

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

ATTENDING:

JA

EM

EB

Morgan, Ann, Susan

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

**AGENDA**

DATE: **AUGUST 8, 2007**

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

START: 4:30 PM

END: 4:34 PM

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

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: Regular Meeting of July 11, 2007 1 EM  
2 EB
- IV. APPROVAL OF MINUTES: Teleconference Meeting of July 25, 2007 1 EB  
2 EM
- V. BUSINESS
- A. ELIGIBLE LISTS TO BE CERTIFIED 1 EM  
2 EB
1. Deputy City Clerk I - Promotional
  2. Deputy City Clerk I - Open
  3. Maintenance Mechanic I - Promotional
  4. Maintenance Mechanic I - Open
  5. Purchasing Technician - Promotional
  6. Purchasing Technician - Open
  7. Senior Accounting Technician -- Open
- B. EXTENSION OF ELIGIBLE LISTS 1 EB  
2 EM
1. Building Inspector I - Promotional
  2. Building Inspector I - Open
  3. Contracts Technician I - Open
  4. Deputy Fire Marshal - Promotional
  5. EMS Field Coordinator - Promotional
  6. Fire Equipment Mechanic I - Promotional
  7. Fire Equipment Mechanic I - Open
  8. GIS Technician - Open
  9. Leisure Activities Field Supervisor - Open
  10. License Officer I - Promotional
  11. License Officer I - Open
  12. License Officer II - Promotional
  13. License Officer II - Open
  14. Materials Testing Technician I - Open
  15. Planner I (Open & Continuous) - Open
  16. Plant Operations & Maintenance Supervisor - Promotional
  17. Plant Operations & Maintenance Supervisor - Open
  18. Pre-Trial Services Officer - Promotional
  19. Pre-Trial Services Officer - Open
  20. Senior Economic Development Officer - Open
  21. Vehicle Services Worker - Promotional
  22. Vehicle Services Worker - Open
- C. CLASSIFICATION SPECIFICATIONS 1 EM  
2 EB
1. Environmental Compliance Inspector I/II - Revised
  2. Office Supervisor - Revised
  3. Public Fire Education Officer - Revised
  4. Real Property Appraiser - Revised
- D. ABOLISHMENT OF LIST 1 EB  
2 EM
1. Municipal Court Marshal - Open
- VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED
- VII. CITIZEN PARTICIPATION

56✓

**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

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

**Agenda Documentation  
August 8, 2007**

TO: CIVIL SERVICE BOARD OF TRUSTEES

FROM: F. CLAUDETTE ENUS  
SECRETARY TO THE BOARD

- I. CALL TO ORDER: July 11, 2007 at 4:30 p.m. in the Human Resources Dept.

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

STAFF PRESENT: Judy Tuttle  
Susan Marion  
Ann Rubertino-Beck  
Lori Petsco

OTHERS PRESENT: Myrtle Harvey, HR  
Helen Gonzales, HR  
Glenna Kouns, HR  
Ellen Thompson, HR

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

- II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES of the Regular Meeting of June 13, 2007: Trustee Ed Miramontes made a motion to approve the minutes of the Regular Meeting held June 13, 2007. Trustee Evelyn Beals seconded the motion. Motion carried.
- IV. APPROVAL OF MINUTES of the Teleconference Meeting of June 27, 2007: Trustee Evelyn Beals made a motion to approve the minutes of the Teleconference Meeting held June 27, 2007. Trustee Ed Miramontes seconded the motion. Motion carried.
- V. BUSINESS
- A. ELIGIBLE LISTS TO BE CERTIFIED
1. Heavy Equipment Operator (Streets) – Promotional
  2. Right-of-Way and Real Property Supervisor – Promotional
  3. Right-of-Way and Real Property Supervisor - Open

A motion was made by Trustee Ed Miramontes that Items 1 through 3 of the Eligible Lists to Be Certified be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS

1. Accounting Technician I - Open
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

A motion was made by Trustee Evelyn Beals that Items 1 through 9 of the Extension of Eligible Lists be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

C. CLASSIFICATION SPECIFICATIONS

1. Construction Project Representative - Revised
2. Right-of-Way and Real Property Supervisor - Revised
3. Traffic Signal Field Supervisor - Revised

A motion was made by Trustee Ed Miramontes to approve Items 1 through 3 of the Classification Specifications. The motion was seconded by Trustee Evelyn Beals. Motion carried.

D. REQUEST TO BE PLACED ON REHIRE LIST

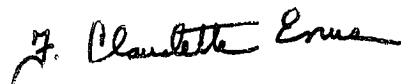
1. Terry J. Paul, Jr.

A motion was made by Trustee Evelyn Beals to approve Item 1 of the Request to Be Placed on Rehire List. The motion was seconded by Trustee Ed Miramontes. Motion carried.

VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED:  
None

VII. CITIZEN PARTICIPATION:  
None

VIII. ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:36 p.m.



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F. Claudette Enus, Secretary to the Board

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

Agenda Documentation  
August 8, 2007

TO: CIVIL SERVICE BOARD OF TRUSTEES

FROM: F. CLAUDETTE ENUS  
SECRETARY TO THE BOARD

I. CALL TO ORDER July 25, 2007 at 11:35 a.m. via Teleconference

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

STAFF PRESENT

Ann Rubertino-Beck  
Susan Marion  
Lori Petsco

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

III. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

1. Information Technologies Project Coordinator – Open
2. Planner II (Comprehensive/Current) - Promotional

A motion was made by Trustee Evelyn Beals that items 1 and 2 of the Eligible List to be Certified be approved. The motion was seconded by Trustee Malcolm White. Motion carried.

B. CLASSIFICATION SPECIFICATIONS

1. Industrial Electrician II - Revised
2. Senior Industrial Electrician – Revised

A motion was made by Trustee Priscilla Rocha 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: August 8, 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: 7

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1. Deputy City Clerk I – Promotional	0	0	0
2. Deputy City Clerk I – Open	106	1	1
3. Maintenance Mechanic I – Promotional	2	1	1
4. Maintenance Mechanic I – Open	116	16	16
5. Purchasing Technician – Promotional	22	10	9
6. Purchasing Technician – Open	173	51	49
7. Senior Accounting Technician – Open	67	27	19

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Deputy City Clerk I**  
**Examination**

**July 24, 2007**  
**Date**

**07355106P**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

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

**TESTS**

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Deputy City Clerk I**  
**Examination**

**July 24, 2007**  
**Date**

**073551060**  
**Exam Code**

**Open**  
**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	2	GROUP 1	1
REJECTED	104	GROUP 2	0
<b>TOTAL RECEIVED</b>	106	<b>TOTAL ON LIST</b>	1

**TESTS**

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Maintenance Mechanic I**  
Examination

**July 18, 2007**  
Date

**07327605P**  
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	1	GROUP 1	1
REJECTED	1	GROUP 2	0
<b>TOTAL RECEIVED</b>	<b>2</b>	<b>TOTAL ON LIST</b>	<b>1</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	1			
FAILED	0			
<b>TOTAL TESTED</b>	<b>1</b>			
<b>DID NOT APPEAR</b>	<b>0</b>			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Maintenance Mechanic I**  
**Examination**

**July 18, 2007**  
**Date**

**073276050**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	27	GROUP 1	13
REJECTED	89	GROUP 2	3
<b>TOTAL RECEIVED</b>	116	<b>TOTAL ON LIST</b>	16

**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	0			
<b>TOTAL TESTED</b>	16			
<b>DID NOT APPEAR</b>	11			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Purchasing Technician**  
**Examination**

**July 16, 2007**  
**Date**

**077944305P**  
**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	10	GROUP 1	6
REJECTED	12	GROUP 2	3
<b>TOTAL RECEIVED</b>	<b>22</b>	<b>TOTAL ON LIST</b>	<b>9</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	9			
FAILED	1			
<b>TOTAL TESTED</b>	<b>10</b>			
<b>DID NOT APPEAR</b>	<b>0</b>			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Purchasing Technician**  
**Examination**

