

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
MARCH 12, 2008
REGULAR MEETING**

**Agenda Documentation
April 9, 2008**

TO: CIVIL SERVICE BOARD OF TRUSTEES

FROM: F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER: March 12, 2007 at 4:30 p.m. in the Human Resources Department

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

STAFF PRESENT: Ann Rubertino-Beck
Myrtle Harvey
Ellen Thompson
Michele McNulty
Graciela Manginelli

OTHERS PRESENT: NONE

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 February 13, 2008: Trustee Priscilla Rocha made a motion to approve the minutes of the Regular Meeting held February 13, 2008. Trustee Evelyn Beals seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of the Teleconference Meeting of February 27, 2008: Trustee Evelyn Beals made a motion to approve the minutes of the Teleconference Meeting held February 27, 2008. Trustee Priscilla Rocha seconded the motion. Motion carried.

V. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

1. Accounting Technician II – Open
2. Concrete Mason II – Open
3. Maintenance Worker I – Promotional
4. Maintenance Worker I – Open
5. Planning Supervisor – Promotional
6. Project Engineer (Design) – Promotional
7. Project Engineer (Design) – Open

Trustee Ed Miramontes had a question regarding written testing or practical testing for the Concrete Mason II position. He asked if the questions on the exam questions included dimensions. Ellen Thompson, City of Las Vegas Personnel Analyst, responded that the tests were written and included questions on dimensions. A motion was made by Trustee Priscilla Rocha that Items 1 through 7 of the Eligible Lists To Be Certified be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS

1. Court Counseling Technician – Open
2. Court Counselor – Open
3. Customer Service Representative – Open
4. Fire Battalion Chief – Promotional
5. Office Specialist II – Promotional
6. Office Specialist II – Open
7. Planner II (Comp/Current) – Promotional
8. Records Technician – Promotional
9. Records Technician – Open
10. Senior Communications Specialist – Promotional
11. Senior Maintenance Mechanic – Promotional
12. Senior Maintenance Mechanic – Open
13. Senior Theater Technician – Open
14. Structural Plans Examiner – Open
15. Survey Technician – Open

A motion was made by Trustee Ed Miramontes that Items 1 through 15 of the Extension of Eligible Lists be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

C. CLASSIFICATION SPECIFICATIONS

1. Construction Management Coordinator – Revised
2. Construction Project Representative – Revised
3. Fire Engineer – Revised

Trustee Ed Miramontes had a question regarding wording for Construction Project Representative - Revised, regarding the required certification section. Ann Rubertino – Beck and Morgan Davis clarified the intent. Trustee Miramontes feels this could leave the city open to an accusation of favoritism. He suggested further discussion with the department, but was not opposed to approving it as written. A motion was made by Trustee Priscilla Rocha to approve Items 1 through 3 of the Classification Specifications. The motion was seconded by Trustee Evelyn Beals. 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 4:38 p.m.



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

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Department of Human Resources

400 Stewart Avenue - 2nd Floor

Training Room #4

Las Vegas, Nevada

CITY OF LAS VEGAS INTERNET ADDRESS:

<http://www.lasvegasnevada.gov>

AGENDA

DATE: MARCH 12, 2008

TIME: 4:30 p.m.

*Michelle
Mc Nulty*

*✓ Myrtle
Harvey*

*✓ Ellen
Thompson*

*city
✓ MD:*

JT

ARB

SB

GM

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

time: 4:30 pm

II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW

III. APPROVAL OF MINUTES: Regular Meeting of February 13, 2008

IV. APPROVAL OF MINUTES: Teleconference Meeting of February 27, 2008

V. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

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7. Project Engineer (Design) - Open

MOTION: PR

2nd: EB

Motion carried

~~PR~~

B. EXTENSION OF ELIGIBLE LISTS

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12. Senior Maintenance Mechanic - Open
13. Senior Theater Technician - Open
14. Structural Plans Examiner - Open
15. Survey Technician - Open

MOTION: EM

2nd: RB

Motion carried

*JA
EM
MW
PR
EB*

1:44

4:48 C. CLASSIFICATION SPECIFICATIONS

1. Construction Management Coordinator - Revised
2. Construction Project Representative - Revised
3. Fire Engineer - Revised

Motion: PR
2nd: EB
Motion Carried

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

VII. CITIZEN PARTICIPATION

none

complaint:
no items

4:38

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

TIME!

