

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: May 12, 2010

TIME: 4:30 p.m.

EM = ✓

MW = ✓

EB = ✓

PR = ✓

DS = ✓

FCE = ✓

JT = ✓

ARB = ✓

SB = ✓

GM = ✓

MD = ✓

MH = ✓

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.

Bertval Washington
Fire

- I. CALL TO ORDER *4:30 pm*
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: April 14, 2010 *1st = DS*
- IV. BUSINESS *2nd = PR*

MC = ✓

A EXTENSION OF ELIGIBLE LISTS

- 1. Corrections Officer – Open
- 2. Corrections Sergeant – Promotional
- 3. Deputy City Marshal – Open
- 4. Fire Investigations Supervisor (Bomb Squad) – Promotional
- 5. Fire Investigator I – Promotional
- 6. Park Maintenance Supervisor – Promotional
- 7. Senior Fire Investigator – Promotional
- 8. Senior Mechanic – Promotional
- 9. Senior Technical Systems Analyst (Neighborhood Services) – Open

1st = PR

2nd = EB

MC = ✓

B CLASSIFICATION SPECIFICATIONS FOR APPROVAL

- 1. Environmental Systems Technician (Revised)
- 2. Technical Theater Field Supervisor (Revised)
- 3. Technical Theater Supervisor (Revised)
- 4. Theater Technician I/II (Revised)
- 5. Senior Theater Technician (Revised)

1st = DS

2nd = PR

MC = ✓

QUESTIONS BY TRUSTEE STEINMAN

V ITEMS FOR DISCUSSION ONLY. NO BOARD ACTION REQUIRED

- 1. None *= None*

VI. CITIZEN PARTICIPATION = None

4:32 pm

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. If you need an accommodation to attend and participate in this meeting, please call Human Resources 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



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date May 12, 2010

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

SUBJECT: A. EXTENSION OF ELIGIBLE LISTS

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

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 9

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Corrections Officer – Open	118	5/25/10	11/25/10	1
2. Corrections Sergeant – Promotional	7	5/12/10	11/12/10	3
3. Deputy City Marshal – Open	92	5/25/10	11/25/10	1
4. Fire Investigations Supervisor (Bomb Squad) – Promotional	5	5/25/10	11/25/10	1
5. Fire Investigator I – Promotional	5	5/13/10	11/13/10	2
6. Park Maintenance Supervisor – Promotional	7	5/13/10	11/13/10	2
7. Senior Fire Investigator – Promotional	8	5/13/10	11/13/10	2
8. Senior Mechanic – Promotional	6	5/13/10	11/13/10	2
9. Senior Technical Systems Analyst (Neighborhood Services) – Open	17	5/25/10	11/25/10	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: May 12, 2010

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

SUBJECT: B. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED

1. Environmental Systems Technician
2. Technical Theater Field Supervisor
3. Technical Theater Supervisor
4. Theater Technician I/II
5. Senior Theater Technician

Environmental Systems Technician class specification was revised to clarify the types of supervision received and exercised.

The Theater Technician classification specifications series were revised to update equipment used and physical activity performed.

RECOMMENDATION

The City recommends approval of the revised classification specifications.

ENVIRONMENTAL SYSTEMS TECHNICIAN TRAINEE
ENVIRONMENTAL SYSTEMS TECHNICIAN I
ENVIRONMENTAL SYSTEMS TECHNICIAN II
ENVIRONMENTAL SYSTEMS TECHNICIAN III

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 wide variety of tasks in a process-centered, team environment to ensure the Water Pollution Control Facility (WPCF), a wastewater treatment facility, functions at maximum efficiency and complies with state and federal requirements.

DISTINGUISHING CHARACTERISTICS

The Environmental Systems Technician series consists of several levels of multi-skilled technicians ranging from a trainee level to an advanced level. Employees will learn the overall operation of the facility and each of its functional areas, and perform a wide variety of tasks in several skill areas intended to ensure the facility functions as effectively and efficiently as possible. The differences between each level are described below. For purposes of these definitions, "proficient" is defined as a level of knowledge and skill as internally verified in each skill block, which varies at each EST level.

Environmental Systems Technician Trainee: This is the trainee or entry level in the Environmental Systems Technician (EST) series. An EST Trainee is hired with at least one core skill in operations, maintenance, electrical or instrumentation. Employees learn and begin to perform basic, routine types of tasks and duties listed in the skill blocks for EST I. A more detailed list of the skill block requirements is found in the EST I Program Manual. This class is used as a training class, wherein employees need only limited related work experience. Employees must successfully complete the initial training program within the allotted six-month probationary period in order to remain employed and continue in the Trainee program. Employees may take up to eighteen months to complete the requirements for advancement to the EST I level.

Environmental Systems Technician I: This is the basic level in the Environmental Systems Technician (EST) series. Employees have one core skill in operations, maintenance, electrical or instrumentation, and are cross-trained to be proficient in all other required EST I skill blocks. Employees perform basic, routine types of tasks and duties listed in the skill blocks below. These duties can be generally categorized as cleaning, lubricating, adjusting, inspecting and minor repairs. A more detailed list of the skill block requirements is found in the EST I Program Manual. Positions in this class are flexibly staffed and are filled by advancement from the EST Trainee level once all the requirements have been met.

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Environmental Systems Technician Trainee/I/II/III (*continued*)

Environmental Systems Technician II: This is the intermediate, or journey, level within the Environmental Systems Technician series. Employees are proficient in operations and maintenance. Employees perform the types of duties listed in the skill blocks below, and have a level of proficiency that allows most work to be performed independently. A more detailed list of the skill block requirements is found in the EST II Program Manual. Positions in this class are flexibly staffed and are filled by advancement from the EST I level once all the requirements have been met.

Environmental Systems Technician III: This is the advanced journey level in the Environmental Systems Technician series. Employees are proficient in operations and maintenance. Employees independently perform more complex and difficult duties of the types listed in the skill blocks below, and are technical advisors and team leaders. A more detailed list of the skill block requirements is found in the EST III Program Manual. Positions in this class are flexibly staffed and are filled by advancement from the EST II level once all the requirements have been met.

SUPERVISION RECEIVED AND EXERCISED

Environmental Systems Technician Trainee

Receives immediate supervision from the Plant Operations and Maintenance Supervisor, Facilities Maintenance Supervisor, EST Supervisor and higher-level management.

Receives instruction, direction and oversight from a higher-level Environmental Systems Technician. May receive technical direction, assignments, advice and oversight from various lead level classifications.

Environmental Systems Technician I

Receives general supervision from the Plant Operations and Maintenance Supervisor, Facilities Maintenance Supervisor, EST Supervisor and higher-level management.

Receives work direction and oversight from a higher-level Environmental Systems Technician. May receive technical direction, assignments, advice and oversight from various lead level classifications.

Environmental Systems Technician II

Receives general supervision from the Plant Operations and Maintenance Supervisor, Facilities Maintenance Supervisor, EST Supervisor and higher-level management.

Receives work direction and oversight from a higher-level Environmental Systems Technician. May receive technical direction, assignments, advice and oversight from various lead level classifications.

May provide work direction to and oversight of lower level Environmental Systems Technician staff.

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Environmental Systems Technician Trainee/I/II/III (*continued*)

Environmental Systems Technician III

Receives general supervision from the Plant Operations and Maintenance Supervisor, Facilities Maintenance Supervisor, EST Supervisor and higher-level management.

May receive technical direction, assignments, advice and oversight from various lead level classifications.

Provides functional and technical supervision over lower level technical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

The duties listed below are described in general terms. For a detailed list of the duties required at each level, refer to the EST Program Manual.

Environmental Systems Technician Trainee

The Environmental Systems Technician Trainee is in a training program to acquire basic knowledge and skills regarding wastewater requirements, facilities, operations and the WPCF. At the end of the 18-month training program, the successful employee will be able to perform all the types of duties listed under Environmental Systems Technician I, and will have accomplished all the requirements for promotion to the EST I level.

Environmental Systems Technician I - Core Skill Blocks

Operations

1. Assist in the Water Pollution Control Facility (WPCF) sanitary requirements by performing duties such as skimming clarifiers or treatment modules, scrubbing weirs, cleaning pump rooms and bar screens.
2. Take water samples, receive chemical deliveries; conduct basic analyses of water and chemical samples.
3. Adjust chemical feed and flow rates; calculate chemical dosages, volumes and capacities.
4. Take and record basic instrument readings while doing rounds.
5. Divert wastewater flows as needed.
6. Lock out or reset motors as needed.
7. Respond appropriately to emergencies.

Maintenance

1. Assist with equipment maintenance such as greasing and lubricating, removing blockages, replacing air filters, unplugging heat exchangers, replacing metering pump hoses.
2. Perform basic preventive maintenance tasks.
3. Perform minor piping work, limited to PVC and CPVC piping.
4. Repair and replace instrumentation hardware without power or signal wiring.

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Environmental Systems Technician Trainee/I/II/III (*continued*)

Instrumentation

1. Perform minor preventive maintenance on instrumentation, such as changing gauges, rotameters and probes; cleaning and lubricating mechanical parts; repairing the mounting and tubing on analyzers and meters.
2. Add chemical reagent to analyzers as needed.

SCADA and CMMS

1. Enter collected information into the systems.
2. Search equipment in the CMMS system.
3. Generate work requests and input data.
4. Use CMMS to monitor preventive maintenance schedules and retrieve work orders.
5. Use SCADA to monitor various plant processes and equipment status.

Administration

1. Assist in maintaining acceptable inventory levels of materials and supplies by submitting purchase requests.
2. Complete all documentation as required.

Safety

1. Use required personal protective equipment (PPE).
2. Follow precautions contained in Material Safety Data Sheets (MSDS).
3. Follow applicable procedures and safety-related requirements.
4. Attend required safety training.

