

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Department of Human Resources

400 Stewart Avenue – 2nd Floor

Training Room #4

Las Vegas, Nevada

Begin 4:30

End 4:55

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

AGENDA

DATE: July 14, 2010

TIME: 4:30 p.m.

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

- I CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: June 2, 2010 *DS, EB APPROVED*
- IV. BUSINESS

A. EXTENSION OF ELIGIBLE LISTS *APPROVED*

<u>MOTION</u>	<u>2ND</u>
DS	EB

- 1 Fire Captain – Promotional
- 2 Judicial Enforcement Officer I – Open
- 3 Public Works Maintenance Field Supervisor - Promotional

B. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

- | | | | |
|--------------------|---|-----------|----|
| <i>DS voted No</i> | 1 EMS Field Coordinator (Revised) <i>APPROVED</i> | <u>EM</u> | |
| | 2 Tennis Center Supervisor (New) | MW | EB |
| | 3 Wastewater Utilities Supervisor (New) <i>} APPROVED</i> | | |

C. REQUEST TO BE PLACED ON REHIRE LIST

- 1 Christopher Klemp *APPROVED* MW EB

V ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED

- 1 None *Morgan introduced Dan as new HR director*

VI CITIZEN PARTICIPATION

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

attendees
EM
EB
DS
MW



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date July 14, 2010

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: H. DAN TARWATER, 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: 3

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1 Fire Captain - Promotional	22	7/13/10	01/13/11	1
2. Judicial Enforcement Officer I – Open	31	7/8/10	01/08/11	2
3 Public Works Maintenance Field Supervisor – Promotional	11	7/13/10	01/13/11	1

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: July 14, 2010

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: H. DAN TARWATER, SECRETARY

SUBJECT: B. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED

1. EMS Field Coordinator

EMS Field Coordinator was revised to update the supervision received, several essential functions and the experience requirement.

NEW

2. Tennis Center Supervisor
3. Wastewater Utilities Supervisor

Tennis Center Supervisor was created to address the specific activities and requirements of this position.

Wastewater Utilities Supervisor was created to fit the needs of the Public Works Environmental Division.

RECOMMENDATION

The City recommends approval of the revised and newly created classification specifications.

EMS FIELD COORDINATOR

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 coordination activities to support emergency and non-emergency medical services.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy or Assistant Fire Chief responsible for emergency medical services. May receive direction from the on-duty Fire Battalion Chief as needed.

May exercise functional and technical supervision over assigned technical and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Oversee the daily activities of the emergency medical services operations.
2. Assist in EMS training as requested by the assigned Deputy or Assistant Fire Chief.
3. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective emergency medical services without interruption.
4. Provide medical support during emergency operations; respond to all second alarm or greater incidents; respond to complex or large emergency medical incidents to support the incident commander as a resource and technical expert in a variety of capacities, such as, but not limited to, EMS branch director, triage, treatment, transport group supervisor, medical group leader, rehabilitation operations and safety officer; serve as incident commander at a multi-casualty incident (MCI) or complex EMS operations in the absence of a higher level EMS-trained officer.
5. Provide assistance to field personnel with infectious disease exposure reporting.
6. Provide field personnel with access to medical supplies and equipment. Coordinate with supply staff and contracted suppliers to provide inventory control of medical supplies and equipment and updated Oracle inventory lists. Resolve medical supplies and equipment issues with vendors. Monitor and maintain bio-medical device program.