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
MARCH 12, 2008
REGULAR MEETING**

**Agenda Documentation
April 9, 2008**

TO: CIVIL SERVICE BOARD OF TRUSTEES

FROM: F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

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Priscilla Rocha – Present
Evelyn Beals – Present

STAFF PRESENT: Ann Rubertino-Beck
Myrtle Harvey
Ellen Thompson
Michele McNulty
Graciela Manginelli

OTHERS PRESENT: NONE

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CIVIL SERVICE BOARD AGENDA

April 9, 2008

PAGE 2

B. EXTENSION OF ELIGIBLE LISTS

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15. Survey Technician – Open

A motion was made by Trustee Ed Miramontes that Items 1 through 15 of the Extension of Eligible Lists be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

C. CLASSIFICATION SPECIFICATIONS

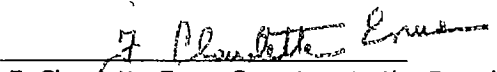
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VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED:
None

VII. CITIZEN PARTICIPATION:
None

VIII. ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:38 p.m.


F. Claudette Enus, Secretary to the Board

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: April 9, 2008

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: 5

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1 Information Technologies Project Coordinator – Open	7	2	1
2 Public Fire Education Officer – Promotional	6	3	1
3 Public Fire Education Officer – Open	119	5	2
4 Vehicle Services Worker – Promotional	5	2	2
5 Vehicle Services Worker – Open	65	37	32

CITY OF LAS VEGAS

ELIGIBLE LIST

Information Technologies Project Coordinator
Examination

March 21, 2008
Date

0879459030
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	2	GROUP 1	0
REJECTED	5	GROUP 2	1
TOTAL RECEIVED	7	TOTAL ON LIST	1

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Public Fire Education Officer
Examination

Written Exam: February 3, 2008

Oral Exam: March 12, 2008

Date

07416310P.
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	3	GROUP 1	0
REJECTED	3	GROUP 2	1
TOTAL RECEIVED	6	GROUP 3	0
		TOTAL ON LIST	1

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%	50%		
PASSED	2	1		
FAILED	1	0		
TOTAL TESTED	3	1		
DID NOT APPEAR	0	0		
WITHDREW	0	1		

CITY OF LAS VEGAS

ELIGIBLE LIST

Public Fire Education Officer
Examination

Written Exam: February 3, 2008

Oral Exam: March 12, 2008

Date

074163100
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	11	GROUP 1	0
REJECTED	108	GROUP 2	2
TOTAL RECEIVED	119	GROUP 3	0
		TOTAL ON LIST	2

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%	50%		
PASSED	3	2		
FAILED	2	0		
TOTAL TESTED	5	2		
DID NOT APPEAR	5	0		
WITHDREW	1	1		

CITY OF LAS VEGAS

ELIGIBLE LIST

Vehicle Services Worker
Examination

March 17, 2008
Date

08355402P
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	3	GROUP 2	0
TOTAL RECEIVED	5	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

Vehicle Services Worker
Examination

March 17, 2008
Date

083554020
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	39	GROUP 1	19
REJECTED	26	GROUP 2	13
TOTAL RECEIVED	65	TOTAL ON LIST	32

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	32			
FAILED	5			
TOTAL TESTED	37			
DID NOT APPEAR	2			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date April 9, 2008

