

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES
Department of Human Resource
400 Stewart Avenue – 2nd Floor
Training Room #4
Las Vegas, Nevada

S.M.
SUSAN MARION

CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.civildiv.com>

AGENDA

DATE: November 14, 2007

TIME: 4:30 p.m.

4:30.
roll call: EM PR
JA EB
MW

Ann
Susan
Lori

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.

Morgan
no

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: Regular Meeting of October 10, 2007
- IV. APPROVAL OF MINUTES: Teleconference Meeting of October 24, 2007
- V. BUSINESS
- A. ELIGIBLE LISTS TO BE CERTIFIED
1. Audio-Visual Production Specialist – Promotional
 2. Audio-Visual Production Specialist – Open
 3. Building Services Technician – Promotional
 4. Building Services Technician – Open
 5. Communications Systems Coordinator – Promotional
 6. Communications Systems Coordinator – Open
 7. Corrections Officer – Open
 8. Equipment Operator I (Parks) – Promotional
 9. Equipment Operator I (Parks) – Open
 10. Instrument Technician – Promotional
 11. Instrument Technician – Open
 12. Irrigation Systems Repairer I – Promotional
 13. Irrigation Systems Repairer I – Open
- B. EXTENSION OF ELIGIBLE LISTS
1. Agenda Technician II – Promotional
 2. Agenda Technician II – Open
 3. Business Specialist II – Promotional
 4. Business Specialist II – Open
 5. Communications Specialist – Promotional
 6. Communications Specialist – Open
 7. Fire Engineer – Promotional
 8. Fire Prevention Inspector I – Promotional
 9. Fire Prevention Inspector I – Open
 10. Firefighter Trainee – Open
 11. Janitor – Open
 12. Leisure Services Coordinator – Open
 13. Vehicle Parts Specialist – Open

6/1

C. CLASSIFICATION SPECIFICATIONS

*M-EB
2-PR*

1. Code Enforcement Officer I/II - Revised
2. Communications Specialist - Revised
3. Designer - Revised
4. Senior Designer - Revised

VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED

VII. CITIZEN PARTICIPATION

*Mtg adj.
4:35*

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
October 10, 2007
REGULAR MEETING**

**Agenda Documentation
November 14, 2007**

TO: CIVIL SERVICE BOARD OF TRUSTEES

FROM: F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER: October 10, 2007 at 4:30 p.m. in the Human Resources Dept.

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

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

OTHERS PRESENT: Myrtle Harvey, 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 September 12, 2007: Trustee Priscilla Rocha made a motion to approve the minutes of the Regular Meeting held September 12, 2007. Trustee Evelyn Beals seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of the Teleconference Meeting of September 26, 2007: Ed Miramontes made a motion to approve the minutes of the Teleconference Meeting held September 26, 2007. Trustee Priscilla Rocha seconded the motion. Motion carried.

V. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

1. Construction Project Representative – Promotional
2. Construction Project Representative – Open
3. DUI Court Coordinator – Open
4. Graphic Arts/Mail Clerk – Promotional
5. Graphic Arts/Mail Clerk – Open
6. Rapid Response Team Supervisor – Promotional
7. Recreation Leader I – Open
8. Senior Deputy City Clerk – Promotional
9. Senior Deputy City Clerk – Open
10. Senior Office Specialist – Promotional
11. Senior Office Specialist – Open
12. Senior Systems Analyst (Web) – Promotional
13. Senior Systems Analyst (Web) – Open
14. Signing and Marking Technician I – Promotional

15. Signing and Marking Technician I – Open
16. Traffic Electrician I – Promotional
17. Traffic Electrician I - Open

A motion was made by Trustee Evelyn Beals to approve Items 1 through 17 of the Eligible Lists to Be Certified be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS

1. Animal Control Officer – Promotional
2. Animal Control Officer – Open
3. Computer Systems Technician II – Open
4. Construction Inspector I – Promotional
5. Construction Inspector I – Open
6. Parking Enforcement Officer – Promotional
7. Parking Enforcement Officer – Open
8. Planner I (Open & Continuous) – Open
9. Project Engineer (Engineering Planning) – Open
10. Senior Engineering Associate – Promotional
11. Senior Fire Investigator – Promotional
12. Senior License Officer (General Licensing) – Promotional
13. Senior Mechanic – Promotional
14. Senior Mechanic – Open
15. Senior Recreation Leader - Open
16. Terminal Agency Technician – Open

A motion was made by Trustee Priscilla Rocha that Items 1 through 16 of the Extension of Eligible Lists be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

C. CLASSIFICATION SPECIFICATIONS

1. Court Services Supervisor – Revised
2. Municipal Court Marshal – Revised
3. Skilled Trades Helper – Revised
4. Technical Writer – Revised
5. Events Specialist – Revised

Judy Tuttle requested Item 1 be pulled from Classification Specifications list at the request of the LVCEA. A motion was made by Ed Miramontes to approve Items 2 through 5 of the Classification Specifications. The motion was seconded by Trustee Evelyn Beals. Motion carried.

D. REQUEST TO BE PLACED ON REHIRE LIST

1. Kerry Esparza

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

E. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

1. Public Safety Technician - Promotional
2. Public Safety Technician - Open

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

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

Ed Miramontes asked for an update regarding his reappointment to Civil Service Board. HR informed the board that we are waiting for final decision of City Council.

VII. CITIZEN PARTICIPATION:

None

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



F. Claudette Enus, Secretary to the Board

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
For the
October 24, 2007
TELECONFERENCE MEETING

Agenda Documentation
November 14, 2007

TO: CIVIL SERVICE BOARD OF TRUSTEES

FROM: F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER October 24, 2007 at 11:31 a.m. via Teleconference

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

STAFF PRESENT

Judy Tuttle
Susan Marion
Lori Petsco
Graciela Manginelli

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

III. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1) Accounting Supervisor - Open
- 2) Deputy City Marshal - Promotional
- 3) Deputy City Marshal - Open
- 4) Municipal Court Marshal - Promotional
- 5) Municipal Court Marshal - Open
- 6) Neighborhood Planner - Open
- 7) Planner I (Open & Continuous) - Open
- 8) Senior Neighborhood Services Specialist - Open

A motion was made by Trustee Malcolm White that items 1 through 8 of the Eligible List to be Certified be approved. The motion was seconded by Trustee Evelyn Beals. Motion carried.

B. REQUEST TO BE PLACED ON REHIRE LIST

- 1) LaTasha R. Lewis

A motion was made by Trustee Ed Miramontes that item 1 of the Request To Be Placed On The Rehire List be approved. The motion was seconded by Trustee Evelyn Beals. Motion carried.

