; maintain comprehensive records; review appraisal reports.

**CITY OF LAS VEGAS**

**Right-of-Way and Real Property Supervisor- (continued)**

- ~~7. Participate in the selection of right of way and real property staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.~~
7. Select and motivate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
8. Prepare analytical and statistical reports on operations and activities.
9. Participate in the preparation and administration of the ~~right of way and real property section~~division budget; submit budget recommendations; monitor expenditures.
10. Negotiate and participate in selection and hiring of right-of-way and appraisal consultants; supervise, monitor and review contract consultant work.

**Marginal Functions:**

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of right-of-way and real property appraisal.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a right-of-way and real property program.  
Principles and techniques of supervision, training and performance evaluation.  
Modern and complex principles and practices of right-of-way and real property management.  
Principles and practices of right-of-way acquisition.  
Basic Principles and practices of land survey.  
Basic Principles of engineering design and construction.  
Pertinent federal, state and local laws, codes and regulations.  
Modern office procedures, methods and computer equipment.

**Ability to:**

~~Supervise, organize and review the work of lower level staff.~~  
Read, interpret and understand technical engineering drawings, maps and legal descriptions and appraisal reports.  
~~Prepare and review narrative appraisal reports.~~  
~~Operate a variety of office equipment including a computer.~~  
~~Select, supervise, train and evaluate staff.~~  
Interpret, and explain, apply and enforce city policies and procedures.  
Plan, organize and prioritize assignments.

**CITY OF LAS VEGAS**

**Right-of-Way and Real Property Supervisor- (continued)**

Meet deadlines.

Work independently without direct supervision.

Prepare clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work, including city officials and the general public.

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

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

**Experience and Training Requirements**

**Experience:**

Four years of increasingly responsible right-of-way or real property appraisal experience including two years of lead, supervisory or project management responsibility.

**Training:**

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

**License or Certificate**

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

~~Possession of, or ability to obtain, an appropriate, valid Notary Public license from the State of Nevada.~~

**WORKING CONDITIONS**

**Environmental Conditions:**

CITY OF LAS VEGAS

Right-of-Way and Real Property Supervisor- *(continued)*

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: 5/29/07

FLSA & City: nonexempt

Nonexempt

CSB: 3/9/94/11/07

## TRAFFIC SIGNAL FIELD SUPERVISOR

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

### DEFINITION

To plan, prioritize, assign, supervise, assign and review the work of staff responsible for traffic signal installation, maintenance and repair of traffic signals and other intelligent transportation system devices, electrical systems, signal controllers and/or electronic equipment; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant Traffic Manager or the Traffic Control Supervisor higher level management.

Exercises direct supervision over technical staff.

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

#### Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for traffic signal installation, maintenance and repair of traffic signals and other intelligent transportation system devices, electrical systems, signal controllers and/or electronic equipment.
2. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
3. Establish schedules and methods for providing traffic signal support services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
4. Participate in the selection of traffic signal support staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures. Select and motivate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects

CITY OF LAS VEGAS

Traffic Signal Field Supervisor (continued)

and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.

5. ~~Oversee Design~~ Design, monitor and oversee modifications for existing facilities; inspect newly installed signal systems; evaluate damage to traffic work projects; read and interpret blueprints and schematic drawings.
6. Maintain records pertaining to operation of the signals and equipment; schedule repairs and maintenance of all signal devices and apparatus as needed.
7. Participate in the preparation and administration of the ~~traffic signal support division~~ budget; submit budget recommendations; procure materials ~~monitor~~; monitor expenditures.
8. Prepare analytical and statistical reports on operations and activities; maintain manuals and publications related to traffic signal devices and installations.

When assigned to Signal Construction and Maintenance

1. Review plans for new installations of traffic signal poles and electrical apparatus; determine locations for poles, loops and underground facilities.
2. Inspects and recommend acceptance of signals, poles and underground wiring installed by contractors.
3. ~~Make~~ Prepare sketches of intersections and as-builts; coordinate installation of signal equipment with inspectors, contractors and ~~utilities~~ other government agencies.

When assigned to Signal Repair and Timing

1. Monitor traffic at the Jurisdictional Management Center (JMC); coordinate efforts with the Traffic Management Center (TMC) in adjusting the timing of traffic signal devices.
2. Coordinate and ~~Oversee~~ the repair and maintenance of all signal equipment performed by staff in the field and in the repair shop.
3. ~~Inspects and recommends~~ newly installed signal cabinets and devices for contractual compliance and safe operation; audit and recommend for payment. ~~installed by contractors.~~

CITY OF LAS VEGAS

Traffic Signal Field Supervisor (continued)

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of traffic signal support systems.
2. Meet with vendors regarding new equipment and newly marketed devices as needed.
3. Coordinate with the Metropolitan Police Department, Nevada Power, ~~and Fire Department, and other public or private entities~~ ~~dispatch~~ for information.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

~~Operations, services and activities of a traffic signal support program.~~

Basic guidelines of National Electrical Code (NEC).

Principles and techniques of supervision, training and performance evaluation.

