

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
January 13, 2010
REGULAR MEETING

Agenda Documentation
February 10, 2010

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER: January 13, 2010 at 4:30 p.m. in the Human Resources Department.

ROLL CALL:

Ed Miramontes – Present
Malcolm White - Present
Priscilla Rocha – Present
Evelyn Beals – Present
David Steinman – Present

STAFF PRESENT

Claudette Enus
Judy Tuttle
Ann Rubertino-Beck
Sue Brown
Graciela Manginelli
Dan Tarwater
Myrtle Harvey
Ron Prewitt

OTHERS PRESENT

Jess Campbell – LV Fire

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

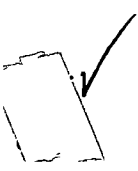
III. APPROVAL OF MINUTES of Regular Meeting of December 9, 2009: Trustee Priscilla Rocha made a motion to approve the minutes of the Regular Meeting of December 9, 2009. Trustee Evelyn Beals seconded the motion. Motion carried.

IV. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

1. Fire Captain - Promotional
2. Public Works Maintenance Field Supervisor - Promotional

A motion was made by Trustee David Steinman that items 1 and 2 of the Eligible Lists to be Certified be approved. Trustee Evelyn Beals seconded the motion. Motion carried.



B. EXTENSION OF ELIGIBLE LISTS:

1. Judicial Enforcement Officer I - Open
2. Senior Communications Specialist - Promotional

A motion was made by Trustee Evelyn Beals that items 1 and 2 of the Extension of Eligible Lists be approved. Trustee Priscilla Rocha seconded the motion. Motion carried.

V. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED:

A. New State Training Requirement

Secretary F. Claudette Enus explained the item to the board members. Trustee Ed Miramontes asked if certification was in house. Secretary Enus responded that certification would be in house for now. Trustee Miramontes also asked if a person applying for a position and did not have the certification could be hired. Ann Rubertino-Beck answered that if the applicant did not meet the minimum requirements the applicant would not be asked to go through any testing. Trustee David Steinman asked if those currently employed would be given six months to recertify. Ann Rubertino-Beck replied that they do not have a set time limit set for the employee to recertify. Deputy Director Judy Tuttle explained that the six months is a requirement for certain positions in IT.

Trustee Miramontes asked what "Completion card must be continuously maintained while employed in this classification" meant. Ann Rubertino-Beck responded that the employee cannot let their certification to lapse.

Trustee Steinman asked if it was a tested training and certification. Ann Rubertino-Beck responded that the certification would be given because the person attended the training. Trustee Miramontes asked if there were any questions or comments.

Trustee Miramontes asked for clarification on whether or not the item needed to be approved. Deputy City Attorney Morgan Davis suggested that it be agendaized for the next meeting and the board will vote on the request to add the language to the class specifications.

VI. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:40 p.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: February 10, 2010

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)**

There are no lists to be certified this month.

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date February 10, 2010

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: 15

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Assistant Fire Protection Engineer – Promotional	5	2/27/10	8/27/10	3
2. Assistant Fire Protection Engineer – Open	2	2/27/10	8/27/10	3
3. Business Specialist II - Promotional	13	2/12/10	8/12/10	1
4. Business Specialist II – Open	5	2/12/10	8/12/10	1
5. Communications Quality Improvement Coordinator – Promotional	2	2/12/10	8/12/10	1
6. Communications Quality Improvement Coordinator – Open	1	2/12/10	8/12/10	1
7. Communications & Security Systems Supervisor – Promotional	1	2/12/10	8/12/10	1
8. Communications & Security Systems Supervisor – Open	6	2/12/10	8/12/10	1
9. Deputy City Marshal – Open	34	2/13/10	8/13/10	3
10. EMS Field Coordinator – Promotional	6	2/13/10	8/13/10	3
11. Equipment Operator I (Parks) – Promotional	7	2/12/10	8/12/10	1
12. Industrial Electrician II – Promotional	4	2/13/10	8/13/10	3
13. Industrial Electrician II – Open	3	2/13/10	8/13/10	3
14. Park Maintenance Field Supervisor – Promotional	7	2/12/10	8/12/10	1
15. Streets & Sanitation Crew Leader – Promotional	25	2/27/10	8/27/10	3

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: February 10, 2010

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. Special Inspections Auditor
2. Welder

Special Inspections Auditor and Welder were revised to change the certification requirements.

