

CITY OF RENO – CIVIL SERVICE COMMISSION

REGULAR MEETING AGENDA

August 22, 2019 – 3:30 PM
Reno City Hall
1 East First Street, 7th Floor Caucus Room,
1 East First Street, Reno, Nevada

MEMBERS

Jeannie Atkinson, Chairperson
Tray Abney, Vice Chairperson
YeVonne Allen
Ken Dalton
Ricardo Duarte
Darrin Georgeson

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Supporting Material: Staff reports and supporting material for the meeting are kept with the Chief Examiner at the Office of the Civil Service Commission located at City Hall, 1 East First Street, 5th Floor, Reno, Nevada 89501.

Order of Agenda: Section titles on this agenda are for convenience and reference purposes and are not intended to define, govern, limit, modify or in any manner affect the titles of the items listed for consideration by the Civil Service Commission. A time listed next to a specific agenda item indicated that the specific item will not be heard before that time – it does not indicate the time schedule of any other item. Items on the agenda may be removed, postponed, taken out of order and the public body may combine two or more agenda items for consideration.

Public Comment: Public comment, whether on action items or general public comment, is limited to no more than three (3) minutes. The public may comment by submitting a “Request to Speak” form to the Chair of the Civil Service Commission. Public comment shall be presented to the Civil Service Commission as a body, and not to any member thereof.

Accommodations: We are pleased to make reasonable accommodations for members of the public who are disabled and wish to attend meetings. If you should require special arrangements for any meeting, please contact our office at 334-2223, 24 hours prior to the date of the meeting.

ITEM:

1. CALL TO ORDER/ROLL CALL
2. PUBLIC COMMENT – This item is for either public comment on any action item or for general public comment and is limited to no more than **three (3) minutes** for each commentator.

Civil Service Commission – Agenda

August 22, 2019

Page 2 of 3

3. APPROVAL OF AGENDA (For Possible Action)
4. Nomination and election of Chairman and Vice Chairman for term of 2 years. (For Possible Action)
5. LIAISON REPORT (Items for announcement and informational items only. No deliberation or action will be taken on this item.)
6. MINUTES – Approval of the July 18, 2019 regular meeting minutes. (For Possible Action)

Approval of the April 25, 2019 regular meeting minutes. (For Possible Action)
7. CONSENT AGENDA
 - A. Approval of request for employee confirmations from the following departments: Community Development, Public Safety Dispatch, Public Works and Reno Police Department. (For Possible Action)
 - B. Approval of eligible lists for Deputy Chief of Police, Fire Equipment Service Writer, Management Assistant - Finance, Office Assistant II - NS, Planning Technician, Project Coordinator (Cont.), Senior Engineering Technician I, Senior Recreation Leader (Senior Services) and Water Reclamation Plant Operator. (For Possible Action)
 - C. Approval of eligible list extension for Accounting Assistant, Equipment Mechanic, Maintenance Worker I and Safety & Training Specialist. (For Possible Action)
 - D. Approval of request to be placed on the re-employment list for Maintenance Technician from Ayswarya Bhakeerathan. (For Possible Action)
 - E. Discussion, possible direction and approval of the Revised Minimum Qualifications for the Class Specification of Fire Equipment Operator. (For Possible Action)
 - F. Discussion, possible direction and approval of the Revised Minimum Qualifications for the Class Specification of Maintenance Worker II. (For Possible Action)
 - G. Discussion, possible direction and approval of the Revised Minimum Qualifications for the Class Specification of Maintenance Worker III. (For Possible Action)
8. CHIEF EXAMINER ANNOUNCEMENTS (Items for general announcements and informational items only. No deliberation or action will be taken on this item.)
9. IDENTIFICATION OF FUTURE AGENDA ITEMS
10. CONFIRM NEXT MEETING DATE OF SEPTEMBER 26, 2019 AT 3:30 PM (For Possible Action)

Civil Service Commission – Agenda

August 22, 2019

Page 3 of 3

11. PUBLIC COMMENT - This item is for either general public comment or on any action item and is limited to no more than three (3) minutes for each commentator.
12. ADJOURNMENT (For Possible Action)