**July 16, 2007**  
**Date**

**0779443050**  
**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	67	GROUP 1	30
REJECTED	106	GROUP 2	19
<b>TOTAL RECEIVED</b>	<b>173</b>	<b>TOTAL ON LIST</b>	<b>49</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	49			
FAILED	2			
<b>TOTAL TESTED</b>	<b>51</b>			
<b>DID NOT APPEAR</b>	<b>16</b>			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Accounting Technician**  
**Examination**

**July 17, 2007**  
**Date**

**072766060**  
**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	41	GROUP 1	6
REJECTED	26	GROUP 2	13
<b>TOTAL RECEIVED</b>	67	<b>TOTAL ON LIST</b>	19

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	19			
FAILED	8			
<b>TOTAL TESTED</b>	27			
<b>DID NOT APPEAR</b>	13			
<b>WITHDREW</b>	1			

**CITY OF LAS VEGAS**

**AGENDA DOCUMENTATION**

Date August 8, 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: 22**

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Building Inspector I – Promotional	7	08/14/07	02/14/08	1
2. Building Inspector I – Open	32	08/14/07	02/14/08	1
3. Contracts Technician I – Open	35	08/14/07	02/14/08	1
4. Deputy Fire Marshal – Promotional	2	08/28/07	02/28/08	1
5. EMS Field Coordinator – Promotional	2	08/14/07	02/14/08	1
6. Fire Equipment Mechanic I – Promotional	1	08/14/07	02/14/08	1
7. Fire Equipment Mechanic I – Open	4	08/14/07	02/14/08	1
8. GIS Technician – Open	13	08/23/07	02/23/08	2
9. Leisure Activities Field Supervisor – Open	25	08/14/07	02/14/08	1
10. License Officer I – Promotional	6	08/23/07	02/23/08	2
11. License Officer I – Open	17	08/23/07	02/23/08	2
12. License Officer II – Promotional	3	08/23/07	02/23/08	2
13. License Officer II – Open	2	08/23/07	02/23/08	2
14. Materials Testing Technician I – Open	11	08/14/07	02/14/08	1
15. Planner I (Open & Continuous) – Open	14	08/14/07	02/14/08	1
16. Plant Operations & Maintenance Supervisor – Promotional	5	08/23/07	02/23/08	2
17. Plant Operations & Maintenance Supervisor – Open	3	08/23/07	02/23/08	2
18. Pre-Trial Services Officer – Promotional	4	08/22/07	02/22/08	3
19. Pre-Trial Services Officer – Open	31	08/22/07	02/22/08	3
20. Senior Economic Development Officer – Open	5	08/14/07	02/14/08	1
21. Vehicle Services Worker – Promotional	3	08/08/07	02/08/08	3
22. Vehicle Services Worker – Open	39	08/08/07	02/08/08	3

**ENVIRONMENTAL COMPLIANCE INSPECTOR I  
ENVIRONMENTAL COMPLIANCE INSPECTOR II**

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

**DEFINITION**

To enforce federal regulations and municipal codes governing discharge of pollutants into the city's sanitary sewer and storm drainage systems; to inspect commercial facilities and public and private properties for regulatory compliance; and to perform various related technical duties.

**DISTINGUISHING CHARACTERISTICS**

**Environmental Compliance Inspector I**—This is the entry level class in the Environmental Compliance Inspector series. This class is distinguished from the Environmental Compliance Inspector II by the performance of the more routine tasks and duties assigned to positions within the series including conducting routine field inspections. This class may be used as a training class, wherein employees need only limited or no directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

**Environmental Compliance Inspector II**—This is the full journey level class within the Environmental Compliance Inspector series. Employees within this class are distinguished from the Environmental Compliance Inspector I by the performance of the full range of duties as assigned including conducting investigations, conducting enforcement actions, approving pretreatment plans, coordinating regulatory activities, writing and managing permits, representing the city to outside agencies, drafting regulations, and advising business and industry representatives. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Environmental Compliance Inspector I level, or when filled from the outside, have prior experience.

**SUPERVISION RECEIVED AND EXERCISED**

**Environmental Compliance Inspector I**

Receives immediate supervision from the Laboratory Superintendent or other designee.

**Environmental Compliance Inspector II**

Receives general supervision from the Laboratory Superintendent or other designee.

May exercise functional and technical supervision over professional and technical staff.

**CITY OF LAS VEGAS**  
**Environmental Compliance Inspector I/II (continued)**

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

**Essential Functions:**

1. Perform inspections of businesses, industries, residential properties, storm channels and detention basins to determine compliance with federal regulations and municipal codes governing discharge of pollutants into the city's sanitary sewer and storm drainage systems; initiate enforcement actions as necessary; perform follow-up inspections.
2. Perform sampling of water and wastewater from sanitary sewer, storm sewer, businesses, industries, groundwater wells and Lake Mead; perform field sample analyses; collect, split, preserve and transport samples obtained from sampling activities to the laboratory; create sampling schedules.
3. Review monitoring reports from industries; review city monitoring results; review and interpret laboratory analysis data; determine compliance with permit requirements, federal regulations and municipal codes; contact business representatives to discuss violations.
4. Investigate alleged violations; interview business and property owners; determine violations; document findings; take required action.
5. Develop and maintain information and files on businesses and industrial users; research business license information, telephone and services listings to identify industries requiring regulation; identify potential or existing industry hazards; research historical information pertaining to businesses, parcels, business licenses, sewer accounts and water consumption; perform compliance calculations; specify discharge requirements for businesses and industries; review applications and other documentation and determine permitting requirements; review new business licenses for pretreatment approval; review and approve pretreatment plans; coordinate actions with other city departments and outside agencies.
6. Prepare, issue and enforce wastewater contribution permits; write enforcement actions, sample protocol lists, reports; prepare routine correspondence to businesses, industries and outside agencies; comply with city, state and federal reporting requirements for pretreatment and storm water programs.
7. Respond to inquiries from other departments, agencies, businesses and the general public regarding pollution control and pretreatment code requirements.
8. Maintain records and reports of permits, inspections and sampling activities; operate a computer to process and acquire data relative to permits, inspections, laboratory analysis data and violations; draft operational policies and procedures.
9. Respond to complaints of spills or dumping chemicals or materials into the sanitary sewer or storm drain system or public right-of-way from citizens and other government agencies; investigate complaints; prepare reports on incidents; take required action.
10. Prepare and process billing information for fees related to the administration of the pretreatment and storm water programs; coordinate permittee and invoice changes with the Department of Finance and Business Services; maintain current database of permits and related information.

**CITY OF LAS VEGAS**  
**Environmental Compliance Inspector I/II (continued)**

**Essential Functions:**

11. Represent the city in meetings with government agencies regarding regulatory issues pertaining to the pretreatment or storm water programs; coordinate special assignments with representatives from other agencies; participate in state and federal audits.
12. Inform business owners, community groups and the general public of pretreatment regulations and obligations; explain industrial waste regulation to members of business community and educate general public on environmental responsibility.

**Marginal Functions:**

1. Stay abreast of new regulations and technology in the field of water pollution control; review publications and related information.
2. Coordinate and place traffic control devices in the public right-of-way.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Environmental Compliance Inspector I**

**Knowledge of:**

Basic city, state and federal codes, ordinances and regulations related to the pretreatment and storm water programs.  
Basic operational characteristics, services and activities of an industrial waste inspection program.  
Basic chemistry and proper handling of chemicals.  
Basic computer use to include word processing, databases, spreadsheets.  
International Municipal Signal Association Standards as described in the Manual of Uniform Traffic Control Devices (MUTCD).