Industrial Waste and Laboratory

1. Learn the functions, roles and responsibilities of the laboratory and industrial waste and pre-treatment sections of the WPCF.
2. Learn related standard operating procedures.
3. Learn the basic laws, codes and regulations governing the facility operation.

Environmental Systems Technician I – Non-Core Skill Blocks

The following duties are considered incidental. While occasionally necessary for the operation of the WPCF, overall they do not constitute a significant portion of EST responsibilities.

Electrical

1. Replace lighting bulbs, check and replace indicator lamps.
2. Perform minor preventive maintenance activities.

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Environmental Systems Technician Trainee/I/II/III (*continued*)

Heating, Ventilation and Air Conditioning (HVAC)

1. Perform basic evaporative cooler maintenance, such as cleaning, changing pads, replacing belts, treating water, controlling corrosion, greasing bearings, clearing headers and bleeders, lubricating and checking for refrigerant leakage.
2. Clean and replace filters.

Facilities Maintenance

1. Perform minor plumbing repairs on restroom fixtures.
2. Perform minor carpentry repairs on doors, windows and cabinets.
3. Maintain facility grounds, including working on irrigation lines and sprinkler heads.

Marginal Functions:

1. Perform related duties and responsibilities as required.

Environmental Systems Technician II

In addition to the essential and marginal functions of the Environmental Systems Technician I:

Essential Functions:

Operations

1. Operate all plant process equipment in the field or through the SCADA system and perform related process control tests and calculations.
2. Perform process control analysis of required grab samples, log results and recommend chemical dosage adjustments.
3. Perform compositing of sample and run process control analysis tests as required.
4. Use laboratory reports to perform process changes, if needed.
5. Shut down and isolate equipment for maintenance, de-pressure and clear lines of sludge or product as required.
6. Perform piping line-up changes and open and close gates to divert and adjust process flows.
7. Manually operate filter backwash controls and equipment.
8. Troubleshoot equipment and process upsets and effect remedial actions.
9. Shut down sections of the plant for maintenance and cleaning, understanding the effects on other processes.

Maintenance

1. Install drive belts and couplings; check belt and shaft alignment; replace screw conveyor liners; repair and replace basin flights, shoes, gears and gear drives; replace bearings, sheaves, shafts and other parts of equipment and systems including evaporative coolers.
2. Perform preventive maintenance and repair and adjust components of digester gas, digesters, boiler, hot water loop, and flare systems.
3. Adjust pump packing, repack pumps and replace mechanical seals on pumps.

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Environmental Systems Technician Trainee/I/II/III (*continued*)

Maintenance

4. Perform maintenance work on engines such as Waukesha gas engines; rebuild pumps, grinders, macerators, valves and other similar equipment.
5. Use monitoring tools, including laser belt and shaft alignment tools and oil analysis equipment.
6. Organize the work and the tools and parts needed.

SCADA and CMMS

1. Remotely control equipment and systems using SCADA.
2. Change set points, start and stop equipment, monitor the process.
3. Use SCADA as an aid to point out and correct process and equipment upsets.
4. Complete SCADA bench sheets.
5. Perform data entry of process variables.
6. Use SCADA trending capabilities on process variables.
7. Use the modules of CMMS to create work requests and look up inventory and spare parts lists.

Laboratory

1. Perform various process control analysis tests and interpret the results.
2. Perform sample compositing and run TSS (total suspended solids) and VS (volatile solids) tests.

Marginal Functions:

1. Perform related duties and responsibilities as required.

Environmental Systems Technician III

In addition to the essential and marginal functions of the Environmental Systems Technician I and II:

Operations

1. Interpret complex laboratory test results specific to activated sludge systems; make adjustments based on calculations.
2. Plan and execute shutdowns of various sections of facility for repairs or cleaning and understand the effect of shutdown on other processes.
3. Draft standard operating procedures related to processes and shutdowns.
4. Calculate and optimize dosages of chemicals used in wastewater and solids treatment.
5. Provide technical leadership and advice within the work group to identify and resolve operational process problems.

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Environmental Systems Technician Trainee/I/II/III (continued)

Maintenance

1. Plan repair projects and create needed material requisitions.
2. Lead work group to complete the repair within allowed time and cost projections.
3. Use vibration analysis to monitor equipment condition.
4. Fabricate and install piping, pipe hangers and mechanical piping systems such as threaded, cam locked and Victaulic connected piping.
5. Repair and rebuild pressure regulators, eductors, backflow preventers, centrifuges, air and gas compressors, blowers, bar screens, screening washers and other facility equipment.
6. Repair and rebuild Waukesha gas engine components; perform gas engine performance calibration and tune-up using instrumentation and computers to trouble problems; perform limited overhaul work on Waukesha gas engines.
7. Plan and perform cement and masonry work related to pump pedestals, pipe supports and other applications.
8. Provide technical leadership and advice within the work group to effect equipment repair, mechanical installation and preventive and predictive maintenance projects.

SCADA and CMMS

1. Remotely control equipment and systems using SCADA.
2. Use SCADA as a monitoring and trouble-shooting tool to pinpoint process and equipment problems and perform remedial actions.
3. Use CMMS to generate reports related to equipment repair costs, to plan and schedule work and manpower needs and to create preventive maintenance programs.
4. Use CMMS for budget projections, equipment replacement strategies and to enhance repair and safety procedures.

Administration

1. Use software capable of capturing and printing images.
2. Enter data into databases and spreadsheets, retrieve data and write reports.
3. Use CMMS to create work requests, monitor processes and equipment, create preventive and predictive maintenance schedules, search lists for spare equipment and parts.
4. Coordinate the facilities' workflow processes with the engineering group, the maintenance planner and the EST work group.
5. Create standard operating procedures related to plant processes, maintenance and safety.
6. Ensure that employees follow safety policies and procedures and use required safety equipment.

Industrial Waste and Laboratory

1. Perform various tests related to process control.
2. Interpret laboratory results to determine NPDES (National Pollutant Discharge Elimination System) permit compliance.
3. Identify possible process problems and recommend changes.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (*continued*)

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Environmental Systems Technician Trainee

Knowledge of:

Basic preventive maintenance concepts.
Basic electrical concepts.
Basic mathematics.
Basic hand tools.
Basic electronic concepts.
Basic knowledge of word processing, spreadsheet or database software.
Basic safety standard operating procedures.
Basic plumbing or carpentry techniques.

Ability to:

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

Experience and Training Requirements

Experience:

One year of experience operating piping, valves and controls in a process or manufacturing environment;

OR

One year of commercial mechanical maintenance experience involving the service and repair of equipment;

OR

One year of electrical experience;

OR

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Environmental Systems Technician Trainee/I/II/III (continued)

Experience:

One year of experience in the maintenance, repair, fabrication and installation of electronic or electrical equipment.

Experience involving the installation, maintenance and repair of fluid pumps and related systems with a minimum capacity of 200 gallons per minute is desirable.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Within six months of the date of appointment, 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.

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

Possession of an appropriate City of Las Vegas aerial lift certification within 12 months of the date of appointment, and maintenance thereafter.

Possession of a State of Nevada Grade I Wastewater Treatment Plant Operator certification within 18 months of the date of appointment, and maintenance thereafter.

Environmental Systems Technician I

In addition to the qualifications for Environmental Systems Technician Trainee:

Knowledge of:

Basic wastewater treatment, dewatering and water re-use processes and the role of the various types of equipment used in the processes.

The types of pumps, valves and gearboxes in use at the WPCF, their operation and application.

Location of equipment motor control centers and breakers.

Basic preventive maintenance concepts applicable to the WPCF.

Basic electrical concepts applicable to the WPCF.

Basic mathematics applicable to the WPCF.

Electrical specialty tools used when working with 110 volt circuitry.

Basic electronic concepts applicable to the WPCF.

Basic functions of the Supervisory Control and Data Acquisition (SCADA) system.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (continued)

Knowledge of:

Basic functions and modules of the current computerized maintenance management system (CMMS).
Basic knowledge of word processing, spreadsheet and database software.
Proper use of required personal protective equipment (PPE).
Applicable Material Safety Data Sheet (MSDS) information.
The role of the facility Safety and Health Officer.
Basic safety standard operating procedures applicable to the WPCF.
Basic function of the industrial waste and pre-treatment work unit.
Basic function and role of the facility laboratory.
Basic plumbing and carpentry techniques.
Basic pertinent federal, state and local laws, codes and regulations.
Chemicals used in wastewater and solids treatment.

Ability to:

Work in a team environment.
Read and comprehend technical data, schematics, the operations and maintenance manual, parts lists and blue prints.
Use appropriate hand and power tools for the job being performed.
Operate a forklift.
Operate an aerial lift.
Read electrical symbols and control schematics.
Navigate SCADA control and graphics screens.

Experience and Training Requirements

At least one year of experience as an Environmental Systems Technician Trainee. Must have completed City of Las Vegas verification in each required skill block for Environmental Systems Technician I.

License or Certificate

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

Possession of a State of Nevada Grade I Wastewater Treatment Plant Operator certification on the date of application, and maintenance thereafter.

Successful completion of the approved maintenance training program on the date of application, and maintenance thereafter.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (*continued*)

Environmental Systems Technician II

In addition to the qualifications for Environmental Systems Technician I:

Knowledge of:

Common office software applications, including word processing, spreadsheet and database at an intermediate level.

Control strategies of the filtration systems.

Equipment, process control and systems control logics and strategies.

Ability to:

Use software applications capable of capturing and printing images.

Respond in the event of processing systems upsets.

Write standard operating procedures relating to process operation, equipment maintenance and safety.

Experience and Training Requirements

Two years experience as an Environmental Systems Technician. Must have completed City of Las Vegas verification in each required skill block for Environmental Systems Technician II.

License or Certificate

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

Possession of State of Nevada Grade II Wastewater Treatment Plant Operator certification on the date of application, and maintenance thereafter.