CITY OF RENO – CIVIL SERVICE COMMISSION

MINUTES

July 18, 2019 – 1:00 PM
Reno City Hall, 7th Floor Caucus Room
1 East First Street, Reno, Nevada

MEMBERS

Jeannie Atkinson, Chairperson
Tray Abney, Vice Chairperson
YeVonne Allen
Ken Dalton
Ricardo Duarte
Darrin Georgeson

1. CALL TO ORDER/ROLL CALL

Jeannie Atkinson called the meeting to order at 1:02 PM. A quorum was established.

MEMBERS PRESENT: Jeannie Atkinson
Tray Abney
Ken Dalton
Ricardo Duarte
Darrin Georgeson

MEMBERS EXCUSED: YeVonne Allen

ALSO PRESENT: Kandice Taylor-Sherwood, Interim Chief Examiner
Angie Ureta, Sr. Management Analyst
Candie Lorenzo, Civil Service Technician
Lorena Godina, Civil Service Assistant
Karl Hall, City Attorney
Susan Rothe, Deputy City Attorney

2. **PUBLIC COMMENT** – This item is for either public comment on any action item or for general public comment and is limited to no more than **three (3) minutes** for each commentator.

Accounting Assistant, Sherri Dailey, made a public comment regarding a new testing procedure saying it has no validity and that the testing process should be returned to questions pertaining to job specific knowledge.

3. **APPROVAL OF AGENDA** (For Possible Action)

It was moved by Commissioner Georgeson, seconded by Vice-Chairperson Abney to approve the July 18, 2019 agenda. The motion passed unanimously.

4. **LIAISON REPORT** (Item for announcements and informational items only. No deliberation or action will be taken on this item.)

Brad Fitch stepped in for Council Liaison Jenny Brekhus. No updates to report.

5. **MINUTES** – Approval of the June 20, 2019 regular meeting minutes. (For Possible Action)

It was moved by Vice-Chairperson Abney, seconded by Commissioner Georgeson to approve the June 20, 2019 regular meeting minutes. Commissioner Dalton and Commissioner Duarte abstained. The motion passed.

Approval of the June 4, 2019 special meeting minutes. (For Possible Action)

It was moved by Commissioner Dalton, seconded by Commissioner Georgeson to approve the June 4, 2019 special meeting minutes. Commissioner Duarte abstained. The motion passed.

Approval of the April 25, 2019 regular meeting minutes. (For Possible Action)

Will be carried to next meeting, Thursday, August 22, 2019.

6. **CONSENT AGENDA**

- A. Request to approve employee confirmations for the following departments: Reno Fire Department and Public Works Department. (For Possible Action)
- B. Request to approve eligible lists for Citizen Service Representative, Citizen Service Representative – Bilingual, Equipment Service Worker, Management Analyst – HR,

Police Recruit, Program Assistant, Project Coordinator and Senior Engineering Technician I. (For Possible Action)

- C. Request to approve eligible list extension for Community Services Officer and Police Services Specialist for six months. (For Possible Action)
- D. Request to approve the revised minimum qualifications for the new job class specification for Emergency Medical Service Coordinator position.

It was moved by Vice-Chairperson Abney, seconded by Commissioner Duarte to approve the Consent Agenda. Motion passed unanimously.

7. REGULAR AGENDA

- A. Discussion and possible action regarding pay range for Chief Examiner. (For Possible Action)

It was motioned by Commissioner Georgeson to approve the recommendation to move the Chief Examiner to the Management group within placement at the lower band in the manner with comparability to the City Clerk and other jobs within that band and with future treatment consistent with the Management group as a whole. It was seconded by Commissioner Dalton. Motion passed unanimously.

8. CHIEF EXAMINER ANNOUNCEMENTS (Items for general announcements and informational items only. No deliberation or action will be taken on this item.)

Interim Chief Examiner, Kandice Taylor-Sherwood, gave an update to the Commission regarding the recruitment for Chief Examiner.