**Ability to:**

Learn to interpret and enforce city, state and federal codes, ordinances and regulations related to pretreatment and storm water programs.  
Learn to compile and collect data.  
Learn policies and procedures of city.  
Learn to operate sampling and laboratory equipment.  
Learn to safely place traffic control devices in the public right-of-way in accordance with International Municipal Signal Association Standards as described in the Manual of Uniform Traffic Control Devices (MUTCD).  
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**  
**Environmental Compliance Inspector I/II (continued)**

**Ability to:**

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

- *Walking, standing or sitting for extended periods of time;*
- *Walking and traversing rough terrain;*
- *Exposure to the elements;*
- *Working around deep water;*
- *Climbing ladders;*
- *Kneeling, bending and stooping;*
- *Heavy lifting; and*
- *Operating assigned equipment.*

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

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

Maintain mental capacity which allows the capability of:

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

**Experience and Training Requirements**

**Experience:**

One year of experience in the field of industrial wastewater pretreatment, municipal wastewater treatment or water treatment is desirable.

**Training:**

Equivalent to graduation from high school supplemented with two college level courses in chemistry, biology, engineering, general physics, algebra, geometry, trigonometry, statistics or an area related to assignment.

**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 Division of Wildlife Safe Boating certificate within six months of the date of appointment, and maintenance thereafter.

Possession of an Industrial Waste Inspector in Training certificate from the Nevada Water Environment Association within six months of the date of appointment.

Possession of a Work Zone Safety Certification from the International Municipal Signal Association, Inc., or equivalent, within six months of the date of appointment, and maintenance thereafter.

**CITY OF LAS VEGAS**  
**Environmental Compliance Inspector I/II (continued)**

**Environmental Compliance Inspector II**

In addition to the qualifications for Environmental Compliance Inspector I:

**Knowledge of:**

City, state and federal codes, ordinances and regulations related to the pretreatment and storm water programs.

Operational characteristics, services and activities of an industrial waste inspection program.

Principles and techniques of inspection.

Confined space entry hazards.

Methods and techniques of conflict resolution.

Local geography, street, sanitary sewer, storm sewer and detention basin locations within city jurisdiction.

Proficient computer use to include word processing, databases, spreadsheets, GIS and presentations.

**Ability to:**

Interpret and enforce city, state and federal codes, ordinances and regulations related to pretreatment and storm water programs.

Effectively represent the city in difficult public contact situations.

Compile and collect data.

Operate sampling and laboratory equipment.

Interpret laboratory analysis data and laboratory reports.

**Experience and Training Requirement**

**Experience:**

Two years of responsible experience as an Environmental Compliance Inspector.

**Training:**

Associate degree from an accredited college or university with a major in chemistry, biology, engineering, general physics, algebra, geometry, trigonometry, statistics 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 a Grade 2 Industrial Waste Inspector certificate from the Nevada Water Environment Association within six months of the date of appointment, and maintenance thereafter.

**CITY OF LAS VEGAS**  
**Environmental Compliance Inspector I/II (*continued*)**

**WORKING CONDITIONS**

**Environmental Conditions:**

Travel from site to site; work in industrial or commercial environments; exposure to gases and fumes, potentially hazardous chemicals, waste and infectious materials, work in inclement weather conditions, work in the public right-of-way, work on a watercraft.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for significant walking on a daily basis; sitting and standing for prolonged periods; climbing, stooping, kneeling, heavy lifting of manhole covers, sampling machines and other routinely used equipment.

SMM  
REV 6/6/07 (Formerly Industrial Waste Inspector I/II  
FLSA: exempt; City: nonexempt  
CSB 8/8/07

## OFFICE 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 supervise, assign and review the work of five or more staff responsible for providing clerical and technical support to an assigned division or function; to oversee and participate in all clerical and technical support activities; and to perform a variety of technical tasks relative to coordination and supervision of assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management.

Exercises direct supervision over 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 providing technical and clerical support to an assigned division or function.
2. Participate in the selection of staff; motivate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities and projects; 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.
3. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
4. Establish schedules and methods for providing technical and clerical support services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
5. Respond to public inquiries and complaints in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
6. Train assigned employees in proper procedures, methods and techniques and in the set up and use of equipment.

**CITY OF LAS VEGAS**  
**Office Supervisor (Continued)**

**Essential Functions:**

7. Review and develop reports concerning new or ongoing programs and program effectiveness; review records on attendance, facilities usage, service levels or related items.
8. Compile, proofread and edit a variety of documents and forms including general correspondence, publications, agendas, reports, orders and memoranda.
9. Prepare and review statistical and financial reports; maintain a variety of statistical records; check and tabulate statistical data.
10. Enter data from various sources including accounting, statistical and related documents; input corrections and updates; verify data for accuracy and completeness.
11. Operate a variety of office equipment including a copier, facsimile machine, microfilm machine and computer; input and retrieve data and text.
12. Participate in the preparation and administration of the division or function budget; submit budget recommendations; monitor expenditures.
13. Prepare analytical and statistical reports on operations and activities.

**When Assigned to Fire & Rescue**

1. Provide administrative support to the Deputy Fire Chief assigned to the Administration Division.
2. Take and transcribe summary notes for a variety of staff meetings for distribution to all department staff.
3. Participate in compiling information, composing articles, editing and overseeing the printing and distribution of a variety of publications.
4. Work with the Deputy Fire Chief assigned to Administration to establish an electronic filing and tracking system for grievances, hearings and other employee issues; maintain the filing and tracking system, enter and retrieve data upon request, and maintain historical files.
5. Attend confidential labor management, grievance and arbitration meetings to take notes for management records as requested.
6. Draft documentation required to fill vacant positions; track eligible lists and the status of recruitments.

Note: This assignment is not considered to be a confidential employee, as defined by NRS 288.170.

**CITY OF LAS VEGAS**  
**Office Supervisor (Continued)**

**Marginal Functions:**

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in field of assignment.
2. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
3. Participate in routine recording keeping duties.
4. Develop standard operating procedures or desk procedures for assigned area.
5. May supervise light duty personnel assigned to the section.
6. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of an assigned division or function.  
Principles of supervision, training and performance evaluation.  
Modern and complex principles and practices of technical and clerical support coordination.  
Complex record keeping procedures and records management.  
Principles of business letter writing and basic report preparation.  
Methods and procedures of data entry.  
Modern office procedures, methods, computer equipment, and common office software, including word processing, spreadsheets and email.  
Principles of record keeping.  
English usage, spelling, sentence structure, grammar and punctuation.  
Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

Delegate work assignments.  
Interpret and explain city policies and procedures.  
Operate office equipment including a computer.  
Type at a speed necessary for successful job performance.  
Meet schedules and time lines.  
Plan, organize and prioritize assignments.  
Manage multiple assignments.  
Communicate with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.  
Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.  
Work independently with minimal supervision.  
Use initiative and independent judgment within established guidelines.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course including city officials and the general public.

**CITY OF LAS VEGAS**  
**Office Supervisor (Continued)**

**Ability to:**

Maintain mental capacity which allows the capability of:

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

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

- *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.*

**Experience and Training Requirements**

**Experience:**

Four years of technical and complex clerical experience including one year of supervisory or lead responsibility.

**Training:**

Equivalent to graduation from high school supplemented by college level course work or specialized training in office support functions, procedures and computers.

**License or Certificate**

May require possession of an appropriate, valid Notary Public certification, and maintenance thereafter.

**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.

ARB  
REV 7/18/07  
FLSA: exempt; City: nonexempt

CSB 8/8/07

## PUBLIC FIRE EDUCATION OFFICER

*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, develop and implement comprehensive public fire, life safety and community risk reduction education, strategies and programs; to coordinate activities with other local agencies; and to provide administrative and technical support to department management.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Information Officer - Fire and higher level management staff.

Leads, plans, trains, assigns, coordinates, directs and monitors the work of personnel assigned to perform public education functions.