Successful completion of the approved maintenance training program on the date of application, and maintenance thereafter.

Environmental Systems Technician III

In addition to the qualifications for Environmental Systems Technician I and II:

Knowledge of:

Computer software at an intermediate level in word processing, spreadsheet and database.

The control strategy of various facility equipment, process systems and subsystems.

Principles, operation and control of ultraviolet disinfection.

Flow schemes, piping, structure, instrumentation and equipment used in a large wastewater treatment facility.

Optimizing chemicals used in wastewater and solids treatment.

Predictive maintenance concepts.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (continued)

Ability to:

Exercise leadership within a team environment.

Experience and Training Requirements

Three years experience as an Environmental Systems Technician. Must have completed City of Las Vegas verification in each required skill block for Environmental Systems Technician III.

License or Certificate

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

Possession of State of Nevada Grade III Wastewater Treatment Plant Operator certification on the date of application, and maintenance thereafter.

Successful completion of the approved maintenance training program on the date of application, and maintenance thereafter.

SPECIAL REQUIREMENTS

The Water Pollution Control Facility is a 24-hour, 7 day per week operation. Assigned work schedule may change and may be for any shift and any day of the week.

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: Wastewater treatment plant environment and, at times, construction site environment, in all types of weather conditions.

Hazards: Exposure to waste, hazardous and infectious waste, noise, electrical hazards, inclement weather, moving objects, vehicles, sharp objects, pinch points, odors, fumes, gases, dust, and slippery surfaces.

Equipment Used: Hand and power tools, measuring devices, computer, general office equipment.

Safety Equipment: Hearing and eye protection, safety shoes, gloves, masks, respirators, safety vest.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (*continued*)

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, in combination with walking throughout work shift on all types of terrain up to ¼-1 mile per shift, depending on area assigned.

Sitting: Occasionally, while performing administrative duties or riding in golf cart.

Lift/carry: Frequently, 1-15 lbs., materials, samples, supplies, tools. Infrequently, up to 50 lbs.

Push/pull: Frequent push/pull using one or both hands exerting a force up to 10-25 lbs. while turning valves, pushing, pulling skimmers. Infrequently, up to 66 lbs.

Climbing: Occasionally, steps and stairs throughout plant during shift.

Bending/twisting: Frequently at waist, knees and neck while checking pumps, valves and gauges.

Kneeling/crouching/crawling: Infrequently, while checking valves and pumps.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping and gripping while turning valves, using controls, computer keyboard, writing and recording data and operating golf cart.

Sight: Constant use of sight required. Visual acuity in near- and mid-range while operating equipment; hand/eye coordination.

Speech/hearing: Constant use in communicating with co-workers in maintaining safe work environment.

ARB

REV 4/26/10

FLSA & City: nonexempt

CSB 5/12/10

TECHNICAL THEATER FIELD SUPERVISOR

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

DEFINITION

To supervise, assign, review and participate in the work of staff responsible for a variety of productions, special events and town hall meetings; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility including troubleshooting equipment and facilities and supervising equipment repair and maintenance in the Office of Cultural Affairs.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Technical Theater Supervisor.

Exercises direct supervision over assigned 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. Assign, supervise, review and participate in the daily work of assigned staff responsible for the technical support of events at a variety of traditional and non-traditional facilities and settings including parks, amphitheatres, arts/cultural centers, theatres, mobile stages, council chambers and meeting/training rooms, City Council town hall meetings, facility dedications and other city-wide special events.
2. Assist with researching and preparing equipment purchase packages for proposed cultural facilities including design and procurement, and assist in the installation and operation of the facility and equipment.
3. Conduct workshops and training sessions regarding use of theater equipment and mobile stage.
4. Assist with the development of work unit policies and procedures.
5. Work with employees to correct deficiencies.
6. Coordinate the maintenance of assigned locations.

CITY OF LAS VEGAS
Technical Theater Field Supervisor (*continued*)

Essential Functions:

7. Train staff in the use of and operate small hand tools, electrical generator, fog machine, media equipment, material handling and aerial lifts , lighting equipment, sound equipment, pick-up truck and closed circuit video monitor system; train assigned employees in sound stage and lighting methods and techniques, and in the set up and use of equipment.
8. Verify the work of assigned staff for accuracy, proper work methods and techniques and compliance with applicable standards and specifications; conduct site inspections to ensure staff adheres to safe work practices and procedures.
9. Coordinate the use and maintenance of the division vehicles and mobile stages.
10. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.

Marginal Functions:

1. Complete accident and incident reports.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and applications of electricity, theater production, stage rigging and stage carpentry.
Properties, principles, methods and techniques of sound, lighting, set and prop design.
Drafting principles and applications.
Principles of supervision, training and performance evaluation.
Pertinent federal, state and local laws, codes and regulations.
Operations, services and activities of cultural arts programs including dance, drama, musical performances, the visual arts field and the performing arts program.
Technical stage procedures, reading and writing cue sheets, labeling and instrument schedules.
Digital multi-effects processor, audio spatial environment, gates and compressors.
Safe operation of aerial and material handling lifts.

Ability to:

Supervise, organize and review the work of assigned lower level staff.
Train and evaluate staff.
Interpret and explain city and department policies and procedures.
Supervise and coordinate the use of technical equipment.
Distinguish sounds by frequency for sound checks and performances.
Prepare clear and concise reports.
Maintain accurate records on facilities' equipment.
Instruct classes and conduct workshops on technical and equipment operation.

CITY OF LAS VEGAS
Technical Theater Field Supervisor (*continued*)

Ability to:

Communicate clearly and concisely, both orally and in writing.

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

Operate a variety of sound, stage and lighting equipment in a safe and effective manner.

Operate material handling and aerial lifts in a safe and effective manner.

Perform technical maintenance on equipment and facilities.

Work independently in the absence of supervision.

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

- *Walking, standing, climbing, bending, twisting, kneeling, crouching, crawling, grasping for extended periods of time;*
- *Operating assigned equipment;*
- *Working in cramped or restricted spaces;*
- *Lifting over 50 pounds; and*
- *Withstanding loud noises.*

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

Four years of increasingly responsible theater experience including experience in stagecraft, sound and theater lighting.

Training:

Equivalent to graduation from high school supplemented by college level course work in theater design, stage design, dramatic arts or a related field.

License or Certificate

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

CITY OF LAS VEGAS
Technical Theater Field Supervisor (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Work in a theater environment; exposure to noise, dust, toxic and caustic chemicals, odors, fumes, electrical energy; work or inspect at heights, in inclement weather conditions or in restricted spaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting, climbing, stooping, crawling, standing, walking for prolonged periods of time; the use of legs and hands; operating power tools and equipment, motorized equipment and vehicles; ability to distinguish color.

ARB
REV 4/5/10
FLSA: exempt; City: nonexempt
CSB 5/12/10

TECHNICAL THEATER SUPERVISOR

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

DEFINITION

To supervise, assign and review the work of staff responsible for city theatrical productions, special events and town hall meetings; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility in the Office of Cultural Affairs.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Cultural Affairs Manager.

Exercises direct supervision over technical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for the technical support of events at a variety of traditional and non-traditional facilities and settings including parks, amphitheatres, arts and cultural centers, theaters, mobile stages, City Council chambers and meeting or training rooms, City Council town hall meetings, facility dedications and other city-wide special events.
2. Direct, coordinate and review the work plan for assigned programs; meet with staff to identify and resolve problems, assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
3. Research and prepare equipment purchase packages for proposed cultural facilities including design, procurement and installation, and the training of staff in the operation of the facility and equipment.
4. Supervise and coordinate facility support activities.
5. Supervise and develop workshops and training sessions regarding use of theater equipment and Showmobile; instruct classes and conduct workshops on technical and equipment operation.
6. Act as lighting and sound designer for productions and events.

CITY OF LAS VEGAS
Technical Theater Supervisor (*continued*)

Essential Functions:

7. Assist with the development of the department's policies and procedures; identify opportunities for improving customer service methods and procedures, review with staff and implement improvements.
8. Supervise, coordinate and approve the execution of sound, lighting and set designs.
9. Participate in the selection of technical staff; motivate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
10. Supervise the maintenance of assigned locations.
11. Prepare the theater operations and equipment portion of the department's annual budget; monitor expenditures throughout the year.
12. Prepare contracts, accept rental monies and prepare appropriate documents for rental of assigned locations.
13. Supervise the repair of equipment for assigned locations.
14. Coordinate the design and construction of gallery furniture.
15. Train staff in the use of and operate small hand tools, electrical generator, fog machine, media equipment, material handling and aerial lifts , lighting equipment, sound equipment, various trucks, and closed circuit video monitor system; train assigned employees in sound stage and lighting methods and techniques, and in the set up and use of equipment.
16. Prepare and file technical reports and accident and incident reports as needed; maintain various accurate records as required.
17. Supervise the enforcement of OSHA regulations and fire regulations and enforce security of theater equipment.

Marginal Functions:

1. Perform related duties and responsibilities as required.
2. Serve as consultant to the community, other city departments and other agencies statewide in the areas of lighting and sound principles, design and equipment.

CITY OF LAS VEGAS
Technical Theater Supervisor (*continued*)

QUALIFICATIONS

Knowledge of:

Principles and applications of electricity, theater production, sound and lighting design, stage rigging and stage carpentry.
Properties, principles, methods and techniques of sound, lighting, set and prop design.
Drafting principles and applications.
Operations, services and activities of cultural arts programs including dance, drama, musical performances, the visual arts field and the performing arts program.
Cultural services and the fine arts relative to the theater.
Stage technical procedures, reading and writing cue sheets, labeling and instrument schedules.
Digital multi-effects processor, audio spatial environment, gates and compressors.
Principles of supervision, training and performance evaluation.
Pertinent federal, state and local laws, codes and regulations.
OSHA , fire and hazardous materials regulations applicable to theatrical and entertainment facilities and productions.