9. IDENTIFICATION OF FUTURE AGENDA ITEMS

Election of Chair and Vice Chair.

10. CONFIRM NEXT MEETING DATE OF August 22, 2019 AT 3:30 PM. (For Possible Action)

Next meeting confirmed for August 22, 2019 at 3:30 PM.

11. PUBLIC COMMENT – This item is for either general public comment or on any action item and is limited to no more than three (3) minutes for each commentator.

12. ADJOURNMENT (For Possible Action)

Motion to adjourn the meeting at 1:43 PM was called forth by Commissioner Georgeson. It was seconded by Commissioner Dalton. Motion passed.

CITY OF RENO – CIVIL SERVICE COMMISSION

MINUTES

Thursday – April 25, 2019 – 3:30 PM
Reno City Hall, 7th Floor Caucus Room
1 East First Street, Reno, Nevada

MEMBERS

Jeannie Atkinson, Chairperson
Tray Abney, Vice Chairperson
YeVonne Allen
Ken Dalton
Ricardo Duarte
Darrin Georgeson
John Hester

1. CALL TO ORDER/ROLL CALL

Jeannie Atkinson called the meeting to order at 3:30 PM. A quorum was established.

MEMBERS PRESENT: Jeannie Atkinson
Tray Abney
YeVonne Allen
John Hester

MEMBERS EXCUSED: Ricardo Duarte
Ken Dalton
Darrin Georgeson

ALSO PRESENT: Angie Ureta, Sr. Management Analyst
Candie Lorenzo, Civil Service Technician
Lorena Godina, Civil Service Assistant
Susan Ball Rothe, Deputy City Attorney
Karl Hall, City Attorney, Reno City Attorney
Mark Gregersen, Director of Human Resources
Andrena Arreygue, Human Resources Analyst
Dave Cochran, Chief, Reno Fire Department
Peter Larsen, Firefighter, Reno Fire Department
Alex Woodley, Assistant Director of Neighborhood Services

2. **PUBLIC COMMENT** – This item is for either public comment on any action item or for general public comment and is limited to no more than **three (3) minutes** for each commentator.

HR Director, Mark Gregersen, introduced himself to the commission.

Commissioner Allen asked that the Commission stay after the meeting for an activity regarding diversity and inclusion and what is meant by that.

3. APPROVAL OF AGENDA (For Possible Action)

Chairperson Atkinson asked for item numbers 4 and 8 be removed from the agenda due to those members being absent.

It was moved by Commissioner Hester, seconded by Commissioner Abney to approve the April 25, 2019 agenda. The motion passed unanimously.

4. LIAISON REPORT (Item for announcements and informational items only. No deliberation or action will be taken on this item.)

None.

5. MINUTES – Approval of the February 28, 2019 regular meeting minutes. (For Possible Action)

Quorum was not met, carried forward to next meeting.

6. CONSENT AGENDA

- A. Request to approve employee confirmations for the following departments: Public Safety Dispatch Department, Public Works Department, and Reno Police Department. (For Possible Action)
- B. Request to approve eligible lists for Public Works Crew Supervisor, Associate Civil Engineer and Senior Recreation Leader. (For Possible Action)
- C. Request to approve eligible list extensions for Development Permit Technician and Fire Captain - Suppression. (For Possible Action)

It was moved by Commissioner Abney, seconded by Commissioner Hester to approve the Consent Agenda. The motion passed unanimously.

7. REGULAR AGENDA

- A. Review, discussion and possible approval of request from the Community Development department to utilize Selective Certification pursuant to Rule VII, Section 8, on the current Code Enforcement List for placement on a Bilingual List. (For Possible Action)

It was moved by Commissioner Abney, seconded by Commissioner Hester to approve the request from the Community Development department to utilize Selective Certification pursuant to Rule VII, Section 8, on the current Code Enforcement List for placement on a Bilingual List. The motion passed unanimously.