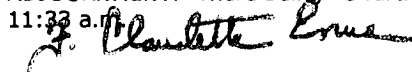
IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED

None

V. CITIZEN PARTICIPATION

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:33 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: November 14, 2007

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

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

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

TOTAL ELIGIBLE LISTS PRESENTED: 13

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Audio-Visual Production Specialist – Promotional	2	2	2
2. Audio-Visual Production Specialist – Open	41	16	8
3. Building Services Technician – Promotional	18	13	4
4. Building Services Technician – Open	56	30	13
5. Communications Systems Coordinator-Promotional	4	1	1
6. Communications Systems Coordinator – Open	7	4	3
7. Corrections Officer – Open	183	121	85
8. Equipment Operator I (Parks) – Promotional	8	8	8
9. Equipment Operator I (Parks) – Open	25	8	8
10. Instrument Technician – Promotional	4	1	0
11. Instrument Technician – Open	40	2	2
12. Irrigation Systems Repairer I – Promotional	4	1	1
13. Irrigation Systems Repairer I – Open	69	15	6

CITY OF LAS VEGAS

ELIGIBLE LIST

Audio-Visual Production Specialist
Examination

October 17, 2007
Date

077941608P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Audio-Visual Production Specialist
Examination

October 17, 2007
Date

0779416080
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	25	GROUP 1	5
REJECTED	16	GROUP 2	3
TOTAL RECEIVED	41	TOTAL ON LIST	8

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	8			
FAILED	8			
TOTAL TESTED	16			
DID NOT APPEAR	9			

CITY OF LAS VEGAS

ELIGIBLE LIST

Building Services Technician
Examination

October 25, 2007
Date

07283409P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	14	GROUP 1	1
REJECTED	4	GROUP 2	3
TOTAL RECEIVED	18	TOTAL ON LIST	4

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	4			
FAILED	9			
TOTAL TESTED	13			
DID NOT APPEAR	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Building Services Technician
Examination

October 25, 2007
Date

072834090
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	40	GROUP 1	3
REJECTED	16	GROUP 2	10
TOTAL RECEIVED	56	TOTAL ON LIST	13

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	13			
FAILED	17			
TOTAL TESTED	30			
DID NOT APPEAR	10			

CITY OF LAS VEGAS

ELIGIBLE LIST

Communications Systems Coordinator
Examination

October 19, 2007
Date

077967008P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Communications Systems Coordinator
Examination

October 19, 2007
Date

0779670080
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	4	GROUP 1	0
REJECTED	3	GROUP 2	3
TOTAL RECEIVED	7	TOTAL ON LIST	3

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		3		
FAILED		1		
TOTAL TESTED		4		
DID NOT APPEAR		0		

CITY OF LAS VEGAS

ELIGIBLE LIST

Corrections Officer
Examination

Written Test: August 20, 2007
Physical Ability Test: September 19, 2007
Date

075250070
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	173	GROUP 1	43
REJECTED	10	GROUP 2	42
TOTAL RECEIVED	183	TOTAL ON LIST	85

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>Physical Agility</u>
(Weight)	100%			Pass/Fail
PASSED	119			85
FAILED	2			17
TOTAL TESTED	121			102
DID NOT APPEAR	52			17

CITY OF LAS VEGAS

ELIGIBLE LIST

Equipment Operator I (Parks)
Examination

October 24-25, 2007
Date

07351008P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

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

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)			100%	
PASSED			8	
FAILED			0	
TOTAL TESTED			8	
DID NOT APPEAR			0	

CITY OF LAS VEGAS

ELIGIBLE LIST

Equipment Operator I (Parks)
Examination

October 24-25, 2007
Date

073510080
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	9	GROUP 1	6
REJECTED	16	GROUP 2	2
TOTAL RECEIVED	25	TOTAL ON LIST	8

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)			100%	
PASSED			8	
FAILED			0	
TOTAL TESTED			8	
DID NOT APPEAR			1	

CITY OF LAS VEGAS

ELIGIBLE LIST

Instrument Technician
Examination

October 19, 2007
Date

07255507P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Instrument Technician
Examination

October 19, 2007
Date

07255070
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	4	GROUP 1	0
REJECTED	36	GROUP 2	2
TOTAL RECEIVED	40	TOTAL ON LIST	2

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Irrigation Systems Repairer I
Examination

October 17, 2007
Date

07366109P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Irrigation Systems Repairer I
Examination

October 17, 2007
Date

073661090
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	19	GROUP 1	1
REJECTED	50	GROUP 2	5
TOTAL RECEIVED	69	TOTAL ON LIST	6

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	6			
FAILED	9			
TOTAL TESTED	15			
DID NOT APPEAR	4			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date November 14, 2007

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

SUBJECT: B. EXTENSION OF ELIGIBLE LISTS

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

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 13

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Agenda Technician II – Promotional	5	11/10/07	05/10/08	3
2. Agenda Technician II – Open	5	11/10/07	05/10/08	3
3. Business Specialist II – Promotional	7	11/10/07	05/10/08	3
4. Business Specialist II – Open	32	11/10/07	05/10/08	3
5. Communications Specialist – Promotional	2	11/23/07	05/23/08	1
6. Communications Specialist – Open	23	11/23/07	05/23/08	1
7. Fire Engineer – Promotional	11	11/09/07	05/09/08	1
8. Fire Prevention Inspector I – Promotional	13	11/23/07	05/23/08	1
9. Fire Prevention Inspector I – Open	45	11/23/07	05/23/08	1
10. Firefighter Trainee – Open	903	11/10/07	05/10/08	3
11. Janitor – Open	47	11/09/07	05/09/08	1
12. Leisure Services Coordinator – Open	30	11/09/07	05/09/08	1
13. Vehicle Parts Specialist – Open	13	11/10/07	05/10/08	3

**CODE ENFORCEMENT OFFICER I
CODE ENFORCEMENT OFFICER II**

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

DEFINITION

To perform field inspections of properties to ensure compliance with applicable zoning and nuisance codes and ordinances; to resolve complaints; and to perform various related technical duties.

DISTINGUISHING CHARACTERISTICS

Code Enforcement Officer I – This is the entry-level class in the Code Enforcement Officer series. This class is distinguished from the Code Enforcement Officer II by the performance of the more routine tasks and duties assigned to positions within the series including conducting routine field investigations and inspections. This class may contain positions wherein employees perform routine tasks in a permanent basis, and therefore remain at an entry level.

Code Enforcement Officer II – This is the full journey level class within the Code Enforcement Officer series. Employees within this class are distinguished from the Code Enforcement Officer I by the performance of the full range of duties as assigned, including conducting comprehensive investigations and inspections, issuing citations and advising property owners. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED

Code Enforcement Officer I

Receives immediate supervision from Code Enforcement Supervisor and higher management staff. Receives technical and functional supervision from the Senior Code Enforcement Officer.

Code Enforcement Officer II

Receives general supervision from Code Enforcement Supervisor and higher management staff. Receives technical and functional supervision from the Senior Code Enforcement Officer.

CITY OF LAS VEGAS
Code Enforcement Officer 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. Inspect single family and multi-family homes, rental units, apartment buildings, businesses and vacant lots to ensure compliance with current applicable zoning, International Code Council (ICC) Housing and Property Maintenance Codes, nuisance codes, ordinances and regulations; conduct follow-up inspections as necessary; issue notices of violation and assess fees as necessary.
2. Respond to alleged violations; interview complainant and witnesses; take photographs of violations and document activities; communicate in verbal and written form all applicable code information and notification and appeal processes to all parties, tenants, owners, contractors and other agency representatives.
3. Conduct research to determine the approved conditional uses of property; research ownership, compliance requirements, fees, legal process and other state, federal and local requirements necessary to enforce City codes.
4. Inspect property for abandoned or inoperative vehicles; issue citations or infractions to offenders, appear in court, give legal depositions, provide witness information, prepare administrative search warrants, prepare summons and complaint affidavits as required by City Attorney; issue notices for vehicle abatement if necessary; oversee abatement and removal of vehicles.
5. Serve as a resource to other city departments regarding zoning, nuisance, and housing and property maintenance code requirements.
6. Maintain detailed, accurate and complete records, case files and reports of inspections and surveillance activities.
7. Operate computer to process and acquire data relative to inspection sites and effective code enforcement, including land use, zoning, court data, licensing, corporation status, county assessor and other databases and agency websites.
8. Respond to and resolve citizen inquires and complaints.