RECOMMENDATION

The City recommends approval of the revised classification specifications.

SPECIAL INSPECTIONS AUDITOR

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 complex technical special inspections auditing and enforcing compliance with structural codes, regulations, ordinances and referenced standards; to work with developers, superintendents, contractors and special inspection agencies to maintain code requirements and resolve problems related to code compliance.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class in the Inspector series. Employees within this class are distinguished from the other classes within the series by the performance of audits of complex structural inspections performed by a third party special inspection agency. 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 Inspections Supervisor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Audit special inspection agency inspections of buildings during various stages of construction and remodeling to ensure compliance with applicable building codes, ordinances, regulations and referenced standards.
2. Audit foundation, concrete, steel, masonry, wood construction, framing, plastering and a large variety of other complex structural system inspections performed and records maintained by special inspection agencies.
3. Audit inspections of footings and grout for block and retaining walls.

CITY OF LAS VEGAS
Special Inspections Auditor (continued)

Essential Functions:

4. Issue audit reports to document observations; maintain records of history of facts for possible legal actions, including photographs.
5. Investigate complaints forwarded by the Inspections Supervisor or Building Official.
6. Confer with architects, engineers, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
7. Maintain files and reports regarding audits and findings.

Marginal Functions:

1. Attend and participate in meetings; stay abreast of trends and innovations in the field of building inspections.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Building-related codes and ordinances enforced by the city.
Basic principles of architectural and structural design and engineering mathematics.
Pertinent federal, state and local laws, codes and regulations.
Major types of building construction, materials and methods.
Accepted safety standards and methods of building construction for commercial structures.
The full array of standards used in special inspections.
Complex principles and techniques of building inspection and plans examining work.

Ability to:

Interpret, apply and explain pertinent federal, state and local laws, codes, and regulations and referenced standards.
Read and interpret complex building plans, specifications and building codes.
Determine whether construction systems conform to city code requirements.
Apply technical knowledge and follow proper audit techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
Perform mathematical computations rapidly and accurately.
Enforce applicable codes, regulations, policies and procedures with firmness and tact.
Operate a camera.
Understand and follow oral and written instruction.
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
Special Inspections Auditor (continued)

Ability to:

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

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

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.*

Experience and Training Requirements

Experience:

One of the following types of experience is required. A combination of the experience listed may be acceptable.

Four years as a structural building inspector;

Four years as a special inspector;

Six years as a journeyman layout or framing carpenter

Training:

Equivalent to graduation from high school. One year of specialized training in special inspections is desirable.

License of Certificate:

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

On the date of application, possession of International Code Council (ICC) Building Inspector certification, which requires successful completion of the residential and commercial building inspector examinations. Certification must be continually maintained.

Possession of any two of the following Special Inspector certifications issued by the International Code Council on the date of application. Continued employment requires acquiring certification in all six categories at the rate of at least one per year. All certifications must be continually maintained thereafter.

- Reinforced Concrete Special Inspector
- Pre-stressed Concrete Special Inspector
- Structural Masonry Special Inspector
- Structural Steel and Bolting Special Inspector
- Structural Welding Special Inspector
- Spray-applied Fireproofing Special Inspector

CITY OF LAS VEGAS
Special Inspections Auditor (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 outdoors up to 60% of the time with exposure to all types of weather conditions.

Hazards: Working in construction zones, uneven terrain, exposure to moving objects and vehicles, dust, fumes, odors, noise, vibration, toxic and caustic chemicals.

Equipment Used: City vehicle, radio, measuring equipment, camera, flashlight, mirrors, ladders.