Ability to:

Interpret and explain city and department policies and procedures.
Supervise and coordinate the use of technical equipment.
Distinguish sounds by frequency for sound checks and performances.
Prepare clear and concise reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work including city officials and the general public.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Walking, standing, sitting, climbing, bending, twisting, kneeling, crouching, crawling, grasping for extended periods of time;*
-- *Operating assigned equipment;*
-- *Working in cramped or restricted spaces;*
-- *Lifting over 50 pounds; and*
-- *Withstanding loud noises.*
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations;*
-- *Communicating with others;*
-- *Reading and writing; and*
-- *Operating assigned equipment and vehicles.*
Maintain mental capacity which allows the capability of:
-- *Making sound decisions;*
-- *Effective interaction and communication with others; and*
-- *Demonstrating intellectual capabilities.*

CITY OF LAS VEGAS
Technical Theater Supervisor (*continued*)

Experience and Training Requirements

Experience:

Five years of increasingly responsible theater experience including stagecraft and the design and operation of sets, props, sound and lighting.

Training:

Equivalent to graduation from high school supplemented by college level course work in theater design, stage design, theatrical sound or lighting design, dramatic arts or a related field.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Work in a theater environment; exposure to noise, dust, toxic and caustic chemicals, odors, fumes, electrical energy; work or inspect at heights, in inclement weather conditions or in restricted spaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting, climbing, stooping, crawling, standing, walking for prolonged periods of time; the use of legs and hands; operating power tools and equipment, motorized equipment and vehicles; the ability to distinguish color.

ARB
REV 4/5/10
FLSA: exempt; City: nonexempt
CSB 5/12/10

**THEATER TECHNICIAN I
THEATER TECHNICIAN 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 a variety of technical tasks in support of theatrical and performing programs; and to promote community involvement in such programs.

DISTINGUISHING CHARACTERISTICS

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

Theater Technician II--This is the full journey level class within the Theater Technician series. Employees within this class are distinguished from the Theater Technician I by the performance of the full range of duties assigned and by the level of experience attained. 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 AND EXERCISED

Theater Technician I

Receives immediate supervision from higher level supervisory or management staff.

May exercise functional or technical supervision over volunteers.

Theater Technician II

Receives general supervision from higher level supervisory or management staff.

May exercise functional or technical supervision over hourly staff or volunteers.

CITY OF LAS VEGAS
Theater Technician I/II (*Continued*)

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

1. Assist in organizing and coordinating the technical aspects of theatrical and performing arts productions and activities.
2. Read lighting plans; hang, focus, operate and strike stage lighting; set up and operate sound equipment as directed.
3. Read scenery plans; construct, transport, set up and strike scenery and props; may serve as running crew or stage manager on productions as assigned.
4. Assist in purchasing or renting and transporting materials and supplies; perform routine and emergency maintenance of facilities and equipment; maintain records of equipment maintenance and purchase requests.
5. Assist in conducting technical classes in performing arts.
6. Assist in maintaining and enforcing rules governing facilities and equipment.
7. Set up, operate and maintain the Showmobile/Mobile Stage Express, a mobile stage.
8. Set up, operate and strike the stage canopy at Hills Park.
9. During events, listen for comments expressing community needs and communicate to supervisor.

Marginal Functions:

1. Perform a variety of clerical functions including answering phones, filing and copying.
2. Perform safety and health related cleaning and maintenance services as needed in facilities.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Theater Technician I

Knowledge of:

Various aspects of technical productions in dance, drama and musical performance.
Applied electricity and carpentry.
Principles and practices of lighting and sound design.
Modern office procedures, methods and computer equipment.
Basic mathematical principles.
English usage, spelling, grammar and punctuation.

CITY OF LAS VEGAS
Theater Technician I/II (Continued)

Ability to:

Maintain flexible work schedule as needed.

Assist in a variety of performing arts, entertainment and public events activities.

Set-up, operate and strike performing arts, entertainment and public events productions.

Perform maintenance on technical equipment.

Read scenery and lighting plans.

Respond to requests and inquiries from the general public.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

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

Communicate clearly and concisely, both orally and in writing.

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:

Two years of technical experience working with performing arts programs.

Training:

Equivalent to graduation from high school.

License or Certificate

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

CITY OF LAS VEGAS
Theater Technician I/II (Continued)

Theater Technician II

In addition to the qualifications for Theater Technician I:

Knowledge of:

Techniques of various performing arts.
Principles and procedures of record keeping.

Ability to:

Plan, organize and monitor the technical aspects of performing arts programs.
Supervise and evaluate programs and staff.
Maintain accurate records.
Identify needs of the community.

Experience and Training Requirements

Experience:

Three years of technical experience working with performing arts programs.

Training:

- Equivalent to graduation from high school.

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: 60% inside, 40% outside work in ever changing work environment and in all types of weather conditions.

Hazards: Exposure to working at heights, noise, inclement weather conditions, moving objects and vehicles, burns, toxic and caustic chemicals, odors, fumes, awkward positions, cramped quarters, slippery surfaces, and pinch points.

Equipment Used: Hand and power tools, pneumatic tools, medium and light trucks, material handling lift, aerial lift, hoists, computerized lighting systems, audio equipment, amplifiers, mixing consoles, ladders, winches, and high voltage motors and generators.

Safety Equipment: Hard hat, gloves, aprons, safety glasses, safety harness or lanyard, steel-toed safety shoes, and other equipment as needed.

CITY OF LAS VEGAS
Theater Technician I/II (*Continued*)

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequent-constant standing, in combination with walking up to 4-6 miles per shift, on all types of surfaces outdoors and indoors.

Sitting: Occasionally, while operating equipment and vehicles, or administrative duties at desk.

Lift/carry: Frequently, up to 1-75 lbs., props, tools, and equipment. Carrying distances of up to 50 ft. Occasionally-infrequently, 76-150 lbs., with assistance for heavier equipment.

Push/pull: Frequently, exerting up to 5-50 lbs. force using both hands and arms while moving equipment, setting up stages, operating fly systems pulling ropes and cables. Infrequently, exerting force exceeding 75 lbs. while moving large equipment.

Climbing: Frequently, climbing or balancing on ladders or platforms while performing job duties.

Bending/twisting: Constantly, at waist, knees and neck, often in awkward positions while performing set up and strike activities.

Kneeling/crouching/crawling: Frequently, while performing transport, set up and strike activities. May crawl in attics and crawl spaces under stages.

Hands/arms: Constant use of hands and arms reaching, grasping, fingering, gripping, handling while installing and repairing equipment, at times working with arms extended and overhead. Heavy gripping using hand and power tools can be extended at times.

Sight: Constant use of sight abilities while inspecting or repairing equipment. Visual requirements include hand, eye and foot coordination, and visual acuity in near-, mid- and far-range.

Speech/hearing: Constantly, in communicating with co-workers and supervisors.

Other physical demands: Ability to work in confined spaces, in all types of environments, and work at heights up to 100 ft. Must be able to respond quickly to emergencies.

ARB
REV 4/5/10
FLSA & City: nonexempt

CSB 5/12/10

SENIOR THEATER 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 lead, oversee and participate in the more complex and difficult work of staff responsible for city-wide productions, town hall meetings and other special events; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Theater Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. The Senior Theater Technician provides lead supervision over staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Technical Theater Field Supervisor.

Exercises functional and technical supervision over lower level technical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Lead, plan, participate in and review the work of staff responsible for providing technical support at city-wide performing arts productions, special events or town hall meetings.
2. Plan, direct and participate in performing arts, entertainment and public events in a variety of traditional and non-traditional facilities and settings including parks, amphitheatres, arts/cultural centers, theaters, mobile stages, City Council chambers and meeting or training rooms.
3. Supervise the use of and operate small hand tools, electrical generator, fog machine, media equipment, material handling and aerial lifts, lighting equipment, sound equipment, mobile stages, a variety of trucks and closed circuit video monitor system.
4. Train assigned employees in sound, stage and lighting methods and techniques and in the set up and use of equipment.

CITY OF LAS VEGAS
Senior Theater Technician *(continued)*

Essential Functions:

5. Verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specifications.
6. Ensure employees adhere to safe work practices and procedures.
7. Construct and set up gallery furniture.
8. Ensure that assigned facilities and equipment are maintained in proper working condition.
9. Procure materials for assigned facilities.
10. Enforce adherence to OSHA and fire regulations and enforce security of theater equipment.
11. Operate theatrical sound and lighting equipment.

Marginal Functions:

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
2. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
3. File technical reports.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services, technical production and activities related to arts programming including dance, theater, music performances, and the visual arts field.

Principles of lead supervision and training.

Methods and techniques of sound, stage and lighting.

Principles and practices of auditioning and play analyses and stage and directing techniques as applied to providing technical support.

Simple stage technical procedures, reading and writing cue sheets, labeling and instrument schedules.

Basic carpentry skills.

Material Safety Data Sheets procedures.

Electrical and electronic devices.

Digital multi-effects processor, audio spatial environment, gates and compressors.

Occupational hazards and standard safety practices.

CITY OF LAS VEGAS
Senior Theater Technician (continued)

Ability to:

Lead, organize and review the work of staff in the area of work assigned.

Independently perform the most difficult technical functions related to producing special events.

Interpret, explain and enforce department policies and procedures.

Operate a variety of sound, stage and lighting equipment in a safe and effective manner.

Perform minor maintenance on equipment and facilities.

Organize and install art shows.

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 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:

Three years of technical stage craft experience.

Training:

Equivalent to graduation from high school, supplemented by training or college level course work in theater lighting and production.

License or Certificate

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

ENVIRONMENTAL SYSTEMS TECHNICIAN TRAINEE
ENVIRONMENTAL SYSTEMS TECHNICIAN I
ENVIRONMENTAL SYSTEMS TECHNICIAN II
ENVIRONMENTAL SYSTEMS TECHNICIAN III

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 wide variety of tasks in a process-centered, team environment to ensure the Water Pollution Control Facility (WPCF), a wastewater treatment facility, functions at maximum efficiency and complies with state and federal requirements.