Marginal Functions:

1. Assist in preparing case reports for court or administrative proceedings; testify in court and at administrative proceedings as necessary.
2. Perform related duties and responsibilities as required.
3. Participate in special community events, including educating citizen groups, attending neighborhood and town hall meetings and television programs.

CITY OF LAS VEGAS
Code Enforcement Officer I/II (*continued*)

QUALIFICATIONS

Code Enforcement Officer I

Knowledge of:

Basic applicable city, state and federal codes, ordinances and regulations related to building, zoning, nuisance requirements and International Code Council (ICC) Housing and Property Maintenance Codes.

Basic operational characteristics, services and activities of a code enforcement program.

General construction methods used in building and related structures.

Basic computer use.

Ability to:

Learn to interpret and enforce applicable city, state and federal codes, ordinances and regulations related to zoning, International Code Council (ICC) Housing and Property Maintenance Codes and nuisance violations.

Learn Hansen or other computer applications and to operate computer equipment relative to area of assignment.

Learn to enforce proper zoning, nuisance, health and safety requirements.

Work with diverse cultural and socioeconomic groups using tact, discretion, initiative and independent judgment within established guidelines.

Learn to establish and meet critical deadlines, compile and collect data, establish priorities, organize workload, and conduct necessary follow-up activities with minimal supervision.

Learn to operate modern office equipment, including computers.

Communicate clearly and concisely, both orally and in writing.

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

CITY OF LAS VEGAS
Code Enforcement Officer I/II (*continued*)

Experience and Training Requirements

Experience:

Two years of work experience which required the frequent interpretation, explanation or enforcement of varied codes and regulations including one year of experience with frequent heavy public contact in stressful or confrontational situations.

Training:

Equivalent to graduation from high school supplemented with college level coursework in building, planning, criminal justice or related field.

License or Certificate

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

Possession of Zoning Enforcement Officer certification, issued by the American Association of Code Enforcement (AACE), or Zoning Inspector certification, issued by the International Code Council (ICC), within 6 months of the date of appointment, and maintenance thereafter.

Code Enforcement Officer II

In addition to the qualifications for Code Enforcement I:

Knowledge of:

Principles and techniques of inspection.
Operational characteristics, services and activities of a code enforcement program.
Methods and techniques of conflict resolution.
Advanced construction methods used in building and related structures.

Ability to:

Interpret and enforce applicable city, state and federal codes, ordinances and regulations related to zoning, nuisance, housing code and property maintenance issues.
Enforce proper zoning, nuisance, health and safety requirements.
Establish and meet critical deadlines, compile and collect data, establish priorities, organize workload, and conduct necessary follow-up activities with minimal supervision.

CITY OF LAS VEGAS
Code Enforcement Officer I/II (continued)

Experience and Training Requirements

Experience:

One year experience inspecting residential or commercial properties for conformance to housing, zoning, building, property maintenance or related codes.

Training:

Equivalent to two years of college-level course work in construction technology, pre-engineering, business administration, criminal justice 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 Zoning Enforcement Officer certification, issued by the American Association of Code Enforcement (AACE), or Zoning Inspector certification, issued by the International Code Council (ICC), on the date of application, and maintenance thereafter.

Possession of a Housing and Property Maintenance certification, issued by the American Association of Code Enforcement (AACE), or Property Maintenance and Housing Inspector certification, issued by the International Code Council (ICC), on the date of application, and maintenance thereafter.

WORKING CONDITIONS

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

Environmental Conditions:

Location: Work is performed outdoors up to 80% of the time with exposure to all types of weather conditions.

Hazards: Working in or on public or private property, uneven terrain, exposure to moving objects and vehicles, sharp objects, pinch points, dust, noise, vibration, extreme heat and cold, slippery surfaces, toxic and caustic chemicals.

Equipment Used: City vehicle, radio, measuring equipment, telephone and computer.

Personal Protective Equipment (PPE): Safety shoes, hardhat, hearing protection, safety glasses.

CITY OF LAS VEGAS
Code Enforcement Officer I/II (continued)

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Constantly-frequently, in combination with walking on all types of terrain, up to 3-5 miles per shift. Can include walking throughout hazardous construction site.

Sitting: Occasionally, while riding in vehicle between inspection sites.

Lift/carry: Frequently, 1-10 lbs., paperwork, clipboards, plans, drawings.

Push/pull: Occasionally, exerting a force up to 10-25 lbs. while inspecting, moving equipment.

Climbing: Occasionally, up and down ladders, walking trusses, in and out of bucket lift.
Requires sense of balance.

Bending/twisting: Frequently, at waist, knees and neck while performing inspection functions and driving vehicle.

Kneeling/crouching/crawling: Infrequent kneeling or crouching, with crawling in attics and crawl spaces.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering, gripping while taking measurements, recording data, keyboarding, reviewing plans.

Sight: Constantly, taking accurate measurements, inspecting constructions sites. Requires color vision, visual acuity in near-, mid- and far-ranges.

Speech/hearing: Constantly, in communicating with public and contractors, maintaining safe work environment.

SMM

REV 10/30/07

FLSA & City: nonexempt

CSB 11/14/07

COMMUNICATIONS SPECIALIST

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 receive and transmit signals, telephone and radio fire and medical alarms; to receive and transmit general communications and emergency calls, and operate computer terminals and keyboards; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Communications Specialist series. This class is distinguished from the Sr. Communications Specialist by the performance of the full range of duties as assigned, whereas the Sr. Communications Specialist has lead responsibilities in addition to performing the more complex and difficult assignments. After the initial training period, employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from the Chief Communications Specialist, the Fire Communications Supervisor and higher management staff. Receives technical and functional supervision from the Sr. Communications Specialists.

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

Essential Functions:

1. Receive emergency medical and fire calls from 9-1-1 telephone lines, radios and direct telephone lines; obtain all necessary information from alarm sources; enter information into computer terminal and obtain dispatch information from data terminal and computer printouts, indicating the dispatch of proper equipment, fire company and district location; communicate pre-arrival instructions to calling party; communicate through the communication center's vocal system to the proper fire station and fire company; maintain radio link communications between Communications Center and field unit until unit returns to station.
2. Maintain communication service with all local area police, ambulance, hospitals and other emergency and public service organizations.