### 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, develop, implement and teach comprehensive public fire, life safety and community risk reduction education, strategies and programs to eliminate or alleviate situations that endanger lives, health, property and the environment, following the current edition of the National Fire Protection Association (NFPA) 1035 standard.
2. Access and analyze relevant statistics regarding local fire loss and injuries to modify or develop and recommend public fire, life safety and community risk reduction education priorities that address identified risks.
3. Develop and implement a program evaluation strategy and instruments to measure program outcomes.
4. Develop, select, adapt and teach educational programs, campaigns, initiatives, lesson plans and informational materials that are accurate, relevant to the learning objective and specific to the audience.
5. Assist the Public Information Officer - Fire to notify the public of scheduled events using a variety of methods within an acceptable time frame; draft press releases, public service announcements and related documents for dissemination to promote public awareness of fire safety practices.
6. Present lessons using multiple presentation methods, time allotments, settings and audiences; use a variety of multimedia equipment and automated applications such as PowerPoint in presentations; maintain safety during educational activities.

**CITY OF LAS VEGAS**  
**Public Fire Education Officer (continued)**

**Essential Functions:**

7. Operate a variety of vehicles, including a van pulling a 40 foot mobile classroom, to travel to various locations throughout the city.
8. Design, administer and score a variety of evaluation instruments.
9. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
10. Lead, plan, assign, coordinate, schedule, direct and monitor the work of personnel assigned to perform public education functions; train and advise assigned employees on presentation techniques in order to assure quality performance.
11. Train assigned department staff in methods and techniques of effective public education.
12. Prepare budget documentation for public education activities; estimate project costs and project funding needs; plan and modify activities within approved budget; monitor expenditures; request staff, materials and supplies in advance of need; use available resources responsibly and effectively.
13. Seek and apply for federal and state grants to be used to fund or enhance department operations; operationally administer grants; maintain record keeping requirements as stated in grant; assist Financial Analyst assigned to oversee fiscal grants with tracking and reporting when needed.
14. Represent the department and the City by actively participating in public education activities conducted by professional associations and multi-jurisdictional collaborative partnerships.
15. Maintain detailed records of all activities, evaluations and statistical analyses.
16. Prepare and submit periodic and ad hoc reports of activities, as requested.
17. Attend and participate in professional group meetings and training seminars; stay abreast of trends and innovations in the fields of fire prevention, public safety education and community risk reduction.
18. Ensure all fire and life safety training equipment such as the Fire Safety House, puppet show, robots, computer simulators, fire extinguisher simulators, and others are in service, maintained, and returned when used by other department staff.
19. Back up the Public Information Officer - Fire when requested, normally in his absence, in the event of a large scale emergency, or when multiple incidents occur at the same time.

**Marginal Functions:**

1. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS  
Public Fire Education Officer (*continued*)

**QUALIFICATIONS**

**Knowledge of:**

Learning theory.  
Learning characteristics of varied audiences.  
Types of educational materials.  
Methods for adapting lessons and instructional materials for the target audience.  
Techniques of public presentation to a variety of audiences.  
Specific audience needs.  
Media resources.  
Publicity methods.  
Presentation evaluation instruments, scoring techniques and grading scales.  
Techniques and practices of time management.  
Techniques and practices of report writing.  
Basic statistical analysis methods and resources.  
Methods of identifying heightened risks if unintentional injury within a given population.  
Causes and prevention of common unintentional injuries.  
Fire behavior.  
Human behavior during fires.  
Causes of fire-related injuries and strategies for reduction.  
Methods of fire escape planning.  
Fire hazard identification and correction.  
Basic fire protection systems and devices.  
Fire emergency reporting methods.  
Special needs in fires for those with disabilities.  
Techniques and methods of negotiation and resolving conflict.  
Basic principles of first aid techniques and how to communicate them to the public.  
Fire safety equipment and devices available to the general public.  
Principles, practices and procedures of modern fire prevention.  
Rules, regulations and operational procedures of modern fire prevention activities.  
Public relations techniques.  
Modern office procedures, methods and computer equipment.  
Common office software, including word processing and presentation applications.  
The local community of fire prevention and education organizations.  
Pertinent federal, state and local laws, codes, ordinances and regulations.

**Ability to:**

Effectively transfer content knowledge, both verbally and in writing.  
Use a variety of audiovisual equipment, including laptop computers.  
Prepare written budget proposals for specific programs or activities.  
Learn governmental accounting, budgeting and purchasing procedures and regulations.  
Collect, organize and format budgetary information.  
Collect and analyze statistical data, and establish priorities based on results.  
Recognize opportunities for shared effort with other local organizations.  
Establish and maintain productive and cooperative working relationships with the other government agencies, professional associations and community groups involved in public safety education, fire prevention and community risk reduction.

**CITY OF LAS VEGAS**  
**Public Fire Education Officer (continued)**

**Ability to:**

Work without direct supervision.

Be self-directed.

Apply educational theory to the specialized field of public fire education.

Use initiative and independent judgment within established guidelines.

Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.

Establish and maintain effective working relationships with those contacted in the course of work including a variety of city and other government officials, community groups and the general public of all ages.

Interpret, explain and enforce department policies and procedures.

Prepare and present public education presentations including the setup and operation of props and devices.

Communicate clearly and concisely, both orally and in writing, with all age groups.

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

Operate various equipment and vehicles used for fire and life safety education, such as:

- *Van pulling a 40 foot mobile classroom, small trucks and automobiles;*
- *Various fire extinguisher simulators and support equipment; and*
- *Various computer and audio-visual equipment;*

Maintain effective audio-visual discrimination and perception needed for:

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

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

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

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:**

Any combination of five years of experience in fire and life safety education, adult training, elementary or secondary education, firefighting or a field related to the essential functions.

**Training:**

Equivalent to graduation from high school. A Bachelor's degree in education, communications, public relations or a field related to the essential functions is preferred.

**CITY OF LAS VEGAS**  
**Public Fire Education Officer (*continued*)**

**License and Certificate**

On the date of application, possession of:

A valid driver's license, and maintenance thereafter; and

Successful completion of courses that meet the National Fire Protection Association (NFPA) 1035 Public Fire and Life Safety Educator I standards.

Within one year of the date of appointment, possession of:

Nevada State Fire Marshal Public Fire and Life Safety Educator I certification; and

Incident Command System (ICS) certificates 100, 700, 702 and 800.

Within 2 years of the date of appointment, possession of:

Successful completion of courses that meet NFPA 1035 Public Fire and Life Safety Educator II standards; and

Nevada State Fire Marshal Public Fire and Life Safety Educator II certification.

Within 3 years of the date of appointment, possession of:

Successful completion of courses that meet NFPA 1035 Public Fire and Life Safety Educator III standards; and

Nevada State Fire Marshal Public Fire and Life Safety Educator III certification.

**WORKING CONDITIONS**

**Environmental Conditions:**

Work in office and field environments; travel from site to site; exposure to noise, dust, smoke, fumes, gases and potentially hazardous chemicals.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, crawling, climbing, stooping and lifting; operating motor vehicles, at times pulling a 40 foot mobile classroom, computers and mechanical devices.

ARB

REV 7/17/07

FLSA & City: nonexempt

CSB: 8/8/07

## REAL PROPERTY APPRAISER

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

### DEFINITION

To perform appraisals and cost estimates for city purposes; ensure fair market value of appraisals; estimate the rental value of buildings; and to participate in the acquisition of properties for public use and the sale of city owned properties.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Right-of-Way/Real Property Supervisor.

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

#### Essential Functions:

1. Appraise properties for acquisition by the city; appraise city owned properties; compare like properties for land values and assessed values; prepare cost estimates.
2. Prepare and maintain records pertaining to appraisals and cost estimates; prepare and present reports pertaining to findings; make recommendations regarding location of roadways and rights-of-way.
3. Review appraisal reports submitted by other appraisers.
4. Search for property sales and related data for city projects.
5. Secure necessary releases, reconveyances, deeds and easements; assist in finalizing titles.
6. Prepare legal descriptions, deeds, agreements, plat maps and other documents necessary to process right-of-way acquisitions.