DISTINGUISHING CHARACTERISTICS

The Environmental Systems Technician series consists of several levels of multi-skilled technicians ranging from a trainee level to an advanced level. Employees will learn the overall operation of the facility and each of its functional areas, and perform a wide variety of tasks in several skill areas intended to ensure the facility functions as effectively and efficiently as possible. The differences between each level are described below. For purposes of these definitions, "proficient" is defined as a level of knowledge and skill as internally verified in each skill block, which varies at each EST level.

Environmental Systems Technician Trainee: This is the trainee or entry level in the Environmental Systems Technician (EST) series. An EST Trainee is hired with at least one core skill in operations, maintenance, electrical or instrumentation. Employees learn and begin to perform basic, routine types of tasks and duties listed in the skill blocks for EST I. A more detailed list of the skill block requirements is found in the EST I Program Manual. This class is used as a training class, wherein employees need only limited related work experience. Employees must successfully complete the initial training program within the allotted six-month probationary period in order to remain employed and continue in the Trainee program. Employees may take up to eighteen months to complete the requirements for advancement to the EST I level.

Environmental Systems Technician I: This is the basic level in the Environmental Systems Technician (EST) series. Employees have one core skill in operations, maintenance, electrical or instrumentation, and are cross-trained to be proficient in all other required EST I skill blocks. Employees perform basic, routine types of tasks and duties listed in the skill blocks below. These duties can be generally categorized as cleaning, lubricating, adjusting, inspecting and minor repairs. A more detailed list of the skill block requirements is found in the EST I Program Manual. Positions in this class are flexibly staffed and are filled by advancement from the EST Trainee level once all the requirements have been met.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (*continued*)

Environmental Systems Technician II: This is the intermediate, or journey, level within the Environmental Systems Technician series. Employees are proficient in operations and maintenance. Employees perform the types of duties listed in the skill blocks below, and have a level of proficiency that allows most work to be performed independently. A more detailed list of the skill block requirements is found in the EST II Program Manual. Positions in this class are flexibly staffed and are filled by advancement from the EST I level once all the requirements have been met.

Environmental Systems Technician III: This is the advanced journey level in the Environmental Systems Technician series. Employees are proficient in operations and maintenance. Employees independently perform more complex and difficult duties of the types listed in the skill blocks below, and are technical advisors and team leaders. A more detailed list of the skill block requirements is found in the EST III Program Manual. Positions in this class are flexibly staffed and are filled by advancement from the EST II level once all the requirements have been met.

SUPERVISION RECEIVED AND EXERCISED

Environmental Systems Technician Trainee

Receives immediate supervision from the Plant Operations and Maintenance Supervisor, Facilities Maintenance Supervisor, EST Supervisor and higher-level management.

Receives instruction, direction and oversight from a higher-level Environmental Systems Technician. May receive technical direction, assignments, advice and oversight from various lead level classifications.

Environmental Systems Technician I

Receives ~~direct~~ general supervision from the Plant Operations and Maintenance Supervisor, Facilities Maintenance Supervisor, EST Supervisor and higher-level management.

Receives work direction and oversight from a higher-level Environmental Systems Technician.

May receive technical direction, assignments, advice and oversight from various lead level classifications.

Environmental Systems Technician II

Receives general supervision from the Plant Operations and Maintenance Supervisor, Facilities Maintenance Supervisor, EST Supervisor and higher-level management.

Receives work direction and oversight from a higher-level Environmental Systems Technician.

May receive technical direction, assignments, advice and oversight from various specialist-lead level classifications.

May provide work direction to and oversight of lower level Environmental Systems Technician staff.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (continued)

Environmental Systems Technician III

Receives general supervision from the Plant Operations and Maintenance Supervisor, Facilities Maintenance Supervisor, EST Supervisor and higher-level management.

May receive technical direction, assignments, advice and oversight from various specialist-lead level classifications.

Provides functional and technical supervision over lower level technical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—

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

Essential Functions:

The duties listed below are described in general terms. For a detailed list of the duties required at each level, refer to the EST Program Manual.

Environmental Systems Technician Trainee

The Environmental Systems Technician Trainee is in a training program to acquire basic knowledge and skills regarding wastewater requirements, facilities, operations and the WPCF. At the end of the 18-month training program, the successful employee will be able to perform all the types of duties listed under Environmental Systems Technician I, and will have accomplished all the requirements for promotion to the EST I level.

Environmental Systems Technician I - Core Skill Blocks

Operations

1. Assist in the Water Pollution Control Facility (WPCF) sanitary requirements by performing duties such as skimming clarifiers or treatment modules, scrubbing weirs, cleaning pump rooms and bar screens.
2. Take water samples, receive chemical deliveries; conduct basic analyses of water and chemical samples.
3. Adjust chemical feed and flow rates; calculate chemical dosages, volumes and capacities.
4. Take and record basic instrument readings while doing rounds.
5. Divert wastewater flows as needed.
6. Lock out or reset motors as needed.
7. Respond appropriately to emergencies.

Maintenance

1. Assist with equipment maintenance such as greasing and lubricating, removing blockages, replacing air filters, unplugging heat exchangers, replacing metering pump hoses.
2. Perform basic preventive maintenance tasks.
3. Perform minor piping work, limited to PVC and CPVC piping.
4. Repair and replace instrumentation hardware without power or signal wiring.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (*continued*)

Instrumentation

1. Perform minor preventive maintenance on instrumentation, such as changing gauges, rotameters and probes; cleaning and lubricating mechanical parts; repairing the mounting and tubing on analyzers and meters.
2. Add chemical reagent to analyzers as needed.

SCADA and CMMS

1. Enter collected information into the systems.
2. Search equipment in the CMMS system.
3. Generate work requests and input data.
4. Use CMMS to monitor preventive maintenance schedules and retrieve work orders.
5. Use SCADA to monitor various plant processes and equipment status.

Administration

1. Assist in maintaining acceptable inventory levels of materials and supplies by submitting purchase requests.
2. Complete all documentation as required.

Safety

1. Use required personal protective equipment (PPE).
2. Follow precautions contained in Material Safety Data Sheets (MSDS).
3. Follow applicable procedures and safety-related requirements.
4. Attend required safety training.

Industrial Waste and Laboratory

1. Learn the functions, roles and responsibilities of the laboratory and industrial waste and pre-treatment sections of the WPCF.
2. Learn related standard operating procedures.
3. Learn the basic laws, codes and regulations governing the facility operation.

Environmental Systems Technician I - Non-Core Skill Blocks

The following duties are considered incidental. While occasionally necessary for the operation of the WPCF, overall they do not constitute a significant portion of EST responsibilities.

Electrical

1. Replace lighting bulbs, check and replace indicator lamps.
2. Perform minor preventive maintenance activities.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (continued)

Heating, Ventilation and Air Conditioning (HVAC)

1. Perform basic evaporative cooler maintenance, such as cleaning, changing pads, replacing belts, treating water, controlling corrosion, greasing bearings, clearing headers and bleeders, lubricating and checking for refrigerant leakage.
2. Clean and replace filters.

Facilities Maintenance

1. Perform minor plumbing repairs on restroom fixtures.
2. Perform minor carpentry repairs on doors, windows and cabinets.
3. Maintain facility grounds, including working on irrigation lines and sprinkler heads.

Marginal Functions:

1. Perform related duties and responsibilities as required.

Environmental Systems Technician II

In addition to the essential and marginal functions of the Environmental Systems Technician I:

Essential Functions:

Operations

1. Operate all plant process equipment in the field or through the SCADA system and perform related process control tests and calculations.
2. Perform process control analysis of required grab samples, log results and recommend chemical dosage adjustments.
3. Perform compositing of sample and run process control analysis tests as required.
4. Use laboratory reports to perform process changes, if needed.
5. Shut down and isolate equipment for maintenance, de-pressure and clear lines of sludge or product as required.
6. Perform piping line-up changes and open and close gates to divert and adjust process flows.
7. Manually operate filter backwash controls and equipment.
8. Troubleshoot equipment and process upsets and effect remedial actions.
9. Shut down sections of the plant for maintenance and cleaning, understanding the effects on other processes.

Maintenance

1. Install drive belts and couplings; check belt and shaft alignment; replace screw conveyor liners; repair and replace basin flights, shoes, gears and gear drives; replace bearings, sheaves, shafts and other parts of equipment and systems including evaporative coolers.
2. Perform preventive maintenance and repair and adjust components of digester gas, digesters, boiler, hot water loop, and flare systems.
3. Adjust pump packing, repack pumps and replace mechanical seals on pumps.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (*continued*)

Maintenance

4. Perform maintenance work on engines such as Waukesha gas engines; rebuild pumps, grinders, macerators, valves and other similar equipment.
5. Use monitoring tools, including laser belt and shaft alignment tools and oil analysis equipment.
6. Organize the work and the tools and parts needed.

SCADA and CMMS

1. Remotely control equipment and systems using SCADA.
2. Change set points, start and stop equipment, monitor the process.
3. Use SCADA as an aid to point out and correct process and equipment upsets.
4. Complete SCADA bench sheets.
5. Perform data entry of process variables.
6. Use SCADA trending capabilities on process variables.
7. Use the modules of CMMS to create work requests and look up inventory and spare parts lists.

Laboratory

1. Perform various process control analysis tests and interpret the results.
2. Perform sample compositing and run TSS (total suspended solids) and VS (volatile solids) tests.