CITY OF LAS VEGAS
Communications Specialist (*continued*)

Essential Functions:

3. Record emergency calls and all moving apparatus; maintain proper logs and forms pertaining to communications center dispatches; update and enter data into communications center computer terminals and maintain information in the computer systems.
4. Maintain records of the location and movement of emergency medical and fire apparatus; keep extensive records and logs.
5. Perform clerical and office tasks such as typing, filing and long distance telephone calls; receive and transmit messages.
6. Operate the tape recorder and make copies of tapes as requested.
7. Perform a variety of cleaning and maintenance tasks in the communications center.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Radio and telephone communications.
The operation of radio and telephone equipment.
The geography of the cities of Las Vegas and North Las Vegas and the portion of Clark County that lies within the Las Vegas Valley.
The location of local streets and Las Vegas fire hydrants.
The types and use of firefighting equipment.
C.P.R. techniques sufficient to provide instruction over the telephone.
Emergency Medical Dispatch principles and techniques.
The operation of computer terminals and keyboards.
Principles and techniques of filing, typing and record keeping.
Pertinent federal, state and local laws, codes, regulations.

Ability to:

Obtain essential information from excited persons.
Use the computer keyboard to type information in the computer terminals.
Think clearly, remain calm, make sound decisions and act quickly in emergency situations.
Communicate pre-arrival instructions.
Work in a fast-paced 9-1-1 emergency call and dispatch office.
Maintain simple clerical records.
Speak with good diction and in a clear speaking voice.
Work well under pressure.
Communicate clearly and concisely, both orally and in writing.

CITY OF LAS VEGAS
Communications Specialist (*continued*)

Ability to:

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

Experience and Training Requirements

Experience:

One year experience as a dispatcher for a police or fire department, or three years experience as a full-time telephone/PBX operator.

Training:

Equivalent to graduation from high school.

License and Certification

Must type 35 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.

Must successfully complete the Emergency Medical Dispatcher Course within one year of the date of appointment, and maintenance thereafter.

Must obtain Cardiac Pulmonary Resuscitation Certification within one year of the date of appointment, and maintenance thereafter.

CITY OF LAS VEGAS
Communications Specialist (continued)

WORKING CONDITIONS

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

Environmental Conditions:

Location: Work is performed indoors in climate-controlled office setting.

Hazards: Exposure to continual work pressures, dealing with emergencies.

Equipment Used: Computerized dispatch system, computer terminal, telephone, radio, and other office equipment as required.

Safety Equipment: As needed.

Physical Conditions:

Standing/walking: Occasionally, short distances within assigned dispatch area, office environment.

Sitting: Frequently-constantly, at console throughout shift in adjustable chair; dispatch duties.

Lift/carry: Occasionally, 1-10 lbs., paperwork, manuals. Infrequently, up to 20 lbs., supplies, computer paper, distances up to 25 ft.

Push/pull: Occasionally, minimal requirement, doors, drawers, etc.

Climbing: Occasionally, steps in work area.

Bending/twisting: Frequently, at waist, knees, and neck performing dispatch duties while seated at console.

Kneeling/crouching/crawling: Not required.

Hands/arms: Constant use of both hands and arms in extended reaching, handling, grasping, and fingering while using communications equipment and keyboarding. Some overhead reaching required.

Sight: Constantly, working at computer terminal. Hand/eye coordination with near- and mid-range vision required.

Speech/hearing: Constantly, in communicating throughout work shift.

Other physical/mental demands: Intense attentiveness for prolonged periods of time.

Mental Conditions:

Constant mental alertness with attention to detail and high degree of accuracy required at all times.

Must possess excellent verbal skills in communicating with individuals experiencing emergency situations; must be able to ascertain factual information, remain calm; ability to deal with all types of people in a professional and efficient manner.

Must be able to read, write and speak English, and perform basic mathematical calculations.

Must be able to make decisions independently, exercise creative problem solving ability and continually deal with work pressures, including: emergencies, complaints, angry people, frequent interruptions and time constraints.

ARB

REV 10/5/07

FLSA & City: non-exempt

CSB 11/14/07

DESIGNER

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 technical support tasks for projects involving architectural, engineering, interior or landscape design; to provide conceptual designs, illustrations and renderings; to participate in developmental studies; to monitor progress of projects; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Designer series. Employees in this class perform a full range of duties including providing the planning, research, design and monitoring support for projects. 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. This class is distinguished from the Senior Designer in that the latter performs the more complex and technical duties.

SUPERVISION RECEIVED

Receives general supervision from Architectural Project Manager or higher level staff.

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

Essential Functions:

1. Produce technical project illustrations, layouts and designs; document transmittal of project design data, samples, designs, plans and presentations; prepare preliminary and final design reports; maintain records of activities.
2. Meet with clients and consultants to determine needs and compile project information; investigate existing facilities and produce as-built plans; assist with initial planning and project designs.
3. Research preliminary project information; compile information and prepare reports; perform program analyses, programming research and cost analyses in the preparation of comprehensive development studies and plans.

CITY OF LAS VEGAS

Designer (*continued*)

Essential Functions:

4. Attend project pre-design, design, bid opening and construction meetings; record minutes of meetings for project file; review pre-design, design and development contract documents; review final contract construction documents for revision; distribute copies of documents to staff and other city departments.
5. Review shop drawings and other submittals from contractors on construction projects; conduct on-site inspections during construction and resolve minor issues.
6. Develop space plan and master plan concepts for new and existing facilities; construct three-dimensional computer generated models of proposed and existing spaces.
7. Prepare routine project reports; provide information on projects to outside professional consultants; review and respond to consultant correspondence; assist with preparing special reports, including maintaining special Americans with Disabilities Act compliance information on all city facilities.
8. Participate in staff projects; plan, organize and produce reports and design staff projects; design displays and exhibits of various sizes for presentations at public meetings and special city events.
9. Attend seminars and training courses to stay abreast of current trends in architecture, landscape architecture or interior design, depending on assignment; read trade publications.

Marginal Functions:

1. Attend and participate in committee meetings for a variety of city sponsored events; may perform assignments related to public relations or the presentation of art-related displays.
2. Maintain inventory of graphic materials, supplies, and equipment as required for assigned projects or those of department staff.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Fundamentals of architectural, engineering, interior or landscape design concepts.
Interpretation of architectural, engineering, interior design or landscape plans and specifications.
Environmental and historical preservation techniques.
Fundamentals of drafting, rendering and illustration.
Methods and techniques of drafting.
Operational characteristics of computer and plotting equipment and tools.
Design schematics, site plans and architectural drawings.

CITY OF LAS VEGAS
Designer (continued)

Knowledge of:

General building materials, costs and methods. Applicable local, state and federal building codes.

Principles of design for architectural, interior or landscaping plans.

Basic research methods and technical report writing.

Instruments, materials and tools for drafting and drawing.

Algebra, geometry and trigonometry.

Computer graphic programs.

Procedures, processes and methods used in hand and computer design.

City and departmental policies and procedures.

Ability to:

Understand, interpret and apply applicable building codes.

Write clear and concise reports.

Follow oral and written instruction.

Sketch and draw designs and drafts using a variety of media.

Meet deadlines.

Manage multiple assignments.

Work independently with minimal supervision.

Communicate clearly and concisely, both orally and in writing.

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

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

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

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing;*
- *Distinguishing colors and shapes;*
- *Operating assigned equipment; and*
- *Using drafting tools and materials.*

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
Designer (continued)

Experience and Training Requirements

Experience:

Two years of responsible technical experience in architectural, interior or landscape design.