Safety Equipment: Safety shoes, hard hat, hearing protection, safety glasses, safety vest.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Constantly-frequently, on all types of terrain, up to 3-5 miles per shift. Includes walking throughout hazardous construction sites.

Sitting: Frequently, while riding in vehicle between inspection sites, and while reviewing plans and records at construction site office.

Lift/carry: Constantly, 1-10 lbs.; frequently, up to 20 lbs.; occasionally, up to 50 lbs.; paperwork, clipboards, plans, drawings, measuring equipment, camera, ladders.

Push/pull: Occasionally, exerting a force up to 10-25 lbs. while reviewing plans, moving equipment and ladders.

Climbing: Frequently, up and down ladders, stairs and scaffolds, in and out of bucket lift. Requires sense of balance.

Bending/twisting: Frequently, at waist, knees and neck while reviewing inspections, driving vehicle, and walking on uneven terrain.

Kneeling/crouching/crawling: Occasional kneeling or crouching, while reviewing inspections in lower or smaller area.

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

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

Speech/hearing: Constantly, in communicating with inspectors, inspection agencies, engineers, architects, contractors, and owners; maintaining safe work environment.

SB

Rev 1/19/10

FLSA and City: nonexempt

CSB 2/10/10

WELDER

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 skilled welding and fabricating duties related to the maintenance and repair of electrical, construction or parks equipment; to design and fabricate new structures; and to perform other technical maintenance duties relative to assigned area of responsibility.

SUPERVISION RECEIVED

Receives general supervision from the assigned Maintenance Field Supervisor 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. Rebuild rusted or damaged street light poles.

2. Interpret blueprints, designs and drawings to fabricate special assemblies; construct and fabricate special assemblies and fixtures; design and fabricate special projects.
3. Analyze potential structural failure and make necessary reinforcement.
4. Repair water piping.
5. Lay out and drill holes to proper size and dimension.
6. Weld light and heavy gauge metals.
7. Prime and paint various welded assemblies.
8. Braze rivets; repair broken, crooked or leaking fixtures and equipment.
9. Operate a forklift to move and unload material.

Marginal Functions:

1. Perform a variety of general maintenance duties.
2. Estimate time, materials and equipment required for jobs assigned; requisition materials as required
3. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Welder (*Continued*)

QUALIFICATIONS

Knowledge of:

Methods, materials and equipment used in arc and oxyacetylene welding.
Working properties of steel and other metals.
Layout and design of steel assemblies.
Layout of hole patterns, holes and proper sizes.
Occupational hazards and standard safety practices.

Ability to:

Produce welds that meet industry standards in appearance and quality.
Weld stainless steel and occasionally aluminum using shielded metal arc welding (SMAW) and gas metal arc welding (GMAW) processes.
Operate a variety of welding and fabricating equipment in a safe and effective manner.
Read and interpret drawings and specifications.
Operate welding equipment within prescribed tolerances.
Layout and design projects within specifications.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
— *Walking, standing or sitting for extended periods of time;*
— *Lifting moderate to heavy objects in sometimes awkward positions; and*
— *Operating assigned computerized equipment.*
Maintain effective audio-visual discrimination and perception needed for:
— *Making observations;*
— *Communicating with others;*
— *Reading and writing; and*
— *Operating assigned computerized equipment and vehicles.*
Maintain mental capacity which allows the capability of:
— *Making sound decisions;*
— *Effective interaction and communication with others; and*
— *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Two years of increasingly responsible welding experience.

Training:

Equivalent to graduation from high school, supplemented by skilled welding and fabrication training.

CITY OF LAS VEGAS
Welder (Continued)

License or Certificate

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

Possession of an active Certified Welder card issued by the American Welding Society (AWS) under code D1.1 (Structural Welding Code-Steel) with the following endorsements at the time of application, and maintenance thereafter:

- Processes: GMAW (Gas Metal Arc Welding)
 SMAW (Shielded Metal Arc Welding)
- Positions: 3G (Groove Weld, Vertical)
- Thickness: 1"

In lieu of the AWS Certified Welder card, an acceptable substitution is possession of qualified test certificates with the above endorsements, dated within 6 months of the date of application, issued by an AWS accredited testing facility; selected candidate must provide proof of the AWS Certified Welder card within 12 weeks of the date of employment.