Marginal Functions:

1. Perform related duties and responsibilities as required.

Environmental Systems Technician III

In addition to the essential and marginal functions of the Environmental Systems Technician I and II:

Operations

1. Interpret complex laboratory test results specific to activated sludge systems; make adjustments based on calculations.
2. Plan and execute shutdowns of various sections of facility for repairs or cleaning and understand the effect of shutdown on other processes.
3. Draft standard operating procedures related to processes and shutdowns.
4. Calculate and optimize dosages of chemicals used in wastewater and solids treatment.
5. Provide technical leadership and advice within the work group to identify and resolve operational process problems.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (*continued*)

Maintenance

1. Plan repair projects and create needed material requisitions.
2. Lead work group to complete the repair within allowed time and cost projections.
3. Use vibration analysis to monitor equipment condition.
4. Fabricate and install piping, pipe hangers and mechanical piping systems such as threaded, cam locked and Victaulic connected piping.
5. Repair and rebuild pressure regulators, eductors, backflow preventers, centrifuges, air and gas compressors, blowers, bar screens, screening washers and other facility equipment.

Maintenance

6. Repair and rebuild Waukesha gas engine components; perform gas engine performance calibration and tune-up using instrumentation and computers to trouble problems; perform limited overhaul work on Waukesha gas engines.
7. Plan and perform cement and masonry work related to pump pedestals, pipe supports and other applications.
8. Provide technical leadership and advice within the work group to effect equipment repair, mechanical installation and preventive and predictive maintenance projects.

SCADA and CMMS

1. Remotely control equipment and systems using SCADA.
2. Use SCADA as a monitoring and trouble-shooting tool to pinpoint process and equipment problems and perform remedial actions.
3. Use CMMS to generate reports related to equipment repair costs, to plan and schedule work and manpower needs and to create preventive maintenance programs.
4. Use CMMS for budget projections, equipment replacement strategies and to enhance repair and safety procedures.

Administration

1. Use software capable of capturing and printing images.
2. Enter data into databases and spreadsheets, retrieve data and write reports.
3. Use CMMS to create work requests, monitor processes and equipment, create preventive and predictive maintenance schedules, search lists for spare equipment and parts.
4. Coordinate the facilities' workflow processes with the engineering group, the maintenance planner and the EST work group.
5. Create standard operating procedures related to plant processes, maintenance and safety.
6. Ensure that employees follow safety policies and procedures and use required safety equipment.

Industrial Waste and Laboratory

1. Perform various tests related to process control.
2. Interpret laboratory results to determine NPDES (National Pollutant Discharge Elimination System) permit compliance.
3. Identify possible process problems and recommend changes.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (*continued*)

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Environmental Systems Technician Trainee

Knowledge of:

- Basic preventive maintenance concepts.
- Basic electrical concepts.
- Basic mathematics.
- Basic hand tools.
- Basic electronic concepts.
- Basic knowledge of word processing, spreadsheet or database software.
- Basic safety standard operating procedures.
- Basic plumbing or carpentry techniques.

Ability to:

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

Experience and Training Requirements

Experience:

- One year of experience operating piping, valves and controls in a process or manufacturing environment;
- OR
- One year of commercial mechanical maintenance experience involving the service and repair of equipment;
- OR
- One year of electrical experience;
- OR

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (*continued*)

One year of experience in the maintenance, repair, fabrication and installation of electronic or electrical equipment.

Experience involving the installation, maintenance and repair of fluid pumps and related systems with a minimum capacity of 200 gallons per minute is desirable.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Within six months of the date of ~~application~~ appointment, 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.

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

Possession of an appropriate City of Las Vegas aerial lift certification within 12 months of the date of appointment, and maintenance thereafter.

~~Possession of a State of Nevada Grade I Wastewater Treatment Plant Operator certification within 18 months of the date of appointment, and maintenance thereafter.~~

Environmental Systems Technician I

In addition to the qualifications for Environmental Systems Technician Trainee:

Knowledge of:

Basic wastewater treatment, dewatering and water re-use processes and the role of the various types of equipment used in the processes.

The types of pumps, valves and gearboxes in use at the WPCF, their operation and application.

Location of equipment motor control centers and breakers.

Basic preventive maintenance concepts applicable to the WPCF.

Basic electrical concepts applicable to the WPCF.

Basic mathematics applicable to the WPCF.

Electrical specialty tools used when working with 110 volt circuitry.

Basic electronic concepts applicable to the WPCF.

Basic functions of the Supervisory Control and Data Acquisition (SCADA) system.

Basic functions and modules of the current computerized maintenance management system (CMMS).

Basic knowledge of word processing, spreadsheet and database software.

Proper use of required personal protective equipment (PPE).

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (continued)

Knowledge of:

- Applicable Material Safety Data Sheet (MSDS) information.
- The role of the facility Safety and Health Officer.
- Basic safety standard operating procedures applicable to the WPCF.
- Basic function of the industrial waste and pre-treatment work unit.
- Basic function and role of the facility laboratory.
- Basic plumbing and carpentry techniques.
- Basic pertinent federal, state and local laws, codes and regulations.
- Chemicals used in wastewater and solids treatment.

Ability to:

- Work in a team environment.
- Read and comprehend technical data, schematics, the operations and maintenance manual, parts lists and blue prints.
- Use appropriate hand and power tools for the job being performed.
- Operate a forklift.
- Operate an aerial lift.
- Read electrical symbols and control schematics.
- Navigate SCADA control and graphics screens.

Experience and Training Requirements

At least one year of experience as an Environmental Systems Technician Trainee. Must have completed City of Las Vegas verification in each required skill block for Environmental Systems Technician I.

License or Certificate

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

Possession of a State of Nevada Grade I Wastewater Treatment Plant Operator certification on the date of application, and maintenance thereafter.

Successful completion of the approved maintenance training program on the date of application, and maintenance thereafter.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (continued)

Environmental Systems Technician II

In addition to the qualifications for Environmental Systems Technician I:

Knowledge of:

Common office software applications, including word processing, spreadsheet and database at an intermediate level.

Control strategies of the filtration systems.

Equipment, process control and systems control logics and strategies.

Ability to:

Use software applications capable of capturing and printing images.

Respond in the event of processing systems upsets.

Write standard operating procedures relating to process operation, equipment maintenance and safety.

Experience and Training Requirements

Two years experience as an Environmental Systems Technician. Must have completed City of Las Vegas verification in each required skill block for Environmental Systems Technician II.

License or Certificate

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

Possession of State of Nevada Grade II Wastewater Treatment Plant Operator certification on the date of application, and maintenance thereafter.

Successful completion of the approved maintenance training program on the date of application, and maintenance thereafter.

Environmental Systems Technician III

In addition to the qualifications for Environmental Systems Technician I and II:

Knowledge of:

Computer software at an intermediate level in word processing, spreadsheet and database.

The control strategy of various facility equipment, process systems and subsystems.

Principles, operation and control of ultraviolet disinfection.

Flow schemes, piping, structure, instrumentation and equipment used in a large wastewater treatment facility.

Optimizing chemicals used in wastewater and solids treatment.

Predictive maintenance concepts.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (continued)

Ability to:

Exercise leadership within a team environment.

Experience and Training Requirements

Three years experience as an Environmental Systems Technician. Must have completed City of Las Vegas verification in each required skill block for Environmental Systems Technician III.

License or Certificate

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

Possession of State of Nevada Grade III Wastewater Treatment Plant Operator certification on the date of application, and maintenance thereafter.

Successful completion of the approved maintenance training program on the date of application, and maintenance thereafter.

SPECIAL REQUIREMENTS

The Water Pollution Control Facility is a 24-hour, 7 day per week operation. Assigned work schedule may change and may be for any shift and any-day of the week.

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: Wastewater treatment plant environment and, at times, construction site environment, in all types of weather conditions.

Hazards: Exposure to waste, hazardous and infectious waste, noise, electrical hazards, inclement weather, moving objects, vehicles, sharp objects, pinch points, odors, fumes, gases, dust, and slippery surfaces.

Equipment Used: Hand and power tools, measuring devices, computer, general office equipment.

Safety Equipment: Hearing and eye protection, safety shoes, gloves, masks, respirators, safety vest.

CITY OF LAS VEGAS

Environmental Systems Technician Trainee/I/II/III (continued)

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, in combination with walking throughout work shift on all types of terrain up to ¼-1 mile per shift, depending on area assigned.

Sitting: Occasionally, while performing administrative duties or riding in golf cart.

Lift/carry: Frequently, 1-15 lbs., materials, samples, supplies, tools. Infrequently, up to 50 lbs.

Push/pull: Frequent push/pull using one or both hands exerting a force up to 10-25 lbs. while turning valves, pushing, pulling skimmers. Infrequently, up to 66 lbs.

Climbing: Occasionally, steps and stairs throughout plant during shift.

Bending/twisting: Frequently at waist, knees and neck while checking pumps, valves and gauges.

Kneeling/crouching/crawling: Infrequently, while checking valves and pumps.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping and gripping while turning valves, using controls, computer keyboard, writing and recording data and operating golf cart.

Sight: Constant use of sight required. Visual acuity in near- and mid-range while operating equipment; hand/eye coordination.

Speech/hearing: Constant use in communicating with co-workers in maintaining safe work environment.

ARB

| REV ~~11/7/064~~/26/10

FLSA & City: nonexempt

| CSB 12/13/065/12/10

TECHNICAL THEATER FIELD SUPERVISOR

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

DEFINITION

To supervise, assign, and review and participate in the work of staff responsible for a variety of productions, special events and town hall meetings; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility including troubleshooting equipment and facilities and supervising equipment repair and maintenance in the ~~Arts & Community Events Division~~ Office of Cultural Affairs.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Technical Theater Supervisor.