Training:

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

License, Certificate and Special Requirements

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

WORKING CONDITIONS

Environmental Conditions:

Work in an office and field environments; travel to construction sites; exposure to computer screens.

Physical Conditions:

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

SMM
REV 9/21/07
FLSA& City: nonexempt

CSB 11/14/07

SENIOR DESIGNER

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 design plans from the conceptual and preliminary design stage through final design for architectural, engineering, interior, or landscaping projects; to plan, research and design projects; to interact with developers and contractors; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class within the Designer series. Employees within this class are distinguished from the Designer by the level of responsibility and complexity of duties assigned including assignments requiring specialized training in architecture or interior design, and the level of independence expected. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Architectural Project Manager or higher level staff.

May exercise functional and technical supervision over lower level staff.

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

Essential Functions:

1. Analyze comprehensive information provided on a project proposal; prepare schematic diagrams based on analysis; draft conceptual design plans for projects; draft final design plans; prepare presentation plans, diagrams and graphics.
2. Prepare construction specifications, preliminary cost estimates and conceptual, preliminary and final design plans using computer aided drafting; oversee the work of lower level staff in all phases of assignments.
3. Perform field work and data collection to prepare as-built plans for construction projects; perform field work to determine contractor compliance; review shop drawings and submittals by contractors.
4. Produce technical project illustrations, layouts and designs; document transmittal of project design data, samples, designs, plans and presentations; prepare preliminary and final design reports; oversee the work of lower level staff in production activities; maintain records of activities.

CITY OF LAS VEGAS
Senior Designer (continued)

Essential Functions:

5. Meet with clients and consultants to determine needs and compile project information; direct lower level staff in investigating facilities and producing as-built plans; plan and organize project designs and oversee the work of staff performing design activities.
6. Research preliminary project information; compile information and prepare comprehensive technical reports for administrative review; perform program analyses, programming research and cost analyses in the preparation of comprehensive development studies and plans; advise lower level staff on staff projects.
7. Attend and participate in all phases of project design and construction meetings; review pre-design, design and development contract documents; review final contract construction documents for necessary revisions; discuss concerns and recommendations with city departments and consultants.
8. Create, edit and revise documents, plans and illustrations; prepare special designs and exhibits; produce project drawings, documents and illustrations; maintain design and drawing files.
9. Prepare technical project reports; coordinate information on project activities with city staff, developers, consultants and other involved professionals.
10. Plan, organize and produce comprehensive reports and complex designs; design displays and exhibits of various sizes for presentations at public meetings and special city events.
11. Assist in preparation, review and negotiation of professional services agreements.

Marginal Functions:

1. Attend and participate in committee meetings for a variety of community and city-sponsored events; may perform assignments related to public relations or the presentation of art-related displays.
2. Attend seminars and training courses to stay abreast of current trends in architecture, engineering, interior, and landscape design; read trade publications; maintain good relations with local professionals in related fields.
3. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Senior Designer (*continued*)

QUALIFICATIONS

Knowledge of:

Architectural, engineering, interior, and landscape design concepts.
Interpretation of complex architectural, engineering, interior design or landscape plans and specifications.
Advanced environmental and historical preservation techniques.
Advanced methods and techniques of drafting.
Operational characteristics of computer and plotting equipment and tools.
Complex design schematics, site plans and architectural drawings.
General building materials, costs and methods.
Applicable local, state and federal building codes.
Advanced principles of design for architectural, engineering, interior, and landscape plans.
Advanced research methods and technical report writing.
Advanced instruments, materials and tools for drafting and drawing.
Advanced algebra, geometry and trigonometry.
City and departmental policies and procedures.
Procedures, processes and methods used in manual and computer design.

Ability to:

Understand, interpret and apply applicable building codes.
Sketch and draw designs and drafts using a variety of media.
Write clear and concise reports.
Follow oral and written instruction.
Meet deadlines.
Manage multiple assignments.
Communicate clearly and concisely, both orally and in writing.
Work independently with minimal supervision.

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

Maintain mental capacity which allows the capability of:

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

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

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

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing;*
- *Distinguishing colors and shapes;*
- *Operating assigned equipment; and*
- *Using drafting tools and materials.*

CITY OF LAS VEGAS
Senior Designer (continued)

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in architectural, interior, or landscape design.

Training:

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

License, Certificate and Special Requirements

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

WORKING CONDITIONS

Environmental Conditions:

Work in office and field environments; travel to construction sites; exposure to computer screens.

Physical Conditions:

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

SMM
REV 09/24/07
FLSA: exempt; City: nonexempt
CSB 11/14/07

CODE ENFORCEMENT OFFICER I
CODE ENFORCEMENT OFFICER II

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

DEFINITION

To perform field inspections of properties to ensure compliance with applicable zoning and nuisance codes and ordinances; to resolve complaints; and to perform various related technical duties.

DISTINGUISHING CHARACTERISTICS

Code Enforcement Officer I – This is the entry-level class in the Code Enforcement Officer series. This class is distinguished from the Code Enforcement Officer II by the performance of the more routine tasks and duties assigned to positions within the series including conducting routine field investigations and inspections. This class may contain positions wherein employees perform routine tasks in a permanent basis, and therefore remain at an entry level.

Code Enforcement Officer II – This is the full journey level class within the Code Enforcement Officer series. Employees within this class are distinguished from the Code Enforcement Officer I by the performance of the full range of duties as assigned, including conducting comprehensive investigations and inspections, issuing citations and advising property owners. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED

Code Enforcement Officer I

Receives immediate supervision from Code Enforcement Supervisor and higher management staff. Receives technical and functional supervision from the Senior Code Enforcement Officer.

Code Enforcement Officer II

Receives general supervision from Code Enforcement Supervisor and higher management staff. Receives technical and functional supervision from the Senior Code Enforcement Officer.

CITY OF LAS VEGAS
Code Enforcement Officer 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. Inspect single family and multi-family homes, rental units, apartment buildings, businesses and vacant lots to ensure compliance with current applicable zoning, International Code Council (ICC) Housing and Property Maintenance Codes, nuisance codes, ordinances and regulations; conduct follow-up inspections as necessary; issue notices of violation and assess fees as necessary.
2. Respond to alleged violations; interview complainant and witnesses; take photographs of violations and document activities; communicate in verbal and written form all applicable code information and notification and appeal processes to all parties, tenants, owners, contractors and other agency representatives.
3. Conduct research to determine the approved conditional uses of property; research ownership, compliance requirements, fees, legal process and other state, federal and local requirements necessary to enforce City codes.
4. Inspect property for abandoned or inoperative vehicles; issue citations or infractions to offenders, appear in court, give legal depositions, provide witness information, prepare administrative search warrants, prepare summons and complaint affidavits as required by City Attorney; issue notices for vehicle abatement if necessary; oversee abatement and removal of vehicles.
5. Serve as a resource to other city departments regarding zoning, nuisance, and housing and property maintenance code requirements.
6. Maintain detailed, accurate and complete records, case files and reports of inspections and surveillance activities.
7. Operate computer to process and acquire data relative to inspection sites and effective code enforcement, including land use, zoning, court data, licensing, corporation status, county assessor and other databases and agency websites.
8. Respond to and resolve citizen inquires and complaints.