Certification under code D1.2 (Structural Welding Code-Aluminum) using the GTAW (Gas Tungsten Arc Welding) process is desirable.

Possession of a Forklift Certificate from the City of Las Vegas within 6 months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Shop and field environments; exposure to noise, dust, grease, smoke, fumes, gases, sparks, abrasive grit, hazardous and flammable equipment, open flame, heat and toxic materials; work or inspect in confined spaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting, bending, stooping, kneeling, crawling; standing for prolonged periods of time; operating motorized equipment and vehicles.

SB
REV 1/27/10
FLSA and City: nonexempt
CSB 2/10/10

SPECIAL INSPECTIONS AUDITOR

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 complex technical special inspections auditing and enforcing compliance with structural codes, regulations, ordinances and referenced standards; to work with developers, superintendents, contractors and special inspection agencies to maintain code requirements and resolve problems related to code compliance.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class in the Inspector series. Employees within this class are distinguished from the other classes within the series by the performance of audits of complex structural inspections performed by a third party special inspection agency. 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 Inspections ~~Manager~~ Supervisor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Audit special inspection agency inspections of buildings during various stages of construction and remodeling to ensure compliance with applicable building codes, ordinances, regulations and referenced standards.
2. Audit foundation, concrete, steel, masonry, wood construction, framing, plastering and a large variety of other complex structural system inspections performed and records maintained by special inspection agencies.
3. Audit inspections of footings and grout for block and retaining walls.
4. ~~Conduct examination of plans and specifications of new construction, additions and alterations to commercial buildings to determine compliance with the provisions of applicable construction codes, ordinances and regulations.~~

CITY OF LAS VEGAS
Special Inspections Auditor (continued)

- | 5.4. Issue audit reports to document observations; maintain records of history of facts for possible legal actions, including photographs.
- | 6.5. Investigate complaints forwarded by the Inspections ~~Manager~~ Supervisor or Building Official.
- | 7.6. Confer with architects, engineers, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
- | 8.7. Maintain files and reports regarding audits and findings.

Marginal Functions:

1. Attend and participate in meetings; stay abreast of trends and innovations in the field of building inspections.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Building-related codes and ordinances enforced by the city.
Basic principles of architectural and structural design and engineering mathematics.
Pertinent federal, state and local laws, codes and regulations.
Major types of building construction, materials and methods.
Accepted safety standards and methods of building construction for commercial structures.
The full array of standards used in special inspections.
Complex principles and techniques of building inspection and plans examining work.

Ability to:

Interpret, apply and explain pertinent federal, state and local laws, codes, and regulations and referenced standards.
Read and interpret complex building plans, specifications and building codes.
Determine whether construction systems conform to city code requirements.
Apply technical knowledge and follow proper audit techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
Perform mathematical computations rapidly and accurately.
Enforce applicable codes, regulations, policies and procedures with firmness and tact.
Operate a camera.
Understand and follow oral and written instruction.
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
Special Inspections Auditor (continued)

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

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

One of the following types of experience is required. A combination of the experience listed may be acceptable.

- Four years as a structural building inspector;
- Four years as a special inspector;
- Six years as a journeyman layout or framing carpenter

Training:

Equivalent to graduation from high school. One year of specialized training in special inspections is desirable.

License of Certificate:

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

Possession of all of the following certifications on the date of application. Certifications must be continually maintained.

On the date of application, possession of International Code Council (ICC) Building Inspector certification, which requires successful completion of the residential and commercial building inspector examinations. Certification must be continually maintained.