Exercises direct supervision over assigned 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. Assign, supervise, and review and participate in the daily work of assigned staff responsible for the technical support of events at a variety of traditional and non-traditional facilities and settings including parks, amphitheatres, arts/cultural centers centers, theatres, mobile stages, council chambers and meeting/training rooms, at ~~Charleston Heights Arts Center, Reed Whipple Cultural Center, Showmobile, Sammy Davis Jr. Festival Plaza, various park programs,~~ City Council town hall meetings, facility dedications and other city-wide special events.
2. Assist with researching and preparing equipment purchase packages for proposed cultural facilities including design and procurement, and assist in the installation and operation of the facility and equipment.
3. Conduct workshops and training sessions regarding use of theater equipment and ~~Showmobile~~ mobile and mobile stage.
4. Assist with the development of work unit policies and procedures.
5. Work with employees to correct deficiencies.
6. Coordinate the maintenance of assigned locations.
7. Train staff in the use of and operate small hand tools, electrical generator, fog machine, media

CITY OF LAS VEGAS

Technical Theater Field Supervisor (*Continued*)

equipment, ~~hydraulic~~ material handling and aerial lifts and forklifts, lighting equipment, sound equipment, pick-up truck and closed circuit video monitor system; train assigned employees in sound stage and lighting methods and techniques, and in the set up and use of equipment.

8. Verify the work of assigned staff for accuracy, proper work methods and techniques and compliance with applicable standards and specifications; conduct site inspections to ensure staff adheres to safe work practices and procedures.
9. Coordinate the use and maintenance of the division ~~truck~~ vehicles and mobile stages.
10. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.

Marginal Functions:

1. Complete accident and incident reports.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and applications of electricity, theater production, stage rigging and stage carpentry.

Properties, principles, methods and techniques of sound, lighting, set and prop design.

Drafting principles and applications.

Principles of supervision, training and performance evaluation.

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

Operations, services and activities of cultural arts programs including dance, drama, musical performances, the visual arts field and the performing arts program.

Technical stage procedures, reading and writing cue sheets, labeling and instrument schedules.

Digital multi-effects processor, audio spatial environment, gates and compressors.

Safe operation of aerial and material handling lifts.

Ability to:

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

Train and evaluate staff.

Interpret and explain city and department policies and procedures.

Supervise and coordinate the use of technical equipment.

Distinguish sounds by frequency for sound checks and performances.

Prepare clear and concise reports.

Maintain accurate records on facilities' equipment.

Instruct classes and conduct workshops on technical and equipment operation.

Communicate clearly and concisely, both orally and in writing.

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

CITY OF LAS VEGAS

Technical Theater Field Supervisor (Continued)

of work, including city officials and the general public.

Operate a variety of sound, stage and lighting equipment in a safe and effective manner.

Operate material handling and aerial lifts in a safe and effective manner.

Perform technical maintenance on equipment and facilities.

Work independently in the absence of supervision.

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

- Walking, and standing, climbing, bending, twisting, kneeling, crouching, crawling, grasping for extended periods of time;
- Operating assigned equipment;
- Working in cramped or restricted spaces;
- Lifting over 50 pounds; and
- Withstanding loud noises.

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

Four years of increasingly responsible theater experience including experience in stagecraft, sound and theater lighting.

Training:

Equivalent to graduation from high school supplemented by college level course work in theater design, stage design, dramatic arts or a related field.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Work in a theater environment; exposure to noise, dust, toxic and caustic chemicals, grease, smoke, heat, cold odors, fumes, electrical energy; work or inspect at heights, in inclement weather conditions or in restricted spaces.

CITY OF LAS VEGAS

Technical Theater Field Supervisor (~~C~~*continued*)

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting, climbing, stooping, crawling, standing, walking for prolonged periods of time; the use of legs and hands; operating power tools and equipment, motorized equipment and vehicles; ability to distinguish color.

SBARB

REV ~~6/25/08 (minor revisions)~~ 4/5/10

~~CSB 5/13/98~~—FLSA: exempt; City: nonexempt

CSB 4/14/10

TECHNICAL THEATER SUPERVISOR

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

DEFINITION

To supervise, assign and review the work of staff responsible for city theatrical productions, special events and town hall meetings; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility in the ~~Arts & Community Events Division~~ Office of Cultural Affairs.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the ~~Arts & Community Events~~ Cultural Affairs Manager.

Exercises direct supervision over technical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—

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

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for the technical support of events at a variety of traditional and non-traditional facilities and settings including parks, amphitheatres, arts and cultural centers, theaters, mobile stages, City Council chambers and meeting or training rooms ~~Charleston Heights Arts Center, Reed Whipple Center, Showmobile, Sammy Davis Jr. Festival Plaza, City Council town hall meetings, facility dedications and other city-wide special events.~~
2. Direct, coordinate and review the work plan for assigned programs; meet with staff to identify and resolve problems, assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
3. Research and prepare equipment purchase packages for proposed cultural facilities including design, procurement and installation, and the training of staff in the operation of the facility and equipment.
4. Supervise and coordinate facility support activities.
- 1-5. Supervise and develop workshops and training sessions regarding use of theater equipment and Showmobile; instruct classes and conduct workshops on technical and equipment operation.
- 5-6. Act as lighting and sound designer for productions and events.

CITY OF LAS VEGAS

Technical Theater Supervisor (~~c~~Continued)

Essential Functions: (~~continued~~)

7. Assist with the development of the department's policies and procedures; identify opportunities for improving customer service methods and procedures, review with staff and implement improvements.
8. Supervise, coordinate and approve the execution of sound, lighting and set designs.
9. Participate in the selection of technical staff; motivate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
- ~~9. Participate in the selection of technical staff; work with employees to correct deficiencies.~~
10. Supervise the maintenance of assigned locations.
11. Prepare the theater operations and equipment portion of the department's annual budget; monitor expenditures throughout the year.
12. Prepare contracts, accept rental monies and prepare appropriate documents for rental of assigned locations.
- ~~13. Supervise the repair of equipment for assigned locations.~~
14. Coordinate the design and construction of gallery furniture.
15. Train staff in the use of and operate small hand tools, electrical generator, fog machine, media equipment, hydraulic material handling and aerial lifts and ~~forklifts~~, lighting equipment, sound equipment, ~~pick-up various trucks~~, and closed circuit video monitor system; train assigned employees in sound stage and lighting methods and techniques, and in the set up and use of equipment.
16. Prepare and file technical reports and accident and incident reports as needed; maintain various accurate records as required.
17. Supervise the enforcement of OSHA regulations and fire regulations and enforce security of theater equipment.

Marginal Functions:

- ~~1. Supervise and render first aid.~~
- 2.1. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS

Technical Theater Supervisor (cContinued)

3.2. Serve as consultant to the community, other city departments and other agencies statewide in the areas of lighting and sound principles, design and equipment.

QUALIFICATIONS

Knowledge of:

Principles and applications of electricity, theater production, sound and lighting design, stage rigging and stage carpentry.

Properties, principles, methods and techniques of sound, lighting, set and prop design.

Drafting principles and applications.

Operations, services and activities of cultural arts programs including dance, drama, musical performances, the visual arts field and the performing arts program.

Cultural services and the fine arts relative to the theater.

Stage technical procedures, reading and writing cue sheets, labeling and instrument schedules.

Digital multi-effects processor, audio spatial environment, gates and compressors.

Principles of supervision, training and performance evaluation.

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

OSHA , fire and hazardous materials regulations applicable to theatrical and entertainment facilities and productions.

Ability to:

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

~~Select, train and evaluate staff.~~

Interpret and explain city and department policies and procedures.

Supervise and coordinate the use of technical equipment.

Distinguish sounds by frequency for sound checks and performances.

Prepare clear and concise reports.

~~Maintain accurate records on personnel, programs and equipment.~~

~~Instruct classes and conduct workshops on technical and equipment operation.~~

Communicate clearly and concisely, both orally and in writing.

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

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

- Walking, standing, ~~or~~ sitting, climbing, bending, twisting, kneeling, crouching, crawling, grasping for extended periods of time;
- Operating assigned equipment;
- Working in cramped or restricted spaces;
- Lifting over 50 pounds; and
- Withstanding loud noises.

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

CITY OF LAS VEGAS

Technical Theater Supervisor (cContinued)

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

Experience and Training Requirements

Experience:

Five years of increasingly responsible theater experience including stagecraft and the design and operation of sets, props, sound and lighting.

Training:

Equivalent to graduation from high school supplemented by college level course work in theater design, stage design, theatrical sound or lighting design, dramatic arts or a related field.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Work in a theater environment; exposure to noise, dust, grease, ~~smoke~~toxic and caustic chemicals, odors, fumes, heat, cold, electrical energy; work or inspect at heights, in inclement weather conditions or in restricted spaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting, climbing, stooping, crawling, standing, walking for prolonged periods of time; the use of legs and hands; operating power tools and equipment, motorized equipment and vehicles; the ability to distinguish color.

SBARB

REV ~~6/25/08~~ (minor revisions) 4/5/10

~~CSB 5/13/98~~

FLSA: exempt; City: nonexempt

CSB 5/13/98/14/10

THEATER TECHNICIAN I
THEATER TECHNICIAN 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 a variety of technical tasks in support of theatrical and performing programs; and to promote community involvement in such programs.

DISTINGUISHING CHARACTERISTICS

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

Theater Technician II—This is the full journey level class within the Theater Technician series. Employees within this class are distinguished from the Theater Technician I by the performance of the full range of duties assigned and by the level of experience attained. 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 AND EXERCISED

Theater Technician I

Receives immediate supervision from higher level supervisory or management staff.

May exercise functional or technical supervision over volunteers.

Theater Technician II

Receives general supervision from higher level supervisory or management staff.

May exercise functional or technical supervision over hourly staff or volunteers.