#### Marginal Functions:

1. Prepare and compile reports; assemble photographs and pages.
2. Obtain building construction costs from builders and published cost books.
3. Examine and review applications for zone changes, variances and use permits; make recommendations regarding location of roadways and rights-of-way requirements.
4. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS  
Real Property Appraiser (*continued*)

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of appraisal.  
Principles of real estate law.  
Principles and practices of real property transactions and civil engineering as applied to the design and construction of improvements within public rights-of-way.  
Assessor records.  
Principles of financial mathematics.  
Principles and techniques of title research, negotiating and claims settlements.  
Land values, market values and assessed values of land, buildings and construction.  
Modern office procedures, methods and computer equipment.  
Principles of business letter writing and basic report preparation.  
Principles and procedures of record keeping.  
Principles and procedures of financial record keeping and reporting.  
English usage, spelling, grammar and punctuation.  
Pertinent federal, state and local codes, laws and regulations regarding real property title, leaseholds and condemnation proceedings.

**Ability to:**

Prepare, read and interpret plat maps and legal property descriptions.  
Read construction plans.  
Search property records and property liens.  
Prepare and review narrative appraisals of properties and cost estimates in construction.  
Negotiate and explain right-of-way acquisitions and transactions.  
Type at a speed necessary for successful job performance.  
Work independently in the absence of supervision.  
Understand and follow oral and written instructions.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Communicate clearly and concisely, both orally and in writing.  
Respond to requests and inquiries from the general public.  
Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

**CITY OF LAS VEGAS**  
**Real Property Appraiser (*continued*)**

**Experience and Training Requirements**

**Experience:**

Three years of increasingly responsible real property appraisal experience.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major in real estate, business administration, public administration or a related field.

**License or Certificate**

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

Possession of a Nevada Certified General Appraisal license is desirable.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office and field environments; travel from site to site; exposure to computer screens, inclement weather conditions.

**Physical Conditions:**

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

SMM  
REV 7/24/07  
FLSA & City: nonexempt

CSB 8/8/07

**INDUSTRIAL WASTE ENVIRONMENTAL COMPLIANCE INSPECTOR I**  
**INDUSTRIAL WASTE ENVIRONMENTAL COMPLIANCE INSPECTOR II**

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

**DEFINITION**

To enforce federal regulations and municipal codes governing discharge of pollutants into the city's sanitary sewer and storm drainage systems; to inspect ~~pre-treatment systems for businesses and industries~~ commercial facilities and public and private properties for regulatory compliance; and to perform various related technical duties.

**SUPERVISION RECEIVED AND EXERCISED**

**Industrial Waste Inspector I**

Receives immediate supervision from the Laboratory Superintendent/Pretreatment Coordinator.

**Industrial Waste Inspector II**

Receives general supervision from the Laboratory Superintendent/Pretreatment Coordinator.

May exercise functional and technical supervision over professional and technical staff.

**DISTINGUISHING CHARACTERISTICS**

**Industrial Waste Environmental Compliance Inspector I**—This is the entry level class in the Industrial Waste Environmental Compliance Inspector series. This class is distinguished from the Industrial Waste Environmental Compliance Inspector II by the performance of the more routine tasks and duties assigned to positions within the series including conducting routine field inspections. This class may be used as a training class, wherein employees need only limited or no directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

**Industrial Waste Environmental Compliance Inspector II**—This is the full journey level class within the Industrial Waste Environmental Compliance Inspector series. Employees within this class are distinguished from the Industrial Waste Environmental Compliance Inspector I by the performance of the full range of duties as assigned including conducting investigations, issuing citations, conducting enforcement actions, approving pretreatment plans, coordinating regulatory activities, writing and managing permits, representing the city to outside agencies, drafting regulations, and advising business and industry representatives. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Industrial Waste Environmental Compliance Inspector I level, or when filled from the outside, have prior experience.

CITY OF LAS VEGAS

Industrial Waste Environmental Compliance Inspector I/II (continued)

SUPERVISION RECEIVED AND EXERCISED

Environmental Compliance Inspector I

Receives immediate supervision from the Laboratory Superintendent or other designee.

Environmental Compliance Inspector II

Receives general supervision from the Laboratory Superintendent or other designee.

May exercise functional and technical supervision over professional and technical staff.

SUPERVISION RECEIVED

Industrial Waste Inspector I

Receives immediate supervision from the Engineering Supervisor Laboratory Superintendent/Pretreatment Coordinator.

Industrial Waste Inspector II

Receives general supervision from the Engineering Supervisor

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

Essential Functions:

1. Perform inspections of businesses to determine if local and federal pre-treatment regulations are being met, industries, residential properties, storm channels and detention basins to determine compliance with federal regulations and municipal codes governing discharge of pollutants into the city's sanitary sewer and storm drainage systems; issue notices of violation initiate enforcement actions as necessary; perform follow-up inspections.
2. Review sampling data from business' self-monitoring system; conduct composite and grab sampling from collection system; set up sampling equipment to monitor businesses Perform sampling of the water and wastewater from sanitary sewer, storm sewer, businesses, industries, groundwater wells and Lake Mead; perform field sample analyses; collect, split, preserve and transport samples obtained from sampling machines activities to the laboratory; create sampling schedules.
3. Review monitoring reports from industries; review city monitoring results; Rreview and interpret laboratory analyseis data; monitor reports to determine compliance with permit requirements, federal regulations and municipal codes; contact business representatives to discuss violations and corrective; perform enforcement actions.
4. Investigate alleged violations; interview business and property owners; obtain samples to process; determine violations; document findings; take necessary required action. ; perform enforcement actions.

**CITY OF LAS VEGAS**

**Industrial Waste Environmental Compliance Inspector I/II (continued)**

4. Develop and maintain information and files on businesses and industrial users; research business license information, telephone and services listings to identify industries requiring regulation; identify potential or existing industry hazards.; research historical information pertaining to businesses, parcels, business licenses, sewer accounts and water consumption; perform compliance calculations; specify discharge requirements for businesses and industries; review applications Wastewater Profiles and other documentation and determine permitting requirements; review new business licenses for pretreatment approval; review and approve pretreatment plans; coordinate actions with other city departments and outside agencies.
5. Prepare, issue and enforce wastewater contribution permits; write up enforcement actions, sample protocol lists, quarterly and annual reports; prepare routine correspondence to businesses and industrial users., industries and outside agencies; comply with city, state and federal reporting requirements for pretreatment program and stormwater programs.
6. Respond to inquiries from other departments, agencies, businesses and the general public regarding pollution control and pre-treatment pretreatment code requirements.
7. Maintain records and reports of permits, inspections and sampling activities; operate a computer to process and acquire data relative to permits, inspections, laboratory analysis data and disposition of violations.; write draft policies and operational policies and procedures.
9. Respond to complaints of spills or dumping chemicals or materials into the sanitary sewer system or storm drain system or public right-of-ways from citizens and other government agencies; investigate complaints; prepare reports on incidents; take required action.; perform enforcement actions.
8. Prepare and process billing information for fees related to the administration of the pretreatment program and stormwater programs.; Coordinate permittee and invoice changes with the Department of Finance and Business Services.; Maintain current database of permits and related information.
9. Represent the city in meetings with government agencies regarding regulatory issues pertaining to the pretreatment program or stormwater programs; coordinate special assignments with representatives from other agencies; participate in state and federal audits.
10. Inform business owners, community groups and the general public of pre-treatment pretreatment regulations and obligations.; explain industrial waste regulation to members of business community and educate general public on environmental responsibility.

10.

**Marginal Functions:**

1. Attend and participate in meetings with government agencies to discuss environmental issues and pre-treatment regulations; coordinate special assignments with representatives from other local entities.
1. Stay abreast of new regulations and technology in the field of water pollution control; review publications and related information.