CITY OF LAS VEGAS
EMS Field Coordinator (*continued*)

Essential Functions:

7. Mediate interagency complaints or disagreements originating from field personnel involvement dealing with emergency medical operations.
8. Assist EMS Quality Improvement Coordinator with quality improvement monitoring and assist in implementing improvement strategies.
9. Coordinate and assist with all Southern Nevada Health District (SNHD) inspections. Coordinate information and resources to operate within SNHD regulations and protocols.
10. Serve on the EMS Committee.
11. Attend Medical Advisory Board and other related meetings as required by EMS Chief.
12. Participate in departmental, local and regional meetings as a representative of the division or the city at the request of the assigned Deputy or Assistant Fire Chief.
13. Provide technical expertise in the areas of medical/legal responsibilities, Schedule II accountability, special EMS operations, ambulance franchise agreement and EMS division policy.
14. Coordinate with EMS Quality Improvement Coordinator on Schedule II medication replacement. Oversee the Schedule II medication replacement with field personnel. Monitor drug logs and drug lock boxes.
15. Provide preliminary support for employees in case of injury, infectious disease exposure, or critical stress incident.
16. Develop and maintain productive relationships with area hospital and interagency stakeholders.
17. Maintain ready reserve rescue program.

Marginal Functions:

1. Assist other management staff in maintaining and improving upon the operation of the department; perform a wide variety of general staff work as assigned.
2. May participate in the preparation and administration of the section budget; submit budget recommendations; monitor expenditures.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles, practices and procedures of modern emergency medical services.
Rules, regulations and operational procedures of the Las Vegas Fire and Rescue Department.
Principles of training curriculum development and delivery.
Local and state emergency medical plans.
Principles of the incident command system and its structure.
Modern management techniques and skills.
Southern Nevada Health District policies and protocols.
Infection control practices and procedures.
Pertinent federal, state and local laws, codes and regulations.
Modern office practices, procedures and methods and computer equipment.

Ability to:

Analyze an emergency situation and decide on an appropriate course of action within the scope of assigned duties.

Think and act quickly and appropriately in emergencies.

Understand and follow oral and written directions promptly and quickly.

Communicate clearly and concisely, both orally and in writing.

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

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, as specified by firefighter certification, which may include the following:

- *Performing life threatening firefighting activities in an emergency situation;*
- *Running, walking, crouching or crawling during emergency operations;*
- *Moving equipment and injured or deceased persons;*
- *Climbing stairs and ladders;*
- *Performing life-saving and rescue procedures; and*
- *Walking, standing or sitting for extended periods of time.*

Effectively deal with personal danger, which may include exposure to:

- *Fire-encompassed surroundings;*
- *Dangerous persons;*
- *Dangerous animals;*
- *Hazards of emergency driving;*
- *Hazards associated with traffic control and working in and near traffic; and*
- *Natural and man-made disasters.*

Maintain effective audio-visual discrimination and perception needed for:

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

CITY OF LAS VEGAS
EMS Field Coordinator (continued)

Ability to:

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking;*
- *Making sound decisions;*
- *Evaluating various options and alternatives and choosing an appropriate and reasonable course of action;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Five years as a certified paramedic assigned to a response unit, three of which must have been with the City of Las Vegas actively working as a Firefighter/Paramedic assigned to a suppression unit.

Training:

Equivalent to graduation from high school. College-level course work in EMS, fire administration, business administration or a related field is desirable.

License or Certificate

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

Possession and maintenance of a current Southern Nevada Health District EMT-P (Paramedic) certification on the date of application.

Possession and maintenance of a Southern Nevada Health District EMS Instructor certification within 12 months of the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Emergency firefighting and office environments; exposure to fire encompassed surroundings, dangerous persons and animals, natural and man-made disasters, computer screens; hazards of emergency driving; hazards associated with traffic control and working near traffic.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for the performance of assigned duties as specified by the firefighter certification for prolonged periods of time.

ARB REV 7/2/10
FLSA and City: nonexempt
CSB 7/14/10

TENNIS CENTER 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 plan, organize, conduct, coordinate and supervise tennis center activities; to oversee and participate in all related work.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Leisure Activities Supervisor and higher-level supervisory and management staff.