- 8. CHIEF EXAMINER ANNOUNCEMENTS (Items for general announcements and informational items only. No deliberation or action will be taken on this item.)**

None.

- 9. IDENTIFICATION OF FUTURE AGENDA ITEMS**

Commissioner Allen would like to see the metrics on ethnic breakdown between race, gender, and ethnic diversity.

- 10. CONFIRM NEXT MEETING DATE OF MAY 23, 2019 AT 3:30 PM. (For Possible Action)**

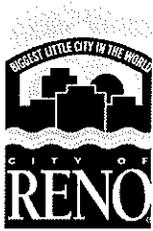
The next meeting is confirmed for Thursday, May 23, 2019 at 3:30 PM.

- 11. PUBLIC COMMENT – This item is for either general public comment or on any action item and is limited to no more than three (3) minutes for each commentator.**

None.

- 12. ADJOURNMENT (For Possible Action)**

Motion to adjourn the meeting at 3:36 PM brought by Commissioner Abney, seconded by Commissioner Hester. The motion passed unanimously.



Civil Service Commission

MEMORANDUM

DATE: August 22, 2019

TO: Civil Service Commission

FROM: Kandice Taylor-Sherwood, Interim Chief Examiner *KT*

SUBJECT: Item 6.A Approval of request for employee confirmations from the following departments: Community Development, Public Safety Dispatch, Public Works and Reno Police Department. (For Possible Action)

Having successfully completed the Probation Period, pursuant to Rule VII, Section 12(e), I recommend that the Civil Service Commission confirm the employees listed below:

<u>Community Development</u>	<u>Job Title</u>	<u>Confirmation Date</u>
Sean D. Peasall	Business License Technician	1/7/2019
Joey D. Arreygue	Business License Technician	6/26/2019
Grace A. Whited	Development Permit Technician	7/18/2019

<u>Public Safety Dispatch</u>	<u>Job Title</u>	<u>Confirmation Date</u>
Sara Tuthill	Public Safety Dispatcher	7/2/2019

<u>Public Works</u>	<u>Job Title</u>	<u>Confirmation Date</u>
Hans Meyer	Associate Civil Engineer	8/13/2019
Khalil Wilson	Senior Civil Engineer	8/3/2019

<u>Reno Police</u>	<u>Job Title</u>	<u>Confirmation Date</u>
David S. Brice	Police Assistant I	7/23/2019
Allen Shanley	Police Services Specialist	6/10/2019
Brandon Carney	Police Sergeant	8/17/2019



Civil Service Commission

MEMORANDUM

DATE: August 22, 2019

TO: Civil Service Commission *KS*

FROM: Kandice Taylor-Sherwood, Interim Chief Examiner

SUBJECT: 6.B. Approval of eligible lists for Deputy Chief of Police, Fire Equipment Service Writer, Management Assistant - Finance, Office Assistant II - NS, Planning Technician, Project Coordinator (Cont.) Senior Engineering Technician I, Senior Recreation Leader (Senior Services) and Water Reclamation Plant Operator (Wastewater). (For Possible Action)

Pursuant to Rule VII, I recommend that the Civil Service Commission accept the eligible lists below:

Deputy Chief of Police

There are five (5) candidates on this internal promotional list with racial and ethnic diversity.

Fire Equipment Service Writer

There are seventeen (17) candidates on this open competitive list with gender and ethnic diversity.

Management Assistance - Finance

There are fifty-nine (59) candidates on this open competitive list with racial, gender, and ethnic diversity.

Office Assistant II - NS

There are ninety-eight (98) candidates on this open competitive list with racial, gender and ethnic diversity.

Planning Technician

There are forty-one (41) candidates on this open competitive list with racial, gender and ethnic diversity.

Project Coordinator (Cont.)

There are seven (7) candidates on this open competitive list with gender and ethnic diversity.

Senior Engineering Technician I

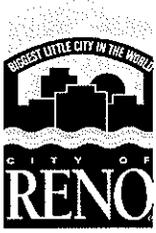
There are ten (10) candidates on this open competitive list with gender diversity.