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: 26

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1 Accounting Supervisor – Open	15	04/24/08	10/24/08	1
2 Animal Control Officer – Promotional	3	04/11/08	10/11/08	2
3 Animal Control Officer – Open	98	04/11/08	10/11/08	2
4 Deputy City Marshal – Promotional	3	04/24/08	10/24/08	1
5 Deputy City Marshal – Open	46	04/24/08	10/24/08	1
6 Graphic Arts/Mail Clerk – Promotional	1	04/10/08	10/10/08	1
7 Graphic Arts/Mail Clerk – Open	23	04/10/08	10/10/08	1
8 Municipal Court Marshal – Promotional	4	04/24/08	10/24/08	1
9 Municipal Court Marshal – Open	30	04/24/08	10/24/08	1
10 Neighborhood Planner – Open	7	04/24/08	10/24/08	1
11 Parking Enforcement Officer – Promotional	3	04/25/08	10/25/08	2
12 Parking Enforcement Officer – Open	310	04/25/08	10/25/08	2
13 Planner I (Open & Continuous) – Open	23	04/11/08	10/11/08	2
14 Planner I (Open & Continuous) – Open	9	04/24/08	10/24/08	1
15 Rapid Response Team Supervisor – Promotional	2	04/10/08	10/10/08	1
16 Recreation Leader I – Open	39	04/10/08	10/10/08	1
17 Senior Deputy City Clerk – Promotional	2	04/10/08	10/10/08	1
18 Senior Deputy City Clerk – Open	1	04/10/08	10/10/08	1
19 Senior Fire Investigator – Promotional	3	04/11/08	10/11/08	3
20 Senior License Officer (General Licensing) – Promotional	5	04/25/08	10/25/08	2
21 Senior Neighborhood Services Specialist – Open	15	04/24/08	10/24/08	1
22 Senior Office Specialist – Promotional	26	04/10/08	10/10/08	1
23 Senior Office Specialist – Open	50	04/10/08	10/10/08	1
24 Senior Systems Analyst (Web) – Open	2	04/10/08	10/10/08	1
25 Signing and Marking Technician I – Promotional	12	04/10/08	10/10/08	1
26 Signing and Marking Technician I – Open	48	04/10/08	10/10/08	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: April 9, 2008

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 Survey Technician

Survey Technician was revised to update the specifications to reflect current job duties.

NEW

RECOMMENDATION

The City recommends approval of this revised classification specification.

SURVEY TECHNICIAN

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

DEFINITION

To perform a variety of responsible and technical field survey work in support of city activities; to serve as a member of a survey crew; to provide assistance to professional and technical level survey staff.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Survey Technician series. This class is distinguished from the Survey Crew Leader by the complexity of duties assigned, the level of responsibility assumed and the independence exercised. 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 Assistant City Surveyor and higher level management staff.

Receives functional and technical supervision from Survey Crew Leader.

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

Essential Functions:

1. Serve as a member of a field survey crew, perform as a rod/chain person or an instrument person, and operate a variety of survey equipment.
2. Inventory and restock the survey vehicle with materials daily; load and unload the vehicle with survey equipment each day.
3. Set up traffic safety and control devices at the work site to ensure the safety of the crew; may act as a flagger to ensure traffic control and crew safety.
4. Set grade stakes, monuments and other markers, using hand and power tools.

CITY OF LAS VEGAS
Survey Technician (*continued*)

Essential Functions:

5. Assist in making field drawings, measurements and calculations by setting up, adjusting and operating a variety of survey instruments to perform preliminary, control, monument, construction, topographic and related surveys.
6. Maintain detailed, accurate, orderly and legible field notes and records of survey work performed including lines, angles, distances, benchmarks and mathematical calculations. May enter field data into a data collection system.
7. Perform necessary calculations to facilitate construction surveys of approved engineering drawings.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Algebra, geometry and trigonometry as applied to the computation of angles, areas, distances and traverses.

Principles and practices of surveying.

Applicable laws, regulations, codes, department policies and standard construction details governing assigned surveying duties.

Location of records, deeds and various recorded and unrecorded documents.

Engineering maps and records.

Construction plans and specifications.

Safety principles, practices and equipment related to survey work.

Filing systems used to store documents and records.

Ability to:

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

Make accurate engineering and land surveying calculations.

Operate survey tools and instruments.

Read maps and plans.

Operate various types of office equipment necessary for acceptable performance of job duties.

Retrieve various documents and records from files.