Exercises direct supervision over lower level staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Plan, direct and coordinate professional tennis events and tournaments, programs and classes hosted by the city or outside vendors to meet the needs of the people in the community.
2. Evaluate community needs and develop or schedule programs to meet the needs of tennis players of all ages and skill; evaluate activities, programs and classes for content, techniques and special problems; ensure programs meet applicable United States Tennis Association (USTA) standards; review calendar of events to ensure it corresponds to USTA rules and guidelines.
3. Interview and select seasonal, hourly and volunteer workers, including certified tennis professionals and vendors to provide instruction and services at the tennis center.
4. Develop and maintain productive working relationships with school administration, community groups, various tennis associations, vendors and other agencies; coordinate activities and special projects with other departments, outside agencies and organizations including nationally televised events.
5. Develop, administer, monitor and coordinate budgets for the tennis center and its programs, including the use of grants and other alternative funding sources.

CITY OF LAS VEGAS

Leisure Services Coordinator (*continued*)

Essential Functions:

6. Work closely with Purchasing & Contracts and assist with the preparation, negotiation, awarding, renewal, amendment and administration of a variety of contractual agreements between the city and vendors, contractors, consultants, certified tennis professionals and other third parties; work closely with a variety of city departments and outside agencies to coordinate, prepare for and publicize certain large events; reconcile invoices and authorize vendor and tennis professional payments.
7. Serve as the city's USTA and Intercollegiate Tennis Association (ITA) tournament director, administering over 20 tournaments and championships annually; coordinate World Team Tennis League national championship event.
8. Perform public relations duties to include television interviews, radio interviews, public speaking engagements and conducting tours.
9. Design and maintain bulletin boards, brochures and other materials for marketing programs.
10. Enforce facility, program and tennis association rules and regulations.
11. Oversee facility and tennis court maintenance; monitor custodial operations, issues and upkeep to ensure safety and aesthetics of the facility.
12. Participate in the selection of assigned staff, including certified tennis professionals; 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.
13. Oversee selection, purchasing, inventory control, and product sales and services of the tennis pro shop.
14. Prepare, review and maintain a variety of reports and documents related to tennis programs and their associated activities, including financial reports that reflect program revenue, expenses, and participant counts.
15. Provide required data to USTA for player ranking, rating, endorsement and assessments.
16. Recommend and implement programs to assist city satellite tennis facilities in increasing usage and revenue.

CITY OF LAS VEGAS
Leisure Services Coordinator (*continued*)

Marginal Functions:

Attend and participate in professional group meetings; stay abreast of trends, industry standards and innovations in the field of recreational and professional tennis programming.

Ensure the supplies and equipment needed for tennis center operation are on hand or ordered to meet upcoming needs.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of researching, planning, organizing, coordinating and overseeing both recreational and professional tennis programs and activities.

Overall operation and maintenance of a large professional-level tennis facility.

Practices, standards and latest equipment and trends of the tennis industry.

Current United States Tennis Association (USTA), Intercollegiate Tennis Association (ITA) and NCAA collegiate programming, tournament software, policies, rules, bylaws and regulations.

International Tennis Federation (ITF) Rules of Tennis.

Regulations governing the administration of sanctioned and non-sanctioned tennis events and ranking programs.

The USTA-mandated tournament administrative software and online sanction form.

Principles of budget preparation and control.

Principles of supervision and training.

Basic principles and practices of accounting and invoice reconciliation.

Principles and techniques of contract negotiation related to tennis tournaments, tennis vendors and service providers.

Procurement practices related to tennis equipment and supplies.

Operation of a retail tennis pro shop.

Occupational hazards and standard safety practices.

Modern office procedures and equipment.

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

Principles and techniques of report preparation.

Basic first aid.

CITY OF LAS VEGAS

Leisure Services Coordinator (*continued*)

Ability to:

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

Use initiative and independent judgment within established guidelines.

Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.

Use a computer and a variety of tennis tournament data management software programs.

Plan, organize and prioritize assignments.

Manage multiple events and programs.

Meet critical deadlines.

Work effectively with citizens of all ages and from various ethnic and socio-economic backgrounds.

Communicate clearly and concisely, both orally and in writing.

Speak in public in various situations.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.

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

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

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

Four years of increasingly responsible experience in developing, implementing and evaluating recreational and professional tennis programs and events, including directing national level 3 USTA sanctioned tournaments and Intercollegiate Tennis Association tournaments. Three years of lead or supervisory experience in the tennis industry.