Marginal Functions:

1. Assist in preparing case reports for court or administrative proceedings; testify in court and at administrative proceedings as necessary.
2. Perform related duties and responsibilities as required.
3. Participate in special community events, including educating citizen groups, attending neighborhood and town hall meetings and television programs.

CITY OF LAS VEGAS
Code Enforcement Officer I/II (*continued*)

QUALIFICATIONS

Code Enforcement Officer I

Knowledge of:

Basic applicable city, state and federal codes, ordinances and regulations related to building, zoning, nuisance requirements and International Code Council (ICC) Housing and Property Maintenance Codes.

Basic operational characteristics, services and activities of a code enforcement program.

General construction methods used in building and related structures.

Basic computer use.

Ability to:

Learn to interpret and enforce applicable city, state and federal codes, ordinances and regulations related to zoning, International Code Council (ICC) Housing and Property Maintenance Codes and nuisance violations.

Learn Hansen or other computer applications and to operate computer equipment relative to area of assignment.

Learn to enforce proper zoning, nuisance, health and safety requirements.

Work with diverse cultural and socioeconomic groups using tact, discretion, initiative and independent judgment within established guidelines.

Learn to establish and meet critical deadlines, compile and collect data, establish priorities, organize workload, and conduct necessary follow-up activities with minimal supervision.

Learn to operate modern office equipment, including computers.

Communicate clearly and concisely, both orally and in writing.

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

CITY OF LAS VEGAS
Code Enforcement Officer I/II (continued)

Experience and Training Requirements

Experience:

Two years of work experience which required the frequent interpretation, explanation or enforcement of varied codes and regulations including one year of experience with frequent heavy public contact in stressful or confrontational situations.

Training:

Equivalent to graduation from high school supplemented with college level coursework in building, planning, criminal justice or related field.

License or Certificate

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

Possession of Zoning Enforcement Officer certification, issued by the American Association of Code Enforcement (AACE), or Zoning Inspector certification, issued by the International Code Council (ICC), within ~~one year~~ 6 months of the date of appointment, and maintenance thereafter.

Code Enforcement Officer II

In addition to the qualifications for Code Enforcement I:

Knowledge of:

Principles and techniques of inspection.

Operational characteristics, services and activities of a code enforcement program.

Methods and techniques of conflict resolution.

Advanced construction methods used in building and related structures.

Ability to:

Interpret and enforce applicable city, state and federal codes, ordinances and regulations related to zoning, nuisance, housing code and property maintenance issues.

Enforce proper zoning, nuisance, health and safety requirements.

Establish and meet critical deadlines, compile and collect data, establish priorities, organize workload, and conduct necessary follow-up activities with minimal supervision.

CITY OF LAS VEGAS
Code Enforcement Officer I/II (*continued*)

Experience and Training Requirements

Experience:

One year experience inspecting residential or commercial properties for conformance to housing, zoning, building, property maintenance or related codes.

Training:

Equivalent to two years of college-level course work in construction technology, pre-engineering, business administration, criminal justice 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 Zoning Enforcement Officer certification, issued by the American Association of Code Enforcement (AACE), or Zoning Inspector certification, issued by the International Code Council (ICC), on the date of application, and maintenance thereafter.

Possession of a Housing and Property Maintenance certification, issued by the American Association of Code Enforcement (AACE), or Property Maintenance and Housing Inspector certification, issued by the International Code Council (ICC), on the date of application, and maintenance thereafter.

WORKING CONDITIONS

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

Environmental Conditions:

Location: Work is performed outdoors up to 80% of the time with exposure to all types of weather conditions.

Hazards: Working in or on public or private property, uneven terrain, exposure to moving objects and vehicles, sharp objects, pinch points, dust, noise, vibration, extreme heat and cold, slippery surfaces, toxic and caustic chemicals.

Equipment Used: City vehicle, radio, measuring equipment, telephone and computer.

Personal Protective Equipment (PPE): Safety shoes, hardhat, hearing protection, safety glasses.

CITY OF LAS VEGAS
Code Enforcement Officer I/II (*continued*)

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Constantly-frequently, in combination with walking on all types of terrain, up to 3-5 miles per shift. Can include walking throughout hazardous construction site.

Sitting: Occasionally, while riding in vehicle between inspection sites.

Lift/carry: Frequently, 1-10 lbs., paperwork, clipboards, plans, drawings.

Push/pull: Occasionally, exerting a force up to 10-25 lbs. while inspecting, moving equipment.

Climbing: Occasionally, up and down ladders, walking trusses, in and out of bucket lift.
Requires sense of balance.

Bending/twisting: Frequently, at waist, knees and neck while performing inspection functions and driving vehicle.

Kneeling/crouching/crawling: Infrequent kneeling or crouching, with crawling in attics and crawl spaces.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering, gripping while taking measurements, recording data, keyboarding, reviewing plans.

Sight: Constantly, taking accurate measurements, inspecting constructions sites. Requires color vision, visual acuity in near-, mid- and far-ranges.

Speech/hearing: Constantly, in communicating with public and contractors, maintaining safe work environment.

| ARBSMM

| REV 5/24/0610/30/07

| FLSA & City: nonexempt

| CSB 6/28/0611/14/07

COMMUNICATIONS SPECIALIST

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 receive and transmit signals, telephone and radio fire and medical alarms; to receive and transmit general communications and emergency calls, and operate computer terminals and keyboards; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Communications Specialist series. This class is distinguished from the Sr. Communications Specialist by the performance of the full range of duties as assigned, whereas the Sr. Communications Specialist has lead responsibilities in addition to performing the more complex and difficult assignments. After the initial training period, employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED-

Receives general supervision from the Chief Communications Specialist, the Fire Communications Supervisor and higher management staff.

Receives technical and functional supervision from the Sr. Communications Specialists.

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

Essential Functions:

1. Receive emergency medical and fire calls from 9-1-1 telephone lines, radios and direct telephone lines; obtain all necessary information from alarm sources; key-enter information into computer terminal and obtain dispatch information from data terminal and computer printouts, indicating the dispatch of proper equipment, fire company and district location; communicate pre-arrival instructions to calling party; communicate through the communication center's vocal system to the proper fire station and fire company; maintain radio link communications between Communications Center and field unit until unit returns to station.
2. Maintain communication service with all local area police, ambulance, hospitals and other emergency and public service organizations.

CITY OF LAS VEGAS
Communications Specialist (continued)

Essential Functions:

3. Record emergency calls and all moving apparatus; maintain proper logs and forms pertaining to communications center dispatches; update and enter data into communications center computer terminals and maintain information in the computer systems;
4. Maintain records of the location and movement of emergency medical and fire apparatus; keep extensive records and logs.
5. Perform clerical and office tasks such as typing, filing and long distance telephone calls; receive and transmit messages.
6. Operate the tape recorder and make copies of tapes as requested.
7. Perform a variety of cleaning and maintenance tasks in the communications center.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Radio and telephone communications.
The operation of radio and telephone equipment.
The geography of the Cities of Las Vegas, and North Las Vegas and the portion of Clark County that lies within the Las Vegas Valley.
The location of local streets and Las Vegas fire hydrants.
The types and use of firefighting equipment.
C.P.R. techniques sufficient to allow provide instruction over the telephone.
Emergency Medical Dispatch principles and techniques.
The operation of computer terminals and keyboards.
Principles and Techniques of filing, typing and record keeping.
Pertinent federal, state and local laws, codes, regulations.