~~Any one of the following three will fulfill the electrical certification requirement, provided it is based on the currently adopted National Electrical Code.~~

- ~~1. International Association of Electrical Inspectors (IAEI) Certified Electrical Inspector Commercial or Residential.~~
- ~~2. International Code Council Commercial Electrical Inspector.~~
- ~~3. International Code Council Residential Electrical Inspector.~~

CITY OF LAS VEGAS
Special Inspections Auditor (continued)

License of Certificate:

~~International Association of Plumbing and Mechanical Officials (IAPMO) Plumbing Inspector certification based on the Uniform Plumbing Code.~~

~~International Association of Plumbing and Mechanical Officials (IAPMO) Mechanical Inspector certification based on the Uniform Mechanical Code.~~

Possession of any two of the following Special Inspector certifications issued by the International Code Council on the date of application. Continued employment requires acquiring certification in all six categories at the rate of at least one per year. All certifications must be continually maintained thereafter.

Reinforced Concrete Special Inspector
Prestressed Concrete Special Inspector
Structural Masonry Special Inspector
Structural Steel and Bolting Special Inspector
Structural Welding Special Inspector
Spray-applied Fireproofing Special Inspector

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 60% of the time with exposure to all types of weather conditions.

Hazards: Working in construction zones, uneven terrain, exposure to moving objects and vehicles, dust, fumes, odors, noise, vibration, toxic and caustic chemicals.

Equipment Used: City vehicle, radio, measuring equipment, camera, flashlight, mirrors, ladders.

Safety Equipment: Safety shoes, hard hat, hearing protection, safety glasses, safety vest.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Constantly-frequently, on all types of terrain, up to 3-5 miles per shift. Includes walking throughout hazardous construction sites.

Sitting: Frequently, while riding in vehicle between inspection sites, and while reviewing plans and records at construction site office.

Lift/carry: Constantly, 1-10 lbs.; frequently, up to 20 lbs.; occasionally, up to 50 lbs.; paperwork, clipboards, plans, drawings, measuring equipment, camera, ladders.

Push/pull: Occasionally, exerting a force up to 10-25 lbs. while reviewing plans, moving equipment and ladders.

Climbing: Frequently, up and down ladders, stairs and scaffolds, in and out of bucket lift. Requires sense of balance.

CITY OF LAS VEGAS

Special Inspections Auditor (continued)

Bending/twisting: Frequently, at waist, knees and neck while reviewing inspections, driving vehicle, and walking on uneven terrain.

Kneeling/crouching/crawling: Occasional kneeling or crouching, while reviewing inspections in lower or smaller area.

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

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

Speech/hearing: Constantly, in communicating with inspectors, inspection agencies, engineers, architects, contractors, and owners; maintaining safe work environment.

| ARBSB

| NEW 1/14/08 Rev 1/19/10

| FLSA and City: nonexempt

| CSB 2/13/08

WELDER

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 skilled welding and fabricating duties related to the maintenance and repair of electrical, construction or parks equipment; to design and fabricate new structures; and to perform other technical maintenance duties relative to assigned area of responsibility.

SUPERVISION RECEIVED

Receives general supervision from the assigned Maintenance Field Supervisor 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. Rebuild rusted or damaged street light poles.

2. Interpret blueprints, designs and drawings to fabricate special assemblies; construct and fabricate special assemblies and fixtures; design and fabricate special projects.
3. Analyze potential structural failure and make necessary reinforcement.
4. Repair water piping.
5. Lay out and drill holes to proper size and dimension.
6. Weld light and heavy gauge metals.
7. Prime and paint various welded assemblies.
8. Braze rivets; repair broken, crooked or leaking fixtures and equipment.
9. Operate a forklift to move and unload material.

Marginal Functions:

1. Perform a variety of general maintenance duties.
2. Estimate time, materials and equipment required for jobs assigned; requisition materials as required
3. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Welder (*Continued*)

QUALIFICATIONS

Knowledge of:

Methods, materials and equipment used in arc and oxyacetylene welding.
Working properties of steel and other metals.
Layout and design of steel assemblies.
Layout of hole patterns, holes and proper sizes.
Occupational hazards and standard safety practices.