Training:

Associate degree from an accredited college or university with major in recreation management or a related field. A combination of formal education and directly related work experience may substitute for the degree.

CITY OF LAS VEGAS
Leisure Services Coordinator (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Work in both indoor and outdoor tennis facilities, and exposure to inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, sitting, bending, stooping, kneeling and moderate to light lifting for prolonged periods of time.

SB/ARB
NEW 4/28/10
FLSA: exempt; City: nonexempt

CSB: 7/14/10

WASTEWATER UTILITIES 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 plan, schedule, coordinate, prioritize, assign, direct, inspect and supervise the work of staff responsible for installing, testing, calibrating, modifying, maintaining, repairing and servicing heavy industrial electrical and electronic equipment including low to medium voltage 3-phase systems and equipment, variable frequency drives, uninterruptible power supply, devices, industrial instrumentation systems, controls, machinery and heating/ventilation/air conditioning (HVAC) equipment used in the treatment of wastewater and production of re-use water; to oversee and participate in all work activities; and to perform a variety of technical and administrative tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff.

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, schedule, coordinate, prioritize, assign, direct, inspect and supervise the work of staff engaged in installing, testing, calibrating, modifying, maintaining, repairing and servicing heavy industrial electrical and electronic equipment including low to medium voltage 3-phase systems and equipment, variable frequency drives, uninterruptible power supply (UPS), devices, industrial instrumentation systems, controls, machinery, HVAC equipment and related appurtenances used in the treatment of wastewater and production of re-use water.
2. Motivate assigned staff and participate in their selection; 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, regularly monitor performance and accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
3. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.

CITY OF LAS VEGAS
Wastewater Utilities Supervisor (*continued*)

Essential Functions:

4. Establish schedules and methods for providing maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly; monitor the progress of projects.
5. Ensure staff is trained in work methods, use of tools and equipment, and relevant safety practices and precautions; provide specialized electrical training for staff in other divisions and departments.
6. Participate in the preparation and administration of the division's budget; submit budget recommendations; participate in the acquisition of and authorize the purchase of materials, supplies, tools and equipment; monitor work activities and expenditures to control costs; prepare specifications for the purchase of equipment, tools, devices and supplies.
7. Ensure employees follow proper safety procedures while working in dangerous situations and use appropriate equipment correctly; educate employees on rules, regulations, codes, safe work habits and potential hazards presented by their work environment; train staff to safely handle hazardous chemicals.
8. Assess technical requirements needed to repair, modify, maintain and rehabilitate wastewater treatment equipment; participate with other staff to analyze problems and determine the best and most cost effective approach to resolve them; make recommendations for implementation to management; ensure all Environmental Protection Agency standards are met.
9. Ensure the timely completion of preventive and predictive maintenance programs.
10. Attend meetings with other departments and outside contractors.
11. Prepare and maintain a variety of records and reports, including timecards, worksheets, accident reports, maintenance requests, and others using the computerized maintenance management system (CMMS) and other applications; prepare analytical and statistical reports on operations and activities.
12. Respond to emergency situations as necessary.
13. Participate in preparing or reviewing drawings and specifications for projects; read and interpret blueprints, specifications and drawings; participate in meetings with city staff and contractors from the pre-bid process to project completion; inspect work performed to determine compliance with specifications, applicable standards and compatibility with existing equipment.
14. Respond to inquiries in a courteous manner; provide information with the area of assignment.

CITY OF LAS VEGAS
Wastewater Utilities Supervisor (*continued*)

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of trends and innovations in the industrial electrical, electronic and HVAC trades.
2. Perform skilled maintenance work.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a wastewater system and the maintenance of its operating systems.

Principles, methods, tools and equipment used in installation, maintenance and repair of heavy industrial electrical and electronic systems, equipment and devices common to a large wastewater system.

Principles and techniques of heating and ventilation unit repairs.

Operation and use of a computerized maintenance management system (CMMS).