Modern and complex principles and practices of traffic signals and electronics.

Principles, practices, theories, materials and tools of the electrical trade.

International Municipal Signal Association (~~MUTCD~~MIMS) Standards.

Manual on Uniform Traffic Control Device (MUTCD) Standards.

Various traffic signal installations and systems used in the city.

Construction principles and standards for traffic signal devices.

Basic principles of computer programming and ~~electronic detector~~traffic detection systems.

Digital and analog circuitry as related to field.

~~First aid procedures relating to electrical emergencies.~~

Principles and practices of occupational safety hazards and safety precautions of the trade.

~~Equipment used in traffic signal support and other electronic devices.~~

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

Modern office procedures, methods and computer equipment.

Ability to:

~~Supervise, organize and review the work of lower level staff.~~

Select, supervise, train and evaluate staff.

Interpret, and explain, apply and enforce City policies and procedures.

Work independently without direct supervision.

Prepare clear and concise reports.

CITY OF LAS VEGAS

Traffic Signal Field Supervisor (continued)

~~Fix and maintain electronic equipment.~~

Read and ~~interpret~~ understand blueprints, schematics and drawings.

Prepare estimates of time and materials needed for work assignments.

Design traffic related electrical ~~or/~~ electronic systems.

Analyze and interpret problems in traffic signal systems and apparatus.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including ~~City~~ officials and the general public.

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; and*

-- *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in the repair, maintenance, construction ~~and/or~~ installation of traffic signal related electrical ~~or~~ electronic systems ~~and including~~ One year of supervisory or lead responsibility.

Training:

Equivalent to graduation from high school. Additional specialized training in electrical systems and solid state electronic circuitry is essential.

License or Certificate

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

Possession of an International Municipal Signal Association (IMSA), Traffic Signal Electrician or Technician II Level certification or higher on date of application.

~~and the ability to obtain~~ Possession of an International Municipal Signal Association (IMSA) Traffic Signal Electrician or Technician III Level III certification within six months of date of appointment, and maintenance thereafter.

CITY OF LAS VEGAS  
Traffic Signal Field Supervisor (continued)

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; shop, field and construction site environments; exposure to high voltage, electrical energy, noise, dust, grease, smoke, fumes, gases, computer screens, heat, cold, inclement weather conditions; and work at heights on ladders or other lift devices.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate or light lifting; standing or sitting for prolonged periods of time; operating motorized equipment and vehicles; and the ability to distinguish color.

SMM

REVISED 5/30/07

FLSA & City: nonexempt

CSB:-8/11/937/11/07

**CITY OF LAS VEGAS**  
**AGENDA DOCUMENTATION**

Date: July 11, 2007

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

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**SUBJECT: D. REQUEST TO BE PLACED ON REHIRE LIST: TERRY J. PAUL, JR.**

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

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Terry J. Paul, Jr., an employee from August 28, 1995 to July 6, 2007, has requested to be placed on the Rehire List for Fire Training Officer. A copy of his Department Director's approval is attached for the Board's information and review.

Civil Service Rules {Chapter IV, Section 6a (5), Page 14} state that to be eligible for placement on a Rehire List, the former employee must submit a written request to the to the Director of Human Resources, or designee, and must (a) have had regular status in any classification formerly held; (b) have left the City's employment in good standing within the past twenty-four months; and (c) receive the Civil Service Board's approval of said request.

Terry J. Paul, Jr. meets the criteria for placement on the Rehire List, and it is recommended that the Board approve his request.

**Martha Davis**

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**From:** Judy Tuttle  
**Sent:** Thursday, June 28, 2007 3:59 PM  
**To:** Martha Davis  
**Cc:** Terry J. Paul Jr.  
**Subject:** FW: Rehire List-Terry J. Paul Jr.

Martha, would you please place this request on the next agenda? Thanks.

---

**From:** David Washington  
**Sent:** Thursday, June 28, 2007 3:54 PM  
**To:** Judy Tuttle  
**Subject:** RE: Rehire List

Yes! He has been a good employee....

---

**From:** Judy Tuttle  
**Sent:** Thursday, June 28, 2007 3:21 PM  
**To:** David Washington  
**Subject:** FW: Rehire List

David, do you approve our carrying this forward for approval from the Civil Service Board? Thanks.

---

**From:** Terry J. Paul Jr.  
**Sent:** Thursday, June 28, 2007 1:32 PM  
**To:** Claudette Enus; Judy Tuttle  
**Cc:** Daniel D. Allred  
**Subject:** Rehire List

Claudette and Judy,

Upon my retirement from the City of Las Vegas, Department of Fire & Rescue and in accordance with the City of Las Vegas, Civil Service Rules, Chapter 4, Section 6, paragraph (a), # 5, I wish to be placed on the "Rehire List".

Terry Paul, Employee # 950362

*TP @ the TC*

Civil Service Board  
July 11, 2007

Sign-In Sheet

Meggie Harvey - HR  
Helen D. Ampler  
Glenna Kouns - HR  
Ellen Thompson HR/PSD