Ability to:

Produce welds that meet industry standards in appearance and quality.
Weld stainless steel and occasionally aluminum using shielded metal arc welding (SMAW) and gas metal arc welding (GMAW) processes.
Operate a variety of welding and fabricating equipment in a safe and effective manner.
Read and interpret drawings and specifications.
Operate welding equipment within prescribed tolerances.
Layout and design projects within specifications.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Walking, standing or sitting for extended periods of time;*
-- *Lifting moderate to heavy objects in sometimes awkward positions; and*
-- *Operating assigned computerized equipment.*
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations;*
-- *Communicating with others;*
-- *Reading and writing; and*
-- *Operating assigned computerized equipment and vehicles.*
Maintain mental capacity which allows the capability of:
-- *Making sound decisions;*
-- *Effective interaction and communication with others; and*
-- *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Two years of increasingly responsible welding experience.

Training:

Equivalent to graduation from high school, supplemented by skilled welding and fabrication training.

CITY OF LAS VEGAS
Welder (Continued)

License or Certificate

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

~~Must be a Certified Welder~~ Possession of an active Certified Welder card ~~through~~ issued by the American Welding Society (AWS) under codes D1.1 (Structural Welding Code-Steel) with the following endorsements at the time of application, and maintenance thereafter:

- Processes: GMAW (Gas Metal Arc Welding)
SMAW (Shielded Metal Arc Welding)
- Positions: 3G (Groove Weld, Vertical)
4G (Groove Weld, Overhead)
3F (Fillet Weld, Vertical)
4F (Fillet Weld, Overhead)
- Thickness: 1"

In lieu of the AWS Certified Welder card, an acceptable substitution is possession of qualified test certificates with the above endorsements, dated within 6 months of the date of application, issued by an AWS accredited testing facility; selected candidate must provide proof of the AWS Certified Welder card within 12 weeks of the date of employment.

Certification under code D1.2 (Structural Welding Code-Aluminum) using the GTAW (Gas Tungsten Arc Welding) process is desirable.

Possession of a Forklift Certificate from the City of Las Vegas within 6 months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Shop and field environments; exposure to noise, dust, grease, smoke, fumes, gases, sparks, abrasive grit, hazardous and flammable equipment, open flame, heat and toxic materials; work or inspect in confined spaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting, bending, stooping, kneeling, crawling; standing for prolonged periods of time; operating motorized equipment and vehicles.

SB

REV 9/30/09 1/27/10

FLSA and City: nonexempt

CSB 10/14/09

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: February 10, 2010

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

SUBJECT: D. REQUEST TO BE PLACED ON REHIRE LIST: SUMMER ALGER

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

Summer Alger, an employee from October 25, 2004 to January 21, 2010, has requested to be placed on the Rehire List for Firefighter. A copy of her Department Director's approval is attached for the Board's information and review.

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

Summer Alger meets the criteria for placement on the Rehire List, and it is recommended that the Board approve their requests.

Helen Gonzales

From: Judy Tuttle
Sent: Thursday, December 17, 2009 9:34 AM
To: Colleen Hanley; Helen Gonzales
Subject: FW: Rehire list request

For inclusion in the next Civil Service Board Agenda. Thanks.

-----Original Message-----

From: Greg Gammon
Sent: Wednesday, December 16, 2009 7:00 PM
To: Judy Tuttle
Subject: Re: Rehire list request

Yes I do. She's a great employee.

----- Original Message -----

From: Judy Tuttle
To: Greg Gammon
Sent: Wed Dec 16 16:52:35 2009
Subject: FW: Rehire list request

Greg, do you approve our placing Summer on the Rehire list? Thanks.

From: Summer Alger
Sent: Wednesday, December 16, 2009 11:15 AM
To: Claudette Enus
Cc: Greg Gammon; Lynn Barboza
Subject: Rehire list request

Dear Mrs. Claudette Enus,
December 16, 2009

My name is Summer Alger and for the past five years I have been lucky enough to work for the City of Las Vegas as a firefighter. I have thoroughly enjoyed working in the city as I am a native Las Vegan, and have really loved serving the people in our community. Thanks so much for giving me the opportunity to do so!