Tools, materials, methods and procedures as applied to the maintenance of wastewater treatment facilities.

General electrical principles and practices.

Applicable mathematical principles.

Operational characteristics of mechanical equipment and tools used in the area of assignment.

Principles of supervision, training, goal setting and performance evaluation.

Occupational hazards and standard safety practices and regulations.

Purchasing principles.

Principles and practices of record keeping.

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

Ability to:

Read and interpret specifications, schematics, symbols, drawings and blueprints.

Work independently with minimal supervision.

Use initiative and independent judgment within established guidelines.

Interpret, explain, apply and enforce applicable regulations, standards, and city policies and procedures.

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

Plan, organize and prioritize assignments.

Meet critical deadlines.

Manage multiple assignments.

Work in confined spaces.

Distinguish colors.

Use a computer to prepare work orders, time cards and other documentation and reports.

Communicate clearly and concisely, both orally and in writing.

CITY OF LAS VEGAS
Wastewater Utilities Supervisor (*continued*)

Ability to:

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

Experience and Training Requirements

Experience:

Four years of journey-level industrial electrical maintenance and repair experience in a wastewater treatment plant or an industrial, manufacturing or process environment, including one year of supervisory or lead experience. Electronic instrumentation systems experience is desirable.

Training:

Equivalent to graduation from high school. Additional specialized training in management or supervisory courses is desirable.

License or Certificate

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

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

CITY OF LAS VEGAS
Wastewater Utilities Supervisor (*continued*)

License or Certificate

By the date of application, must possess or have completed any one of the following four:

1. A journeyman electrician card from a recognized union, such as the International Brotherhood of Electrical Workers (IBEW).
2. An apprenticeship from an organization such as a chapter of the Associated Builders and Contractors (ABC), or a union such as the IBEW.
3. Official mailed test results from the International Code Council indicating a passing score on the Standard Journeyman Electrician or Standard Master Electrician examination. Examination must have been taken within three years of the date of application. The Standard Journeyman Sign Electrician and the Standard Journeyman Residential Electrician examinations are not acceptable.
4. A current Clark County, Nevada, Journeyman Electrician or Master Electrician ID card.

Possession of a current Clark County Journeyman Electrician or Master Electrician ID card within 6 months of the date of appointment, and maintenance thereafter.

Possession of a city of Las Vegas forklift certificate within six months of the date of appointment.

Special Requirement when assigned to the Environmental Division

May be required to be on-call and respond, if necessary, during assigned on-call shift. Facilities operate 24 hours per day, seven days per week.

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; office, wastewater treatment plant and shop environments; exposure to waste, hazardous and infectious materials, loud machine noise, electrical hazards, inclement weather, dust, grease, smoke, fumes, gases, high voltage; work at heights on scaffolding and ladders. May work in confined spaces.

Physical Conditions:

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

ARB
NEW 6/15/10
FLSA: exempt; City: nonexempt

CSB 7/14/10

EMS FIELD COORDINATOR

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 coordination activities to support emergency and non-emergency medical services.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy or Assistant Fire Chief responsible for emergency medical services ~~or higher level management~~. May receive direction from the on-duty Fire Battalion Chief as needed.

May exercise functional and technical supervision over assigned technical and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Oversee the daily activities of the emergency medical services operations.
2. Assist in EMS training as requested by the ~~EMS assigned~~ Deputy or Assistant Fire Chief.
3. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective emergency medical services without interruption.
4. Provide medical support during emergency operations; respond to all second alarm or greater incidents; respond to complex or large emergency medical incidents to support the incident commander as a resource and technical expert in a variety of capacities, such as, but not limited to, EMS branch director, triage, treatment, transport group supervisor, medical group leader, rehabilitation operations and safety officer; serve as incident commander at a multi-casualty incident (MCI) or complex EMS operations in the absence of a higher level EMS-trained officer.
5. Provide assistance to field personnel with infectious disease exposure reporting.
6. Provide field personnel with access to medical supplies and equipment. ~~Coordinate with City of Las Vegas central stores supply staff and contracted suppliers to provide inventory control of medical supplies and equipment. Coordinate with central stores to provide and updated Oracle inventory lists.~~ Resolve medical supplies and equipment issues with vendors. Monitor and maintain ~~B~~bio-Mmedical device program.