Ability to:

Obtain essential information from excited persons.
Use the computer keyboard to type information in the computer terminals.
Think clearly, remain calm, make sound decisions and act quickly in emergency situations.
Communicate pre-arrival instructions.
Work in a fast-paced 9-1-1 emergency call and dispatch office.
Maintain simple clerical records.
Speak with good diction and in a clear speaking voice.
Work well under pressure.
Communicate clearly and concisely, both orally and in writing.

CITY OF LAS VEGAS
Communications Specialist (*continued*)

Ability to:

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

Experience and Training Requirements

Experience:

~~Three~~ One years experience as a radio dispatcher for a police or fire department, or three years experience as a full-time telephone/PBX operator.

Training:

Equivalent to graduation from high school.

License and Certification

Must type 35 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.

Must successfully complete the Emergency Medical Dispatcher Course within one year of the date of appointment, and maintenance thereafter.

Must obtain Cardiac Pulmonary Resuscitation Certification within one year of the date of appointment, and maintenance thereafter.

CITY OF LAS VEGAS
Communications Specialist (continued)

WORKING CONDITIONS

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

Environmental Conditions:

Location: Work is performed indoors in climate-controlled office setting.

Hazards: Exposure to continual work pressures, dealing with emergencies.

Equipment Used: Computerized dispatch system, computer terminal, telephone, radio, and other office equipment as required.

Safety Equipment: As needed.

Physical Conditions:

Standing/walking: Occasionally, short distances within assigned dispatch area, office environment.

Sitting: Frequently-constantly, at console throughout shift in adjustable chair; dispatch duties.

Lift/carry: Occasionally, 1-10 lbs., paperwork, manuals. Infrequently, up to 20 lbs., supplies, computer paper, distances up to 25 ft.

Push/pull: Occasionally, minimal requirement, doors, drawers, etc.

Climbing: Occasionally, steps in work area.

Bending/twisting: Frequently, at waist, knees, and neck performing dispatch duties while seated at console.

Kneeling/crouching/crawling: Not required.

Hands/arms: Constant use of both hands and arms in extended reaching, handling, grasping, and fingering while using communications equipment and keyboarding. Some overhead reaching required.

Sight: Constantly, working at computer terminal. Hand/eye coordination with near- and mid-range vision required.

Speech/hearing: Constantly, in communicating throughout work shift.

Other physical/mental demands: Intense attentiveness for prolonged periods of time.

Mental Conditions:

Constant mental alertness with attention to detail and high degree of accuracy required at all times.

Must possess excellent verbal skills in communicating with individuals experiencing emergency situations; must be able to ascertain factual information, remain calm; ability to deal with all types of people in a professional and efficient manner.

Must be able to read, write and speak English, and perform basic mathematical calculations.

Must be able to make decisions independently, exercise creative problem solving ability and continually deal with work pressures, including: emergencies, complaints, angry people, frequent interruptions and time constraints.

ARB

| REV 1/4/05 10/5/07

FLSA & City: non-exempt

| CSB 2/9/05

DESIGNER

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 technical support tasks for projects involving architectural, engineering, interior or landscape design; to provide conceptual designs, illustrations and renderings; to participate in developmental studies; to monitor progress of projects; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Designer series. Employees in this class perform a full range of duties including providing the planning, research, design and monitoring support for projects. 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. This class is distinguished from the Senior Designer in that the latter performs the ~~most~~ more complex and technical duties.

SUPERVISION RECEIVED

Receives general supervision from Architectural Project Manager or higher level staff.

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

Essential Functions:

1. Produce technical project illustrations, layouts and designs; document transmittal of project design data, samples, designs, plans and presentations; prepare preliminary and final design reports; maintain records of activities.
2. Meet with clients and consultants to determine needs and compile project information; investigate existing facilities and produce as-built plans; assist with initial planning and project designs.
3. Research preliminary project information; compile information and prepare reports; perform program analyses, programming research and cost analyses in the preparation of comprehensive development studies and plans.

CITY OF LAS VEGAS

Designer (*continued*)

Essential Functions:

4. Attend project pre-design, design, bid opening and construction meetings; record minutes of meetings for project file; review pre-design, design and development contract documents; review final contract construction documents for revision; distribute copies of documents to staff and other city departments.
5. Review and approve shop drawings and other submittals from contractors on construction projects; conduct on-site inspections during construction and resolve minor issues.
6. Develop space plan and master plan concepts for new and existing facilities; construct three-dimensional computer generated models of proposed and existing spaces.
7. Prepare routine project reports; provide information on projects to outside professional consultants; review and respond to consultant correspondence; assist with preparing special reports, including maintaining special Americans with Disabilities Act compliance information on all city facilities.
8. Participate in staff projects; plan, organize and produce reports and design staff projects; design displays and exhibits of various sizes for presentations at public meetings and special city events.
9. Attend seminars and training courses to stay abreast of current trends in architecture, landscape architecture or interior design, depending on assignment; read trade publications.

Marginal Functions:

1. Attend and participate in committee meetings for a variety of city sponsored events; may perform assignments related to public relations or the presentation of art-related displays.
2. Maintain inventory of graphic materials, supplies, and equipment as required for assigned projects or those of department staff.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Fundamentals of architectural, engineering, interior or landscape design concepts.
Interpretation of architectural, engineering, interior design or landscape plans and specifications.
Environmental and historical preservation techniques.
Fundamentals of drafting, rendering and illustration.
Methods and techniques of drafting.
Operational characteristics of computer and plotting equipment and tools.
Design schematics, site plans and architectural drawings.

CITY OF LAS VEGAS
Designer (continued)

Knowledge of:

General building materials, costs and methods.
Applicable local, state and federal building codes.
Principles of design for architectural, ~~engineering,~~ interior or landscaping plans.
Basic research methods and technical report writing.
Instruments, materials and tools for drafting and drawing.
Algebra, geometry and trigonometry.
~~Basic computer programs.~~
Computer graphic programs.
Procedures, processes and methods used in hand and computer design.
City and departmental policies and procedures.

Ability to:

~~Prepare conceptual designs and technical reports.~~
~~Draft and prepare contract documents.~~
~~Prepare graphic designs and presentations.~~
Understand, interpret and apply rules of applicable building codes.
~~Perform complex research work.~~
Write clear and concise reports.
Follow ~~verbal~~oral and written instruction.
Sketch and draw designs and drafts using a variety of media.
Meet deadlines.
Manage multiple assignments.
Work independently with minimal supervision.
~~Perform designs using computer graphic programs.~~
~~Perform drafting using computer aided drafting programs.~~
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.
~~Maintain mental capacity which allows for effective interaction and communication with others.~~
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Walking, standing or sitting for extended periods of time; and*
-- *Operating assigned equipment and vehicles.*
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations;*
-- *Communicating with others;*
-- *Reading and writing;*
-- *Distinguishing colors and shapes;*
-- *Operating assigned equipment; and*
-- *Using drafting tools and materials.*
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
Designer (continued)

Experience and Training Requirements

Experience:

Two years of responsible technical ~~design~~ experience in the fields of architectural, engineering, interior or landscape design, or landscaping, depending on assignment.