Compile, summarize and file field notes and data.

Use initiative and independent judgment within established procedural guidelines.

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
Survey Technician (*continued*)

Ability to:

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

Experience and Training Requirements

Experience:

Two years of increasingly responsible technical surveying experience.

Training:

Associate degree from an accredited college or university with major in surveying 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 Survey Technician Certification, Level II (field track), from the National Society of Professional Surveyors, is desirable.

CITY OF LAS VEGAS
Survey Technician (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Field environment; travel from site to site; exposure to heavy traffic and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, walking, crouching, kneeling, climbing and operating hand and power tools and survey equipment for prolonged periods of time; operating motorized vehicles; heavy lifting.

SB
REV 3/6/08
FLSA and City. nonexempt
CSB 4/9/08

SURVEY TECHNICIAN

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

DEFINITION

To perform a variety of responsible and technical field survey work in support of city activities; to serve as a member of a survey crew; to provide assistance to professional and technical level survey staff.

DISTINGUISHING CHARACTERISTICS

~~Survey Technician:~~ This is the full journey level class within the Survey Technician series. This class is distinguished from the Survey Crew Leader by the complexity of duties assigned, the level of responsibility assumed and the independence exercised. ~~performance of the less complex tasks and duties and not being expected to perform with the same independence of direction and judgment.~~ 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 Assistant City Surveyor and general supervision from higher level survey management staff.

Receives functional and technical supervision from Survey Crew Leader.

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

Essential Functions:

1. Serve as a member of a field survey crew, perform as a rod/chain person or an instrument person, and operate a variety of survey equipment.
2. Inventory and restock the survey vehicle with materials daily; load and unload the vehicle with survey equipment each day.
3. Set up traffic safety and control devices at the work site to ensure the safety of the crew; may act as a flagger to ensure traffic control and crew safety
4. Set grade stakes, monuments and other markers, using hand and power tools.

CITY OF LAS VEGAS
Survey Technician (*continued*)

5. Assist in making field drawings, measurements and calculations by setting up, adjusting and operating a variety of survey instruments to perform preliminary, control, monument, construction, topographic and related surveys.
6. Maintain detailed, accurate, orderly and legible field notes and records of survey work performed including lines, angles, distances, benchmarks and mathematical calculations. May enter field data into a data collection system.
7. Perform necessary calculations to facilitate construction surveys of approved engineering drawings.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Algebra, geometry and trigonometry as applied to the computation of angles, areas, distances and traverses.

Principles and practices of surveying.

Applicable laws, regulations, codes, department policies and standard construction details governing assigned surveying duties

Location of records, deeds and various recorded and unrecorded documents.

Engineering maps and records.

Construction plans and specifications.

Safety principles, practices and equipment related to survey work.

Filing systems used to store documents and records.

Ability to:

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

Make accurate engineering and land surveying calculations.

Operate survey tools and instruments.

Read maps and plans.

Operate various types of office equipment necessary for acceptable performance of job duties.

Retrieve various documents and records from files.

Compile, summarize and file field notes and data.

Use initiative and independent judgment within established procedural guidelines.

Communicate clearly and concisely, both orally and in writing.

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

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- ~~Communication~~ *Communicating with others;*
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CITY OF LAS VEGAS
Survey Technician (*continued*)

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

Experience and Training Requirements

Experience:

Two years of increasingly responsible technical surveying experience.

Training:

Equivalent to an Associate degree from an accredited college or university with major in surveying or related 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 Survey Technician Certification, Level II (field track), from the National Society of Professional Surveyors, is desirable.

WORKING CONDITIONS

Environmental Conditions:

Field environment; travel from site to site; exposure to heavy traffic and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, walking, crouching, kneeling, climbing and operating hand and power tools and survey equipment for prolonged periods of time; operating motorized vehicles; heavy lifting

ARBSB

REV 7/2/07 (eliminated certification) 3/6/08

CITY OF LAS VEGAS
Survey Technician (*continued*)

FLSA and City: nonexempt

CSB 7/14/99

Approved 7/3/07