CITY OF LAS VEGAS
EMS Field Coordinator (*continued*)

Essential Functions:

7. Mediate interagency complaints or disagreements originating from field personnel involvement dealing with emergency medical operations.
8. Assist EMS Quality Improvement Coordinator with quality improvement monitoring and assist in implementing improvement strategies.
9. Coordinate and assist with all Southern Nevada Health District (SNHD) inspections. Coordinate information and resources to operate within SNHD regulations and protocols.
10. Serve on the EMS Committee.
11. Attend Medical Advisory Board and other related meetings as required by EMS Deputy Chief.
12. Participate in departmental, local and regional ~~congregation meetings~~ as a representative of the ~~LVFR-EMS Division or the city~~ at the request of the ~~EMS assigned Deputy or Assistant Fire Chief~~.
13. Provide technical expertise in the areas of medical/legal responsibilities, Schedule II accountability, special EMS operations, ambulance franchise agreement and EMS division policy.
14. Coordinate with EMS Quality Improvement Coordinator on Schedule II medication replacement. Oversee the Schedule II medication replacement with field personnel. Monitor drug logs and drug lock boxes.
15. Provide preliminary support for employees in the case of injury, infectious disease exposure, or critical stress incident.
16. Develop and maintain productive relationships with area hospital and interagency stakeholders.
17. Maintain ready reserve rescue program.

Marginal Functions:

1. Assist other management staff in maintaining and improving upon the operation of the department; perform a wide variety of general staff work as assigned.
2. May participate in the preparation and administration of the section budget; submit budget recommendations; monitor expenditures.
3. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
EMS Field Coordinator (*continued*)

QUALIFICATIONS

Knowledge of:

Principles, practices and procedures of modern emergency medical services.
Rules, regulations and operational procedures of the Las Vegas Fire and Rescue Department.
Principles of training curriculum development and delivery.
Local and state emergency medical plans.
Principles of the incident command system and its structure.
Modern management techniques and skills.
Southern Nevada Health District policies and protocols.
Infection control practices and procedures.
Pertinent federal, state and local laws, codes and regulations.
Modern office practices, procedures and methods and computer equipment.

Ability to:

Analyze an emergency situation and decide on an appropriate course of action within the scope of assigned duties.

Think and act quickly and appropriately in emergencies.

Understand and follow oral and written directions promptly and quickly.

Communicate clearly and concisely, both orally and in writing.

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

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, as specified by firefighter certification, which may include the following:

- *Performing life threatening firefighting activities in an emergency situation;*
- *Running, walking, crouching or crawling during emergency operations;*
- *Moving equipment and injured or deceased persons;*
- *Climbing stairs and ladders;*
- *Performing life-saving and rescue procedures; and*
- *Walking, standing or sitting for extended periods of time.*

Effectively deal with personal danger, which may include exposure to:

- *Fire-encompassed surroundings;*
- *Dangerous persons;*
- *Dangerous animals;*
- *Hazards of emergency driving;*
- *Hazards associated with traffic control and working in and near traffic; and*
- *Natural and man-made disasters.*

Maintain effective audio-visual discrimination and perception needed for:

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

CITY OF LAS VEGAS
EMS Field Coordinator (*continued*)

Ability to:

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking;*
- *Making sound decisions;*
- *Evaluating various options and alternatives and choosing an appropriate and reasonable course of action;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Five years working as a certified paramedic assigned to a response unit, three of which must have been with the City of Las Vegas actively working as a Firefighter/Paramedic assigned to a suppression unit.

Training:

Equivalent to graduation from high school. College-level course work in EMS, fire administration, business administration or a related field is desirable.

License or Certificate

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

Possession and maintenance of a current Southern Nevada Health District EMT-P (Paramedic) certification on the date of application.