Senior Recreation Leader (Senior Services-Cont.)

There are four (4) candidates on this open continuous list with

Water Reclamation Plant Operator (Wastewater)

There are three (3) candidates on this open competitive list.



Civil Service Commission

MEMORANDUM

DATE: August 22, 2019

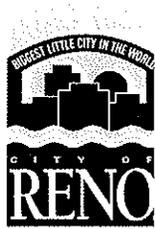
TO: Civil Service Commission

FROM: Kandice Taylor-Sherwood, Interim Chief Examiner 

SUBJECT: 6.C. Approval of Eligible List Extension for Accounting Assistant, Equipment Mechanic, Maintenance Worker I and Safety & Training Specialist. (For Possible Action)

With candidates remaining on the list, pursuant to Rule VII, Section 9, I recommend that the Civil Service Commission extend the following eligible lists.

Accounting Assistant	There are thirty-five (35) names remaining on this list, expiring 9/7/19. Extension of 6 months.
Equipment Mechanic	There are nine (9) names remaining on this list, expiring 9/5/19. Extension of 12 months.
Maintenance Worker I	There are sixty-four (64) names remaining on this list, expiring 10//19. Extension of 12 months.
Safety & Training Specialist	There are five (5) names remaining on this list, expiring 9/22/19. Extension of 6 months.



Civil Service Commission

MEMORANDUM

DATE: August 22, 2019

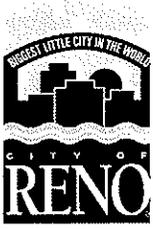
TO: Civil Service Commissioners

FROM: Kandice Taylor-Sherwood, Interim Chief Examiner 

SUBJECT: Item 6.D. Approval of request to be placed on the re-employment list for Maintenance Technician from Ayswarya Bhakeerathan. (For Possible Action)

Employees who have resigned in good standing within three (3) years are eligible to request placement on the re-employment list for the classification from which they resigned. Ayswarya Bhakeerathan has provided an application as her request for the re-employment opportunity. Rule XIII, Section 1 (b).

Miss. Bhakeerathan has met all the requirements to be placed on the re-employment list for Maintenance Technician. Employees (or ex-employees) approved by the Commission are placed on a re-employment list for the appointing authority, which may parallel a competitive list.



Civil Service Commission

MEMORANDUM

DATE: August 22, 2019

TO: Civil Service Commission

FROM: Kandice Taylor-Sherwood, Interim Chief Examiner *KT*

SUBJECT: 6.E. Discussion, possible direction and approval of the Revised Minimum Qualifications for the Class Specification of Fire Equipment Operator. (For Possible Action)

The class specification of Fire Equipment Operator is presented for approval of the minimum qualifications as they relate to the license requirement for the position.

The update to the license requirement changes the minimum of a valid Non-Commercial Class A drivers license to the minimum of a Non-Commercial Class B with an F endorsement. Due to recent changes in Nevada's Department of Motor Vehicles (DMV) third party testing program, and the adoption of the F endorsement affidavit (Driver Certification of Eligibility for Non-Commercial Driver's License-Firefighters), Reno Fire has rewritten their policy to align themselves with DMV's policies. The new requirements set forth by the state makes the department have to train all employees going forward at the new standard of a Class B with an F endorsement. The new standards have been officially adopted by the department on July 10, 2019, in their policies and procedures.

This change will have no impact on those employees who have a Class A driver's license as their current license is above the minimum of the Non-Commercial Class B requirement and both licenses are valid for employee's who drive fire apparatus.

It is recommended that the Civil Service Commission approve the revised minimum qualifications for the class specification of Fire Equipment Operator as presented by Human Resources. Please refer to the attached staff report from Mark Gregersen, Director of Human Resources.

Attachment 1: Memo requesting approval of minimum qualifications from Mark Gregersen, Director of Human Resources, dated August 22, 2019.