**CITY OF LAS VEGAS**

**Industrial Waste Environmental Compliance Inspector I/II (continued)**

2. Coordinate and ~~set-up~~ emplace traffic control devices in the public right-of-way.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Industrial Waste Environmental Compliance Inspector I**

**Knowledge of:**

Basic city, state and federal codes, ordinances and regulations related to ~~pretreatment regulations~~ the pretreatment program and stormwater programs.

Basic operational characteristics, services and activities of an industrial waste inspection program.

Basic chemistry and proper handling of chemicals.

~~Policies and procedures of city.~~

Basic computer use to include word processing, databases, spreadsheets.

International Municipal Signal Association Standards as described in the Manual of Uniform Traffic Control Devices (MUTCD).

**Ability to:**

Learn to interpret and enforce city, state and federal codes, ordinances and regulations related to ~~pre-treatment programs~~ pretreatment program and stormwater programs.

Learn to compile and collect data.

Learn policies and procedures of city.

Learn to operate sampling and laboratory equipment.

~~Set-up~~ Learn to safely emplace traffic control devices in the public right-of-way in accordance with local, state and federal requirements. International Municipal Signal Association Standards as described in the Manual of Uniform Traffic Control Devices (MUTCD).

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:

- ~~-- Walking, standing or sitting for extended periods of time;~~
- ~~-- Walking and traversing rough terrain;~~
- ~~-- Exposure to the elements;~~
- ~~-- Working around deep water;~~
- ~~-- Climbing ladders;~~
- ~~-- Kneeling, bending and stooping;~~
- ~~-- Heavy lifting; and~~
- ~~-- Operating assigned equipment.~~

Maintain effective audio-visual and olfactory 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**

**Industrial Waste Environmental Compliance Inspector I/II (continued)**

**Experience and Training Requirements**

**Experience:**

One year of experience in the field of industrial wastewater pretreatment, municipal wastewater treatment or water treatment is desirable.

**Training:**

Equivalent to graduation from high school supplemented with two college level courses in chemistry, biology, engineering, general physics, algebra, geometry, trigonometry, statistics or an area related to assignment.

**License or Certificate**

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

**License or Certificate**

~~Ability to obtain Nevada Water Pollution Control Association certification as an Industrial Waste Inspector.~~ Possession of Obtain a State of Nevada Division of Wildlife Safe Boating certificate within six months of the date of appointment, and maintenance thereafter.

~~Possession of an -Industrial Waste Inspector in Training certificate from the Nevada Water Environment Association within six months of the date of appointment, and maintenance thereafter, is desirable.~~

Possession of a Work Zone Safety Certification from the International Municipal Signal Association, Inc., or equivalent, within six months of the date of appointment, and maintenance thereafter.

**Industrial Waste Environmental Compliance Inspector II**

In addition to the qualifications for ~~Industrial Waste~~ Environmental Compliance Inspector I:

**Knowledge of:**

City, state and federal codes, ordinances and regulations related to ~~pretreatment regulations~~ the pretreatment program and stormwater programs.

Operational characteristics, services and activities of an industrial waste inspection program.

Principles and techniques of inspection.

Confined space entry hazards.

Methods and techniques of conflict resolution.

Local geography and, street locations, sanitary sewer, storm sewer and detention basin locations within city jurisdiction.

Proficient computer use to include word processing, databases, spreadsheets, GIS and

**CITY OF LAS VEGAS**

**Industrial Waste Environmental Compliance Inspector I/II (continued)**

presentations.

**Ability to:**

Interpret and enforce city, state and federal codes, ordinances and regulations related to pre-treatment pretreatment and stormwater programs.

Explain industrial waste regulation to members of business community and educate general public on environmental responsibility.

Effectively represent the city in difficult public contact situations.

Compile and collect data.

Operate sampling and laboratory equipment.

Interpret basic laboratory analysis data and laboratory reports.

**Experience and Training Requirement**

**Experience:**

Two years of responsible experience as an Environmental Compliance Inspector in the field of wastewater or water treatment pretreatment.

**Training:**

Equivalent to graduation from high school. Associate degree from an accredited college or university with a major in chemistry, biology, engineering, general physics, algebra, geometry, trigonometry, statistics 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 Nevada Water Pollution Control Association certification as an Industrial Waste Inspector.~~ Possession of a Grade 2 Industrial Waste Inspector certificate from the Nevada Water Environment Association within six months of the date of appointment, and maintenance thereafter.

~~Possession of a State of Nevada Division of Wildlife Safe Boating certificate within 6 months of the date of appointment.~~

**WORKING CONDITIONS**

**Environmental Conditions:**

Travel from site to site; work in industrial or commercial environments; exposure to gases and fumes, potentially hazardous chemicals, waste and infectious materials, work in inclement weather conditions, work in the public right-of-way, work on a boat watercraft.

**Physical Conditions:**

**CITY OF LAS VEGAS**

**Industrial Waste Environmental Compliance Inspector I/II (continued)**

Essential and marginal functions may require maintaining physical condition necessary for significant walking on a daily basis; sitting and standing for prolonged periods; climbing, stooping, kneeling, heavy lifting of manhole covers; sampling machines and other routinely used equipment.

SMM

REV 6/6/07

FLSA: exempt; City: nonexempt

CSB 6/30/93 8/8/07

## OFFICE 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 supervise, assign and review the work of five or more staff responsible for providing clerical and technical support to an assigned division or function; to oversee and participate in all clerical and technical support activities; and to perform a variety of technical tasks relative to coordination and supervision of assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management.

Exercises direct supervision over 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 providing technical and clerical support to an assigned division or function.
2. Participate in the selection of staff; motivate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities and projects; 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.
- ~~2.3.~~ Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
- ~~3.4.~~ Establish schedules and methods for providing technical and clerical support services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- ~~4.5.~~ Respond to public inquiries and complaints in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- ~~5.6.~~ Train assigned employees in proper city procedures, methods and techniques and in the set up and use of equipment.

CITY OF LAS VEGAS  
Office Supervisor (Continued)

- ~~5. Receive, sort, assign and distribute various projects in support of an assigned division or function.~~
7. Review and develop reports concerning new or ongoing programs and program effectiveness; review records on attendance, facilities usage, service levels or related items.
8. Compile, Pproofread and edit a variety of documents and forms including general correspondence, publications, agendas, reports, orders and memoranda.
9. Prepare and Rreview statistical and financial reports; maintain a variety of statistical records; check and tabulate statistical data.
10. Enter data from various sources including accounting, statistical and related documents; input corrections and updates; verify data for accuracy and completeness; ~~assist in the compilation of reports.~~
11. Operate a variety of office equipment including a copier, facsimile machine, microfilm machine and computer; input and retrieve data and text; ~~organize and maintain disk storage and filing.~~
- ~~9. Participate in the selection of technical and clerical support staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.~~
- ~~13.12.~~ Participate in the preparation and administration of the division or function budget; submit budget recommendations; monitor expenditures.
- ~~14.13.~~ Prepare analytical and statistical reports on operations and activities.

When Assigned to Fire & Rescue

1. Provide administrative support to the Deputy Fire Chief assigned to the Administration Division.
2. Take and transcribe summary notes for a variety of staff meetings for distribution to all department staff.
3. Participate in compiling information, composing articles, editing and overseeing the printing and distribution of a variety of publications.
4. Work with the Deputy Fire Chief assigned to Administration to establish an electronic filing and tracking system for grievances, hearings and other employee issues; maintain the filing and tracking system, enter and retrieve data upon request, and maintain historical files.
5. Attend confidential labor management, grievance and arbitration meetings to take notes for management records as requested.
6. Draft documentation required to fill vacant positions; track eligible lists and the status of recruitments.

Note: This assignment is not considered to be a confidential employee, as defined by NRS 288.170.