Possession and maintenance of a Southern Nevada Health District EMS Instructor certification within 12 months of the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Emergency firefighting and office environments; exposure to fire encompassed surroundings, dangerous persons and animals, natural and man-made disasters, computer screens; hazards of emergency driving; hazards associated with traffic control and working near traffic.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for the performance of assigned duties as specified by the firefighter certification for prolonged periods of time.

ARB REV 9/23/087/2/10
FLSA and City: nonexempt
CSB 11/12/087/14/10

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: July 14, 2010

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: H. DAN TARWATER, SECRETARY

SUBJECT: C. REQUEST TO BE PLACED ON REHIRE LIST: CHRISTOPHER KLEMP

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

Christopher Klemp, an employee from September 6, 2005 to June 16, 2010, has requested to be placed on the Rehire List for Deputy City Marshal. A copy of his department director's approval is attached for the board's information and review.

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

Christopher Klemp meets the criteria for placement on the Rehire List, and it is recommended that the Board approve his request.

Helen Gonzales

From: Judy Tuttle
Sent: Friday, June 25, 2010 10:54 AM
To: Martha Davis; Esther Domenzain; Helen Gonzales; Graciela F. Manginelli
Subject: RE: Re-Hire List

Thanks.

From: Martha Davis
Sent: Friday, June 25, 2010 10:32 AM
To: Judy Tuttle; Esther Domenzain; Helen Gonzales; Graciela F. Manginelli
Subject: RE: Re-Hire List

I'll prepare the rehire request for the July 7th CSB meeting.

From: Judy Tuttle
Sent: Friday, June 25, 2010 9:39 AM
To: Martha Davis; Esther Domenzain; Helen Gonzales; Graciela F. Manginelli
Subject: FW: Re-Hire List

From: Benet Murphy
Sent: Tuesday, June 22, 2010 10:00 AM
To: Judy Tuttle
Subject: FW: Re-Hire List

Please place Christopher Klemp on the re-hire list for Deputy City Marshal per his request, and Chief Coyne's approval below. Thank you.

Benet Murphy
Detention & Enforcement | City of Las Vegas
(702) 229-5295

From: Karen Coyne
Sent: Tuesday, June 22, 2010 9:45 AM
To: Benet Murphy
Subject: RE: Re-Hire List

Approved.

From: Benet Murphy
Sent: Tuesday, June 22, 2010 9:14 AM
To: Karen Coyne
Subject: FW: Re-Hire List

For your review and approval. If approved, I will forward to HR for placement on the re-hire list. Thank you.

Benet Murphy
Detention & Enforcement | City of Las Vegas

From: Christopher Klemp [mailto:cjklemp@yahoo.com]
Sent: Sunday, June 20, 2010 7:40 PM
To: Benet Murphy
Subject: Fw: Re-Hire List

It would appear that I forgot the "S" in your email the first time I sent this out. Hopefully this one finds you correctly. :) Thanks!

----- Forwarded Message -----

From: Christopher Klemp <cjklemp@yahoo.com>
To: bmurphy@lasvegasnevada.gov
Sent: Fri, June 18, 2010 5:38:19 PM
Subject: Re-Hire List

Good afternoon Benet,
Per our discussion this morning I am asking to be placed on the re-hire list for the City of Las Vegas as a Deputy City Marshal. I would like this email to serve as my written request.
Thank you, Chris Klemp.

CIVIL SERVICE BOARD MEETING SIGN IN SHEET

Date: July 14, 2010

Signature

Organization

✓ Robert Horton

Las Vegas Fire Rescue

o Kelly Miramonte

drain

✓ Glenn Kouns

CLV

✓ [Signature]

CLV

✓ [Signature]

LVCEA

o [Signature]

LVFR

✓ [Signature]

LVCEA

✓ David Mendonca

CLV

✓ VICTORIA ROBINSON

CLV

THE **JULY 14, 2010** MEETING OF THE CIVIL SERVICE BOARD IS CALLED TO ORDER. THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED IN COMPLIANCE WITH THE OPEN MEETING LAW.