Department of Human Resources

MEMORANDUM

Date: August 22, 2019
To: Civil Service Commission
From: Mark Gregersen, Director of Human Resources 
Subject: Fire Equipment Operator - Approval of Minimum Qualifications

Recommendations:

It is recommended the Civil Service Commission approve the license minimum qualification for the Fire Equipment Operator classification.

Fire Equipment Operator

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

License or Certificate:

Minimally, possession of a valid Nevada Non-Commercial Class A **B** Driver's license **with an "F" endorsement** or an equivalent out-of-state driver's license.

Discussion:

This change reflects the Reno Fire Department's policies and procedures manual that requires all Fire Equipment Operator's to minimally have a Nevada Non-Commercial Class B Driver's license with an F endorsement, which is the minimum license that is required to drive fire vehicles.

Action:

It is requested the Civil Service Commission approve the proposed minimum qualifications for the license requirement for the Fire Equipment Operator classification

FIRE EQUIPMENT OPERATOR

*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.*

SUMMARY DESCRIPTION

This classification is a promotional classification for City of Reno line Fire Fighters only. Only City of Reno line Fire Fighters will be permitted in application phase of this promotional recruitment opportunity.

Operate all fire apparatus and equipment; respond to fires, medical emergencies and other emergency and non-emergency situations and take appropriate action; perform various staff support assignments in addition to normal emergency response activities.

DISTINGUISHING CHARACTERISTICS

Under general supervision, this journey level class performs firefighting duties involving operation of fires and responds to emergency and non-emergency incidents, and is responsible for the safe operation, maintenance and driving of fire apparatus in response to fire and other incidents. The Equipment Operator is responsible for delivering effective fire streams through accurate hydraulic calculations and the transition between single and multiple hose lines on the fire ground.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Drive emergency apparatus and other emergency vehicles used in the transport of equipment and personnel in response to fire, rescue, emergency medical, hazardous material and other public service alarms.
2. Respond to fires and other emergency or public assistance incidents in a timely, safe and skilled manner and participate in the control through hose laying, ladder operation, ventilation, extinguishment, extrication, salvage and other activities as part of a team effort.
3. Operate pumps and other fire apparatus ensuring that water flows in sufficient quantity and pressure for application at the scene of fires and hazardous material incidents.
4. Ensure apparatus and assigned equipment is response ready.
5. Inspect, clean, and maintain firefighting equipment and apparatus and is responsible for hose and other equipment being replaced on fire apparatus after being cleaned.

CITY OF RENO
Fire Equipment Operator (Continued)

6. Report malfunctioning of apparatus and other equipment to a maintenance mechanic and supervisor.
7. Maintain inventory and maintenance records of apparatus and equipment and conduct regular inspections to ensure the availability of adequate supplies and proper condition of fire suppression and emergency medical items; test and maintain firefighting and emergency medical equipment, preserving proper condition and suitability for service.
8. Prepare and maintain records, maps, files and reports.
9. Administer basic and/or intermediate life support and first aid as needed; rescue those in need of aid.
10. Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner which does not expose them or others to unnecessary harm or risk of on-the-job injury. Supervise activities at the scene of an emergency in the absence of a supervisor.
11. Assist with maintaining the fire station in a clean and orderly condition.
12. Inspects buildings, checks fire escapes, exists, electric wiring and connections, and other possible fire hazards to determine compliance with pre prevention codes and ordinances.
13. Perform related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles, practices, techniques and apparatus required for fire prevention and suppression.
Principles and techniques of fire apparatus hydraulics.
Principles and techniques of providing emergency medical care.
Operation and maintenance practices for a variety of fire apparatus and equipment;
Fire department standard operating procedures and rules and regulations.
Applicable local, state and federal laws, codes, ordinances and regulations.
Municipal/private water systems, sprinkler and standpipe systems.
Geography of City and location of various fire suppression utilities.
Basic mathematics and basic computer applications related to the work.

Ability to:

Apply fire service technologies, principles, practices, methods, techniques and equipment during emergency fire equipment operations.
Analyze, troubleshoot, and initiate a solution for water supply systems.
Operate motor vehicles safely.
Function safely and effectively, with or without supervision.