**CITY OF LAS VEGAS**  
**Office Supervisor (Continued)**

**Marginal Functions:**

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in field of assignment.
2. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
3. Participate in routine recording keeping duties.
4. Develop standard operating procedures or desk procedures for assigned area.
5. May supervise light duty personnel assigned to the section.
6. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of an assigned division or function.  
Principles of supervision, training and performance evaluation.  
Modern and complex principles and practices of technical and clerical support coordination.  
Complex record keeping procedures and records management.  
Principles of business letter writing and basic report preparation.  
Methods and procedures of data entry.  
Modern office procedures, methods, ~~and~~ computer equipment, and common office software, including word processing, spreadsheets and email.  
Principles of record keeping.  
English usage, spelling, sentence structure, grammar and punctuation.  
Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

~~Supervise, organize and review the work of lower level staff.~~  
~~Select, supervise, train and evaluate staff.~~  
Delegate work assignments.  
Interpret and explain city policies and procedures.  
~~Prepare clear and concise reports.~~  
Operate office equipment including a computer ~~and a switchboard.~~  
Type at a speed necessary for successful job performance.  
Meet schedules and time lines.  
~~Maintain records and prepare computer generated reports.~~  
Plan, organize and prioritize assignments.  
Manage multiple assignments.  
Communicate with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.  
Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.  
Work independently with minimal supervision.

**CITY OF LAS VEGAS**  
**Office Supervisor (Continued)**

Use initiative and independent judgment within established guidelines.

Communicate clearly and concisely, both orally and in writing.

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

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

Maintain mental capacity which allows the capability of:

~~-- Making sound decisions;~~

~~-- Effective interaction and communication with others; and~~

~~-- Demonstrating intellectual capabilities.~~

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

~~-- Sitting for extended periods of time; and~~

~~-- Operating assigned equipment.~~

Maintain effective audio-visual discrimination and perception needed for:

~~-- Making observations;~~

~~-- Communicating with others;~~

~~-- Reading and writing; and~~

~~-- Operating assigned equipment.~~

**Experience and Training Requirements**

**Experience:**

Four years of technical and complex clerical experience including one year of supervisory or lead responsibility.

**Training:**

Equivalent to graduation from high school supplemented by college level course work or specialized training in office support functions, procedures and computers.

**License or Certificate**

~~May require possession of, or ability to obtain, an appropriate, valid Notary Public Certification, and maintenance thereafter.~~

**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.

ARB

~~Revised 08/95~~ REV 7/18/07

FLSA: exempt; City: nonexempt\_CS 9/13/95

## PUBLIC FIRE EDUCATION OFFICER

*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, develop and implement comprehensive public fire, life safety and community risk reduction education, strategies and programs; to coordinate activities with other local agencies; and to provide administrative and technical support to department management.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the ~~assigned Deputy Fire Marshal~~ Public Information Officer - Fire and higher level management staff.

Leads, plans, trains, assigns, coordinates, directs and monitors the work of personnel assigned to perform public education functions.

### 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, develop, ~~and implement~~ and teach comprehensive public fire, life safety and community risk reduction education, strategies and programs to eliminate or alleviate situations that endanger lives, health, property and the environment, following the current edition of the National Fire Protection Association (NFPA) 1035 standard.
2. Access and analyze relevant statistics regarding local fire loss and injuries to modify or develop and recommend public fire, life safety and community risk reduction education priorities that address identified risks.
3. Develop and implement a program evaluation strategy and instruments to measure program outcomes.
4. Develop, select, ~~and adapt~~ and teach educational programs, campaigns, initiatives, lesson plans and informational materials that are accurate, relevant to the learning objective and specific to the audience.
5. ~~Notify~~ Assist the Public Information Officer - Fire to notify the public of scheduled events using a variety of methods within an acceptable time frame; ~~prepare~~ draft press releases, public service announcements and related documents for dissemination to promote public awareness of fire safety practices.
6. Present lessons using multiple presentation methods, time allotments, settings and audiences; use a variety of multimedia equipment and automated applications such as PowerPoint in presentations; maintain safety during educational activities.

CITY OF LAS VEGAS  
Public Fire Education Officer (*continued*)

7. Operate a variety of vehicles, including a van pulling a 40 foot mobile classroom, to travel to various locations throughout the city.
- 7.8. Design, administer and score a variety of evaluation instruments.
- 8.9. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- 9.10. Lead, plan, assign, coordinate, schedule, direct and monitor the work of personnel assigned to perform public education functions; train and advise assigned employees on presentation techniques in order to assure quality performance.
- 10.11. Train assigned department staff in methods and techniques of effective public education.
- 11.12. Prepare budget documentation for public education activities; estimate project costs and project funding needs; plan and modify activities within approved budget; monitor expenditures; request staff, materials and supplies in advance of need; use available resources responsibly and effectively.
- 12.13. Seek and apply for federal and state grants to be used to fund or enhance department operations; operationally administer grants; maintain record keeping requirements as stated in grant; assist Financial Analyst assigned to oversee fiscal grants with tracking and reporting when needed.
- 13.14. Represent the department and the City by actively participating in public education activities conducted by professional associations and multi-jurisdictional collaborative partnerships.
- 14.15. Maintain detailed records of all activities, evaluations and statistical analyses.
- 15.16. Prepare and submit periodic and ad hoc reports of activities, as requested.
17. Attend and participate in professional group meetings and training seminars; stay abreast of trends and innovations in the fields of fire prevention, public safety education and community risk reduction.
18. Ensure all fire and life safety training equipment such as the Fire Safety House, puppet show, robots, computer simulators, fire extinguisher simulators, and others are in service, maintained, and returned when used by other department staff.
19. Back up the Public Information Officer - Fire when requested, normally in his absence, in the event of a large scale emergency, or when multiple incidents occur at the same time.

**Marginal Functions:**

- ~~1. Attend and participate in professional group meetings and training seminars; stay abreast of new trends and innovations in the fields of fire prevention, public safety education and community risk reduction.~~

CITY OF LAS VEGAS  
Public Fire Education Officer (*continued*)

2.1. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Learning theory.  
Learning characteristics of varied audiences.  
Types of educational materials.  
Methods for adapting lessons and instructional materials for the target audience.  
Techniques of public presentation to a variety of audiences.  
Specific audience needs.  
Media resources.  
Publicity methods.  
Presentation evaluation instruments, scoring techniques and grading scales.  
Techniques and practices of time management.  
Techniques and practices of report writing.  
Basic statistical analysis methods and resources.  
Methods of identifying heightened risks if unintentional injury within a given population.  
Causes and prevention of common unintentional injuries.  
Fire behavior.  
Human behavior during fires.  
Causes of fire-related injuries and strategies for reduction.  
Methods of fire escape planning.  
Fire hazard identification and correction.  
Basic fire protection systems and devices.  
Fire emergency reporting methods.  
Special needs in fires for those with disabilities.  
Techniques and methods of negotiation and resolving conflict.  
Basic principles of first aid techniques and how to communicate them to the public.  
Fire safety equipment and devices available to the general public.  
Principles, practices and procedures of modern fire prevention.  
Rules, regulations and operational procedures of modern fire prevention activities.  
Public relations techniques.  
Modern office procedures, methods and computer equipment.  
Common office software, including word processing and presentation applications.  
The local community of fire prevention and education organizations.  
Pertinent federal, state and local laws, codes, ordinances and regulations.

**Ability to:**

Effectively transfer content knowledge, both verbally and in writing.  
Use a variety of audiovisual equipment, including laptop computers.  
Prepare written budget proposals for specific programs or activities.  
Learn governmental accounting, budgeting and purchasing procedures and regulations.  
Collect, organize and format budgetary information.  
Collect and analyze statistical data, and establish priorities based on results.

CITY OF LAS VEGAS  
Public Fire Education Officer (*continued*)

Recognize opportunities for shared effort with other local organizations.