Well, in December of 2008 my husband was laid off from his job at Cashman Equipment along with 80 other individuals. It was at this same time we realized we were expecting our second child. For months he looked for work in Southern Nevada, and even though he has a degree and lots of good experience, he was unable to find employment there. In June of 2009 he finally found work, but it was far away in Elko, Nevada. We decided that he would move there and we would try to make things work by traveling to visit each other whenever possible to have our family together. Well, after a few months, this proved to be a real strain on our marriage and was very difficult for our two year old daughter. We now have a healthy baby boy that has joined our family, and we have had to have some very serious talks about our future and their future.

While this is one of the most difficult choices I have ever had to make, I have decided to move from Las Vegas to join my husband so that our family can be together and not living in two separate ends of the state. I am hoping that my name can be approved for placement on the rehire list. I never foresaw a time when I would leave LVFR, certainly not this early into my career with the city, but there have been many challenges come before my family and we are trying to do the right thing for all of us. I am planning on retiring from the department on February 1, 2010.

Thanks so very much for your time and your consideration on this matter. I wish the City of Las Vegas and Las Vegas Fire and Rescue the best of luck and great happiness in the coming years!

Best Regards,
Summer Alger

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: February 10, 2010

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

SUBJECT: V. ITEMS FOR DISCUSSION AND POSSIBLE BOARD ACTION REQUIRED

A. New State Training Requirement

BOARD ACTION: Discussion and possible action required
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Beginning January 1, 2010, the state of Nevada requires all employees performing construction work to provide to their employers proof of having completed an OSHA course in construction industry safety and health hazard recognition and prevention within 15 days of being hired. If this requirement is not met, the employee must be terminated or suspended.

A 10 hour course is required for employees, and a 30 hour course for their supervisors. Attached is a list of the classifications the city has determined will be required to have the training. The city will conduct in-house training for all current employees; we will require new hires to produce documentation at the time of application, since the timeframe allowed by the law is so short.

We request your approval to add the following language to each of the class specifications listed, depending on whether it's an employee or supervisor, in lieu of bringing each specification to you for individual approval.

Employee:

"On the date of application, provide documentation of completion within the last five years of an OSHA-10 course in construction industry safety and health hazard recognition and prevention, developed by the Occupational Safety and Health Administration of the U.S. Department of Labor. Completion card must be continuously maintained while employed in this classification."

Supervisor:

"On the date of application, provide documentation of completion within the last five years of an OSHA-30 course in construction industry safety and health hazard recognition and prevention, developed by the Occupational Safety and Health Administration of the U.S. Department of Labor. Completion card must be continuously maintained while employed in this classification."

For a few titles in the Information Technologies Department, indicated in the Notes column, we will allow employees 6 months to acquire the training as it could be a significant impediment to attracting an adequate pool of applicants, and the department has committed to avoid assigning employees to construction work until they have attended training. In several other cases, certain positions will not be required to be trained as they are never working on construction sites; for these, we will include "depending on assignment" to the added language.