CITY OF LAS VEGAS
Theater Technician I/II (Continued)

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—

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

1. Assist in organizing and coordinating the technical aspects of theatrical and performing arts productions and activities.
2. Read lighting plans; hang, focus, operate and strike stage lighting; set up and operate sound equipment as directed.
3. Read scenery plans; construct, transport, set up and strike scenery and props; may serve as running crew or stage manager on productions as assigned.
4. Assist in purchasing or renting and transporting materials and supplies; perform routine and emergency maintenance of facilities and equipment; maintain records of equipment maintenance and purchase requests.
5. Assist in conducting technical classes in performing arts.
6. Assist in maintaining and enforcing rules governing facilities and equipment.
7. Set up, operate and maintain the Showmobile/Mobile Stage Express, a mobile stage.
8. Set up, operate and strike the stage canopy at Hills Park.
9. During events, listen for comments expressing community needs and communicate to supervisor.

Marginal Functions:

1. Perform a variety of clerical functions including answering phones, filing and copying.
2. Perform safety and health related cleaning and maintenance services as needed in facilities.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Theater Technician I

Knowledge of:

Various aspects of technical productions in dance, drama and musical performance.
Applied electricity and carpentry.
Principles and practices of lighting and sound design.
Modern office procedures, methods and computer equipment.
Basic mathematical principles.
English usage, spelling, grammar and punctuation.

CITY OF LAS VEGAS
Theater Technician I/II (Continued)

Ability to:

Maintain flexible work schedule as needed.

Assist in a variety of performing arts, entertainment and public events activities.

Set-up, operate and strike a performing arts, entertainment and public events productions.

Perform maintenance on technical equipment.

Read scenery and lighting plans.

Respond to requests and inquiries from the general public.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

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

Communicate clearly and concisely, both orally and in writing.

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:

Two years of technical experience working with performing arts programs.

Training:

Equivalent to graduation from high school.

License or Certificate

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

CITY OF LAS VEGAS
Theater Technician I/II (*Continued*)

Theater Technician II

In addition to the qualifications for Theater Technician I:

Knowledge of:

Techniques of various performing arts.
Principles and procedures of record keeping.

Ability to:

Plan, organize and monitor the technical aspects of performing arts programs.
Supervise and evaluate programs and staff.
Maintain accurate records.
Identify needs of the community.

Experience and Training Requirements

Experience:

Three years of technical experience working with performing arts programs.

Training:

Equivalent to graduation from high school.

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: 60% inside, 40% outside work in every changing work environment and in all types of weather conditions.

Hazards: Exposure to working at heights, noise, inclement weather conditions, moving objects and vehicles, burns, toxic and caustic chemicals, odors, fumes, awkward positions, cramped quarters, slippery surfaces, and pinch points.

Equipment Used: Hand and power tools, pneumatic tools, medium and light trucks, forklifts, material handling lift, aerial lift, hoists, computerized lighting systems, audio equipment, amplifiers, mixing consoles, ladders, winches, and high voltage motors and generators.

Safety Equipment: Hard hat, gloves, aprons, safety glasses, safety harness or lanyard, steel-toed safety shoes, and other equipment as needed.

CITY OF LAS VEGAS
Theater Technician I/II (Continued)

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequent-constant standing, in combination with walking up to 4-6 miles per shift, on all types of surfaces outdoors and indoors.

Sitting: Occasionally, while operating equipment and vehicles, or administrative duties at desk.

Lift/carry: Frequently, up to 1-75 lbs., props, tools, and equipment. Carrying distances of up to 50 ft. Occasionally-infrequently, 76-150 lbs., with assistance for heavier equipment.

Push/pull: Frequently, exerting up to 5-50 lbs. force using both hands and arms while moving equipment, setting up stages, operating fly systems pulling ropes and cables. Infrequently, exerting force exceeding 75 lbs. while moving large equipment.

Climbing: Frequently, climbing or balancing on ladders, or platforms, ~~scaffolding~~ while performing job duties; ~~may carry 20-30 lbs. while climbing.~~

Bending/twisting: Constantly, at waist, knees and neck, often in awkward positions while performing set up and strike activities.

Kneeling/crouching/crawling: Frequently, while performing transport, set up and strike activities. May crawl in attics and crawl spaces under stages.

Hands/arms: Constant use of hands and arms reaching, grasping, fingering, gripping, handling while installing and repairing equipment, at times working with arms extended and overhead. Heavy gripping using hand and power tools can be extended at times.

Sight: Constant use of sight abilities while inspecting or repairing equipment. Visual requirements include hand, eye and foot coordination, and visual acuity in near-, mid- and far-range.

~~*Speech/hearing:* Constantly, in communicating with co-workers and supervisors.~~

Other physical demands: Ability to work in confined spaces, in all types of environments, and work at heights up to 100 ft. Must be able to respond quickly to emergencies.

ARB

REV ~~1/22/03~~4/5/10

FLSA & City: nonexempt

CSB ~~2/12/03~~4/14/10

TECHNICAL THEATER SUPERVISOR

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

DEFINITION

To supervise, assign and review the work of staff responsible for city theatrical productions, special events and town hall meetings; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility in the ~~Arts & Community Events Division~~ Office of Cultural Affairs.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the ~~Arts & Community Events~~ Cultural Affairs Manager.

Exercises direct supervision over technical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for the technical support of events at a variety of traditional and non-traditional facilities and settings including parks, amphitheatres, arts and cultural centers, theaters, mobile stages, City Council chambers and meeting or training rooms ~~Charleston Heights Arts Center, Reed Whipple Center, Showmobile, Sammy Davis Jr. Festival Plaza~~, City Council town hall meetings, facility dedications and other city-wide special events.
2. Direct, coordinate and review the work plan for assigned programs; meet with staff to identify and resolve problems, assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
3. Research and prepare equipment purchase packages for proposed cultural facilities including design, procurement and installation, and the training of staff in the operation of the facility and equipment.
4. Supervise and coordinate facility support activities.
- 1.5. Supervise and develop workshops and training sessions regarding use of theater equipment and Showmobile; instruct classes and conduct workshops on technical and equipment operation.
- 5.6. Act as lighting and sound designer for productions and events.

CITY OF LAS VEGAS

Technical Theater Supervisor (~~c~~*Continued*)

Essential Functions: (~~continued~~)

7. Assist with the development of the department's policies and procedures; identify opportunities for improving customer service methods and procedures, review with staff and implement improvements.
8. Supervise, coordinate and approve the execution of sound, lighting and set designs.
9. Participate in the selection of technical staff; motivate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
- ~~9. Participate in the selection of technical staff; work with employees to correct deficiencies.~~
10. Supervise the maintenance of assigned locations.
11. Prepare the theater operations and equipment portion of the department's annual budget; monitor expenditures throughout the year.
12. Prepare contracts, accept rental monies and prepare appropriate documents for rental of assigned locations.
13. Supervise the repair of equipment for assigned locations.
14. Coordinate the design and construction of gallery furniture.
15. Train staff in the use of and operate small hand tools, electrical generator, fog machine, media equipment, hydraulic material handling and aerial lifts and forklifts, lighting equipment, sound equipment, pick-up various trucks, and closed circuit video monitor system; train assigned employees in sound stage and lighting methods and techniques, and in the set up and use of equipment.
16. Prepare and file technical reports and accident and incident reports as needed; maintain various accurate records as required.
17. Supervise the enforcement of OSHA regulations and fire regulations and enforce security of theater equipment.

Marginal Functions:

- ~~1. Supervise and render first aid.~~
- 2.1. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS

Technical Theater Supervisor (~~c~~Continued)

3.2. Serve as consultant to the community, other city departments and other agencies statewide in the areas of lighting and sound principles, design and equipment.

QUALIFICATIONS

Knowledge of:

Principles and applications of electricity, theater production, sound and lighting design, stage rigging and stage carpentry.

Properties, principles, methods and techniques of sound, lighting, set and prop design.

Drafting principles and applications.

Operations, services and activities of cultural arts programs including dance, drama, musical performances, the visual arts field and the performing arts program.

Cultural services and the fine arts relative to the theater.

Stage technical procedures, reading and writing cue sheets, labeling and instrument schedules.

Digital multi-effects processor, audio spatial environment, gates and compressors.

Principles of supervision, training and performance evaluation.

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

OSHA , fire and hazardous materials regulations applicable to theatrical and entertainment facilities and productions.

Ability to:

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

~~Select, train and evaluate staff.~~

Interpret and explain city and department policies and procedures.

Supervise and coordinate the use of technical equipment.

Distinguish sounds by frequency for sound checks and performances.

Prepare clear and concise reports.

~~Maintain accurate records on personnel, programs and equipment.~~

~~Instruct classes and conduct workshops on technical and equipment operation.~~

Communicate clearly and concisely, both orally and in writing.

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

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

- Walking, standing, ~~or sitting,~~ climbing, bending, twisting, kneeling, crouching, crawling, grasping for extended periods of time;
- Operating assigned equipment;
- Working in cramped or restricted spaces;
- Lifting over 50 pounds; and
- Withstanding loud noises.

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

CITY OF LAS VEGAS

Technical Theater Supervisor (~~c~~*Continued*)

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

Experience and Training Requirements

Experience:

Five years of increasingly responsible theater experience including stagecraft and the design and operation of sets, props, sound and lighting.

Training:

Equivalent to graduation from high school supplemented by college level course work in theater design, stage design, theatrical sound or lighting design, dramatic arts or a related field.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Work in a theater environment; exposure to noise, dust, ~~grease, smoke~~toxic and caustic chemicals, odors, fumes~~heat, cold~~, electrical energy; work or inspect at heights, in inclement weather conditions or in restricted spaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting, climbing, stooping, crawling, standing, walking for prolonged periods of time; the use of legs and hands; operating power tools and equipment, motorized equipment and vehicles; the ability to distinguish color.

SBARB

REV ~~6/25/08 (minor revisions)~~ 4/5/10

~~CSB 5/13/98~~

FLSA: exempt; City: nonexempt

CSB 5/13/98 4/14/10

CIVIL SERVICE BOARD MEETING SIGN IN SHEET - MAY 12, 2010

Signature

Organization

Myrtle Harney
Kurt W. [unclear]

CLV- HR- PSD
Fire & Rescue