Establish and maintain productive and cooperative working relationships with the other government agencies, professional associations and community groups involved in public safety education, fire prevention and community risk reduction.

Work without direct supervision.

Be self-directed.

Apply educational theory to the specialized field of public fire education.

Use initiative and independent judgment within established guidelines.

Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.

Establish and maintain effective working relationships with those contacted in the course of work including a variety of city and other government officials, community groups and the general public of all ages.

Interpret, explain and enforce department policies and procedures.

Prepare and present public education presentations including the setup and operation of props and devices.

Communicate clearly and concisely, both orally and in writing, with all age groups.

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

Operate various equipment and vehicles used for fire and life safety education, such as:

- Van pulling a 40 foot mobile classroom, small trucks and automobiles;
- Various fire extinguisher simulators and support equipment; and
- Various computer and audio-visual equipment;

Maintain effective audio-visual discrimination and perception needed for:

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

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

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

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:**

Any combination of five years of experience in ~~communications, media relations,~~ fire and life safety education, adult training, public elementary or secondary education, firefighting or a field related to the area of assignment essential functions.

**Training:**

Equivalent to graduation from high school. A Bachelor's degree in education, communications, ~~journalism,~~ public relations or a related field related to the essential functions is preferred, ~~but not required.~~

**CITY OF LAS VEGAS**  
**Public Fire Education Officer (*continued*)**

**License and Certificate**

On the date of application, Possession of:-

aA valid driver's license on the date of application, and maintenance thereafter; and  
Successful completion of courses that meet the National Fire Protection Association (NFPA) 1035  
Public Fire and Life Safety Educator I standards.

Within one year of the date of appointment, Possession of:-

Nevada State Fire Marshal Public Fire and Life Safety Educator I and II certification; and issued  
by the Oklahoma State University Fire Service Training Certification Section, or the equivalent (as  
determined by the Fire and Rescue Department), within eighteen months of the date of  
appointment.

Incident Command System (ICS) certificates 100, 700, 702 and 800.

Within 2 years of the date of appointment, possession of:

Successful completion of courses that meet NFPA 1035 Public Fire and Life Safety Educator II  
standards; and

Nevada State Fire Marshal Public Fire and Life Safety Educator II certification.

Within 3 years of the date of appointment, possession of:

Successful completion of courses that meet NFPA 1035 Public Fire and Life Safety Educator III  
standards; and

Nevada State Fire Marshal Public Fire and Life Safety Educator III certification.

**WORKING CONDITIONS**

**Environmental Conditions:**

Work in office and field environments; travel from site to site; exposure to noise, dust, smoke, fumes, gases and potentially hazardous chemicals.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, crawling, climbing, stooping and lifting; operating motor vehicles, at times pulling a 40 foot mobile classroom, computers and mechanical devices.

ARB

REV 1/8/04/17/07

FLSA & City: nonexempt

CSB: 2/11/04

## REAL PROPERTY APPRAISER

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

### DEFINITION

To perform appraisals and cost estimates for city purposes; ensure fair market value of appraisals; estimate the rental value of buildings; and to participate in the acquisition of properties for public use and the sale of city owned properties.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Right-of-Way/ Real Property Supervisor.

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

#### Essential Functions:

1. Appraise properties for acquisition by the city; appraise city owned properties; compare like properties for land values and assessed values; prepare cost estimates.
2. Prepare and maintain records pertaining to appraisals and cost estimates; prepare and present reports pertaining to findings; make recommendations regarding location of roadways and rights-of-way.
3. Review appraisal reports submitted by other appraisers.
4. Search for property sales and related data for city projects.
5. Secure necessary releases, reconveyances, deeds and easements; assist in finalizing titles.
6. Prepare legal descriptions, deeds, agreements, plat maps and other documents necessary to process right-of-way acquisitions.

#### Marginal Functions:

1. Prepare and compile reports; assemble photographs and pages.
2. Obtain building construction costs from builders and published cost books.
3. Examine and review applications for zone changes, variances and use permits; make recommendations regarding location of roadways and rights-of-way requirements.
4. Perform related duties and responsibilities as required.

**CITY OF LAS VEGAS**  
**Real Property Appraiser (*continued*)**

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of appraisal.

Principles of real estate law.

Principles and practices of real property transactions and civil engineering as applied to the design and construction of improvements within public rights-of-way.

Assessor records.

Principles of financial mathematics.

Principles and techniques of title research, negotiating and claims settlements.

Land values, market values and assessed values of land, buildings and construction.

Modern office procedures, methods and computer equipment.

Principles of business letter writing and basic report preparation.

Principles and procedures of record keeping.

Principles and procedures of financial record keeping and reporting.

English usage, spelling, grammar and punctuation.

Pertinent federal, state and local codes, laws and regulations regarding real property title, leaseholds and condemnation proceedings.

**Ability to:**

Prepare, read and interpret plat maps and legal property descriptions.

Read construction plans.

Search property records and property liens.

Prepare and review narrative appraisals of properties and cost estimates in construction.

Negotiate and explain right-of-way acquisitions and transactions.

Type at a speed necessary for successful job performance.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

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

Communicate clearly and concisely, both orally and in writing.

Respond to requests and inquiries from the general public.

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

**CITY OF LAS VEGAS**  
**Real Property Appraiser (*continued*)**

**Experience and Training Requirements**

**Experience:**

Three years of increasingly responsible real property appraisal experience.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major in real estate, business administration, public administration or a related field.

**License or Certificate**

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

Possession of a Nevada Certified General Appraisal license ~~within six months of the date of appointment, and maintenance thereafter.~~ is desirable.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office and field environments; travel from site to site; exposure to computer screens, inclement weather conditions.

**Physical Conditions:**

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

SMM

REV ~~11/20/06~~ 7/24/07

FLSA & City: nonexempt

CSB ~~1/10/07~~ 8/8/07

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date August 8, 2007

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

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

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

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

1. Municipal Court Marshal - Open

The reasoning is as follows:

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

**RECOMMENDATION**

The City recommends approval of the abolishment of these lists.

## Martha Davis

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**From:** Judy Tuttle  
**Sent:** Friday, July 20, 2007 4:23 PM  
**To:** Keith Gronquist  
**Cc:** Jack Manning; Sandy Santamaria; Martha Davis; Glenna Kouns; Ronald Prewitt; Nancy Stiles; Sue Brown  
**Subject:** FW: Abolish Municipal Court Marshal List

Due to background results, there are no remaining candidates available on this list and it can be abolished.

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**From:** Keith Gronquist  
**Sent:** Friday, July 20, 2007 2:33 PM  
**To:** Judy Tuttle  
**Cc:** Jack Manning; Sandy Santamaria  
**Subject:** Abolish Municipal Court Marshal List

Judy, please abolish the existing Municipal Court Marshal list as it has been exhausted without producing candidates suitable to meet our needs.

Thanks,  
Keith

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

DATE: Aug 8, 2007

**PLEASE PRINT**

NAME

ORGANIZATION

Myrtle Harvey

HR

Helen L. Gonzales

HR

Ellen Thompson

HR/PSD

Glenna Kouns

HR/PSD

Gene Campbell

LVFR

**CITY OF LAS VEGAS**

**AGENDA DOCUMENTATION**

Date: August 8, 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. Environmental Compliance Inspector I/II
2. Office Supervisor
3. Public Fire Education Officer
4. Real Property Appraiser

Environmental Compliance Inspector I/II (formerly Industrial Waste Inspector I/II) was revised to reflect current duties and technology.

Office Supervisor was revised to update the essential functions, knowledge and abilities, and add a section for a position assigned to the Fire and Rescue Department.

Public Fire Education Officer was revised to update the essential functions and certifications.

Real Property Appraiser was revised to update the certification as desirable and not required.

**RECOMMENDATION**

The City recommends approval of these revised classification specifications.