Count	Titles Required to be Trained	# of Emps	Dept	10 or 30 Hour	Notes
1	Asst Supervisor Construction Services/Testing	1	PW-Eng PI	30	
2	Assistant Traffic Manager	1	PW-Tr Eng	30	
3	Building Services Electrician II	6	FO-Fac	10	
4	Building Services Technician	5	FO-Fac,Parks	10	
5	Carpenter I/II (X)	8	FO-Fac	10	
6	Communications Systems Coordinator	0	IT	10	Req'd within 6 months of hire
7	Concrete Mason I/II (X)	3	FO-Str,Parks	10	
8	Construction Testing Supervisor	0	PW-Eng PI	30	
9	Desktop Computer Support Supervisor	1	IT	30	Req'd within 6 months of hire
10	Detention Facilities Technician I/II (X)	3	DE	10	
11	Environmental Systems Technician Trainee/I/II/III (X)	13	PW-Env	10	
12	Equipment Operator I	32	FO-Str,Parks	10	
13	Equipment Operator II	21	FO-Str,Parks	10	
14	Equipment Operator III	2	FO-Str	10	
15	Facilities Engineer	1	FO-Fac	10	
16	Facilities Field Supervisor	4	FO-Fac	30	1 in D&E not req'd to be trained
17	Facilities Maintenance Supervisor	3	FO-Fac,Parks	30	
18	Field Electrician II (X)	14	PW-Tr Eng	10	
19	Field Lighting Supervisor	1	PW-Tr Eng	30	
20	HVAC Technician I/II (X)	10	FO-Fac, PW-Env	10	
21	Heavy Equipment Operator	7	FO-Str	10	
22	Industrial Electrician II	6	PW-Env, FO-Fac	10	
23	Instrument Technician	4	PW-Env	10	
24	Irrigation Systems Crew Leader	2	FO-Parks	10	
25	Irrigation Systems Repairer I/II (X)	16	FO-Parks	10	
26	Maintenance Mechanic I/II (X)	9	PW-Env	10	
27	Maintenance Worker I/II (X)	94	FO-Str,Parks	10	LS, NS positions not req'd to be trained
28	Materials Testing Technician I/II (X)	4	PW	10	
29	Microcomputer Specialist	8	IT	10	Req'd within 6 months of hire
30	Painter I/II (X)	10	FO-Fac,Parks NS	10	
31	Park Maintenance Crew Leader	5	FO-Parks	10	
32	Park Maintenance Field Supervisor	4	FO-Parks	30	
33	Park Maintenance Supervisor	2	FO-Parks	30	
34	Parks Crew Leader	7	FO-Parks	10	
35	Plant Operations & Maintenance Manager	1	PW-Env	30	
36	Plant Operations & Maintenance Supervisor	4	PW-Env	30	
37	Plumber I/II (X)	4	FO-Fac,Parks	10	
38	Public Works Maintenance Field Supervisor	3	FO-Streets	30	
39	Security Systems Technician	1	DE	10	
40	Signing & Marking Field Supervisor	1	PW-Tr Eng	30	
41	Signing & Marking Technician I/II (X)	14	PW-Tr Eng	10	

42	Skilled Trades Helper	9	FO-Fac, Parks, Streets	10	
43	Sr Building Services Electrician	2	FO-Fac	10	
44	Sr Carpenter	2	FO-Fac	10	
45	Sr Communications Technician	2	IT	10	Req'd within 6 months of hire
46	Sr Field Electrician	3	PW-Tr Eng	10	
47	Sr HVAC Technician	6	FO-Fac PW-Env	10	
48	Sr Industrial Electrician	1	PW-Env	10	
49	Sr Maintenance Mechanic	3	PW-Env	10	
50	Sr Microcomputer Specialist	5	IT	10	Req'd within 6 months of hire
51	Sr Painter	3	FO-Fac	10	
52	Sr Plumber	4	FO-Fac	10	
53	Sr Signing & Marking Technician	3	PW-Tr Eng	10	
54	Sr Traffic Signal Electrician	2	PW-Tr Eng	10	
55	Sr Traffic Signal Technician	3	PW-Tr Eng	10	
56	Street Light Maintenance Electrician	1	PW-Tr Eng	10	
57	Streets & Sanitation Crew Leader	7	FO-Streets	10	
58	Systems Administration Specialist	6	IT	10	Req'd within 6 months of hire
59	Traffic Electrician I (X)	16	PW-Tr Eng	10	
60	Traffic Signal Electrician II (X)	5	PW-Tr Eng	10	
61	Traffic Signal Field Supervisor	2	PW-Tr Eng	30	
62	Traffic Signal Technician I/II (X)	9	PW-Tr Eng	10	
63	Water Systems Technician	2	FO-Parks	10	
64	Welder	1	FO-Streets	10	
	Total # of employees	432			