CITY OF RENO
Fire Equipment Operator (Continued)

Drive, operate and maintain all fire apparatus in a safe and efficient manner.
Remain calm, make sound decisions and give accurate and concise reports in emergency situations.
Communicate clearly and concisely, both verbally and in writing.
Understand and follow oral and written instructions.
Work in a team based environment to achieve common goals.
Coordinate multiple projects and complex tasks simultaneously.
Meet the physical requirements to safely and effectively perform the assigned duties.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education & Training:

High School Diploma or GED Certificate.

Experience:

Five cumulative years of experience as a line Fire Fighter employed by the City of Reno.

License or Certificate:

Minimally, p Possession of a valid Nevada Non-Commercial Driver's License—Class B—“A” Driver's License with an “F” endorsement OR an equivalent out-of-state driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment and Physical:

Must be in physical condition to perform fire suppression, emergency medical and prevention duties. Must be able to operate emergency vehicles, apparatus and equipment. Must have verbal communication and reading ability, visual acuity and hearing to perform field duties and ability to work for extended periods in an office or extremes of outdoor environments. Must have ability to perform sustained and vigorous activities in a variety of environmental conditions and tolerate exposure to heat, fumes, smoke, pressurized water and chemicals. Positions are required to work varied shifts including nights, weekends and holidays.



Civil Service Commission

MEMORANDUM

DATE: August 22, 2019

TO: Civil Service Commission

FROM: Kandice Taylor-Sherwood, Interim Chief Examiner 

SUBJECT: 6.F. Discussion, possible direction and approval of the Revised Minimum Qualifications for the Class Specification of Maintenance Worker II (For Possible Action)

The class specification of Maintenance Worker II is presented for approval of the minimum qualifications as they relate the years of experience required as a Maintenance Worker at the City of Reno.

Civil Service staff does not support the change in years of experience, as this is not indicative of the issue preventing the advancement of employees into the Maintenance Worker II position. The issue affecting the eligibility of current Maintenance Worker I employees is the specificity of the experience language within the class specification, leading our department to screen applicants using a very restricted set of guidelines.

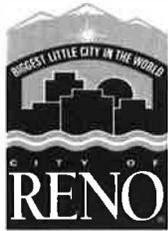
Civil Service recommends the following changes for approval by the Civil Service Commission:

Three (3) years of experience in the maintenance and repair of ~~public~~ streets, sewers and storm drains, or related public works facilities and structures including two (2) years at a level comparable to a Maintenance Worker I ~~with the City of Reno~~.

The removal of the word *public* allows us to include applicants with comparable experience from the private sector into the testing process. The removal of *with the City of Reno* eliminates some redundancy and allows the screening process to be inclusive of experience that is comparable to but not within the City of Reno.

It is recommended that the Civil Service Commission approve the revised minimum qualifications for the class specification of Maintenance Worker II as presented by Civil Service.

Attachment 1: Memo requesting approval of minimum qualifications from Mark Gregersen, Director of Human Resources, dated August 5, 2019.



Department of Human Resources

MEMORANDUM

Date: August 5, 2019
To: Civil Service Commission
From: Mark Gregersen, Director of Human Resources 
Subject: Maintenance Worker II - Approval of Minimum Qualifications

Recommendations:

It is recommended the Civil Service Commission approve the minimum qualifications for the revised Maintenance Worker II classification.

Maintenance Worker II

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Three years of experience in the maintenance and repair of public streets, sewers and storm drains, or related public works facilities and structures including ~~one two~~ years at a level comparable to a Maintenance Worker I with the City of Reno.

License or Certificate:

Possession of valid commercial driver's license (CDL) with appropriate endorsements.

Possession of, or ability to obtain, flagger certification.

Discussion:

The Maintenance Worker II is an existing classification. The Public Works Department collaborated with Civil Service and Human Resources to revise this classification in support of broadening the applicant pool with the additional language.

Action: It is requested the Civil Service Commission approve the proposed minimum qualifications for the Maintenance Worker II classification.