Training:

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

License, Certificate and Special Requirements

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

~~Attend OSHA required training related to asbestos management.~~

WORKING CONDITIONS

Environmental Conditions:

Work in an office and field environments; travel to construction sites; exposure to computer screens.

Physical Conditions:

~~Moderate lifting; e~~Essential and marginal functions may require maintaining physical condition necessary for moderate lifting, sitting and standing for prolonged periods of time; and the ability to distinguish color, shapes and small print.

ARBSMM

REV 4/6/98/21/07

FLSA& City: nonexempt

CSB 5/13/98

SENIOR DESIGNER

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 design plans from the conceptual and preliminary design stage through final design for architectural, ~~engineering, interior, or landscaping or interior~~ projects; to plan, research and design projects; to interact with developers and contractors; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class within the Designer series. Employees within this class are distinguished from the Designer by the level of responsibility and complexity of duties assigned including assignments requiring specialized training in architecture or interior design, and the level of independence expected. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Architectural Project Manager or higher level staff.

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

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

Essential Functions:

1. Analyze comprehensive information provided on a project proposal; prepare schematic diagrams based on analysis; draft conceptual design plans for projects; draft final design plans; prepare presentation plans, diagrams and graphics.
2. Prepare construction specifications, preliminary cost estimates and conceptual, preliminary and final design plans using computer aided drafting; ~~supervise~~ oversee the work of lower level staff in all phases of assignments.
3. Perform field work and data collection to prepare as-built plans for construction projects; perform ~~architectural~~ field work to determine contractor compliance; review ~~and approve~~ shop drawings and submittals by contractors.
4. Produce technical project illustrations, layouts and designs; document transmittal of project design data, samples, designs, plans and presentations; prepare preliminary and final design reports; ~~supervise~~ oversee the work of lower level staff in production activities; maintain records of activities.

CITY OF LAS VEGAS
Senior Designer (~~C~~continued)

Essential Functions:

5. Meet with clients and consultants to determine needs and compile project information; direct lower level staff in investigating facilities and producing as-built plans; plan and organize project designs and ~~supervise~~ oversee the work of staff in performing design activities.
6. Research preliminary project information; compile information and prepare comprehensive technical reports for administrative review; perform program analyses, programming research and cost analyses in the preparation of comprehensive development studies and plans; advise lower level staff on staff projects.
7. Attend and participate in all phases of project design and construction meetings; review pre-design, design and development contract documents; review final contract construction documents for necessary revisions; discuss concerns and recommendations with city departments and consultants.
8. Create, edit and revise documents, plans and illustrations; prepare special designs and exhibits; produce project drawings, documents and illustrations; maintain design and drawing files.
9. Prepare technical project reports; coordinate information on project activities with city staff, developers, consultants and other involved professionals.
10. Plan, organize and produce comprehensive reports and complex designs; design displays and exhibits of various sizes for presentations at public meetings and special city events.
11. Assist in preparation, review and negotiation of professional services agreements.
12. ~~Provide appropriate level of customer service, both internal and external.~~

Marginal Functions:

1. Attend and participate in committee meetings for a variety of community and city-sponsored events; may perform assignments related to public relations or the presentation of art-related displays.
2. Attend seminars and training courses to stay abreast of current trends in architecture, engineering, and interior, and landscape design; read trade publications; maintain good relations with local professionals in related fields.
3. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Senior Designer (~~C~~ontinued)

QUALIFICATIONS

Knowledge of:

~~Architectural, engineering, interior, and landscape and interior design concepts.~~
~~Interpretation of complex architectural, engineering, interior architectural and interior design or landscape plans and specifications.~~
~~Advanced Eenvironmental and historical preservation techniques.~~
~~Fundamentals of drafting.~~
~~Fundamentals of architectural, engineering, interior, and landscape or interior design.~~
~~Advanced Mmethods and techniques of drafting.~~
Operational characteristics of computer and plotting equipment and tools.
~~Complex Ddesign schematics, site plans and architectural drawings.~~
General building materials, costs and methods.
~~Applicable Llocal, state and federal building codes.~~
~~Advanced Pprinciples of design for architectural, engineering, interior, and landscape and interior plans.~~
Advanced research methods and technical report writing.
~~Advanced Iinstruments, materials and tools for drafting and drawing.~~
~~Advanced Aalgebra, geometry and trigonometry.~~
City and departmental policies and procedures.
Procedures, processes and methods used in manual and computer design.

Ability to:

~~Prepare conceptual designs and technical reports.~~
~~Prepare formal contract documents.~~
~~Prepare graphic designs and presentations.~~
Understand, interpret and apply rules of applicable building codes.
~~Perform complex research work.~~ Sketch and draw designs and drafts using a variety of media.
~~Provide appropriate level of internal and external customer service.~~
Write clear and concise reports.
Follow ~~verbal~~ oral and written instruction.
Meet deadlines.
Manage multiple assignments.
~~Perform design work using computer graphic programs.~~
~~Perform drafting using computer-aided drafting programs.~~
Communicate clearly and concisely, both orally and in writing.
~~Work independently in the absence of~~ with minimal supervision.
~~Advise others on processes and procedures.~~
Establish and maintain cooperative working relationships with those contacted in the course of work.
Maintain mental capacity which allows for ~~effective interaction and communication with others~~ the capability of:
-- Making sound decisions;
-- Effective interaction and communication with others; and
-- Demonstrating intellectual capabilities.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- Walking, standing or sitting for extended periods of time; and
-- Operating assigned equipment and vehicles.

CITY OF LAS VEGAS
Senior Designer (~~Continued~~)

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing;*
- *Distinguishing colors and shapes;*
- *Operating assigned equipment; and*
- *Using drafting tools and materials.*

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in architectural, ~~engineering, interior,~~
~~or landscape or interior design.~~

Training:

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

License, Certificate and Special Requirements

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

~~Attend annual OSHA required training related to asbestos management.~~

WORKING CONDITIONS

Environmental Conditions:

Work in office and field environments; travel to construction sites; exposure to computer screens.

Physical Conditions:

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

ARBSMM

REV 4/6/9809/24/07

FLSA: exempt; City: nonexempt

CITY OF LAS VEGAS

| Senior Designer (*Continued*)

| CSB 5/13/9811/14/07

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

DATE: November 14, 2007

PLEASE PRINT

NAME

ORGANIZATION

Eileen Thompson

CLV - Human Resources (PSD)

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: November 14, 2007

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

SUBJECT: C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED

1. Code Enforcement Officer I/II
2. Communications Specialist
3. Designer
4. Senior Designer

Code Enforcement Officer I/II was revised to update the time frame in which to achieve the certification requirement.

Communications Specialist was revised to reduce the experience required.

Designer was revised to reflect current duties.

Senior Designer was revised to reflect current duties.

NEW

RECOMMENDATION

The City recommends approval of these revised classification specifications.