MAINTENANCE WORKER 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.*

SUMMARY DESCRIPTION

Under general supervision, leads, oversees, and participates in the work of lower level maintenance staff responsible for performing a variety of maintenance and repair work on various City facilities and structures such as streets, signs, sewers and storm drains, fountains, planters, trash cans, and related public works structures; participates in snow and ice removal activities; and operates a variety of public works maintenance tools and equipment.

DISTINGUISHING CHARACTERISTICS

The Maintenance Worker II is the second level in the Maintenance Worker series. The Maintenance Worker II performs the full range of maintenance duties as assigned and is distinguished from the Maintenance Worker I by assuming lead responsibility on a project basis over a limited number of lower level maintenance staff. 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. Employees within this classification are distinguished from the Maintenance Worker III in that the latter regularly assumes lead responsibility for larger crews and operates a variety of heavier equipment.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Lead, plan, train, review, and participate in the work of lower level maintenance staff responsible for performing a variety of maintenance and repair work on various City facilities and structures such as streets, signs, sewers and storm drains, fountains, planters, trash cans, and related public works structures.
2. Train assigned employees in their areas of work including maintenance and repair methods, procedures, and techniques.
3. Supervise the use, care and operation of appropriate hand and power tools and equipment including saws, hammers, shovels, light trucks, and related equipment.
4. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
5. Operate a variety of equipment and hand and power tools in the performance of assigned functions; haul and dump debris, cut trees, branches and shrubs, and pick up litter.
6. Perform a variety of maintenance duties in the overlay of street surfaces; rake and spread asphalt; seal cracks and patch streets; perform pot hole patching and surface repairs using jack hammers and other equipment to fill and compact repaired areas.
7. Perform street cuts for excavation and replacement of new asphalt; remove and replace concrete and asphalt; construct forms, lay cement and finish cement on curbs, gutters and sidewalks; perform cement repairs and patch work.
8. Operate snow plows, sanders, and related snow removal equipment as required in the removal of snow and ice.

CITY OF RENO

Maintenance Worker II (Continued)

9. Install street barricades and cones prior to the performance of street repair activities; direct and control traffic around work sites.
10. Fabricate, prepare, paint, or silk screen street markings and signs; engrave plastic signs; replace and repair street signs as necessary.
11. Perform a variety of tasks in the painting of traffic markings and signs; operate street striping equipment; paint crosswalks, stop bars, stop signs, directional arrows, lane markers, parking spaces, meter posts, barricades and traffic islands.
12. Assist in maintaining all City sewer lines; tear out old or damaged storm drain pipe or sewer pipe and install with new; clean and maintain storm drains, pipes and catch basins using appropriate equipment.
13. Assist other staff with routine and emergency repairs and preventive maintenance on sewer lift stations; change or repair filters, sump pumps, dehumidifiers, vent fans, lighting buffers, bubbler systems, fences, ceramic seals, valves, motors and electrical and plumbing systems.
14. Assist other staff in maintaining and repairing telemetry system including antennae, electrical conduit, remote transmitter units, power boxes, dry contacts and switching boxes; maintain air monitoring meters for confined space entry activities.
15. Locate and mark City owned sewer/storm infrastructure.
16. Monitor and repair electronic sprinkler systems and associated control devices.
17. Utilize proper safety precautions related to all work performed.
18. Maintain inventory of tools, parts, and supplies; obtain price quotes and purchase tools, parts, and supplies.
19. Estimate time and materials needed for jobs assigned; requisition tools and supplies as required.
20. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints or refer to higher level staff.
21. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations and activities of assigned maintenance programs.
- Principles of lead supervision and training.
- Methods and techniques of repairing and maintaining streets, signs, sewers, storm drains, fountains, planters, trash cans, and related public works structures.
- Operational characteristics of maintenance and construction equipment and tools used in the area of work assigned.
- Proper procedures used in the maintenance and repair of hand and power tools.
- Methods and techniques used in street painting operations.
- Methods and techniques of irrigation systems installation and maintenance.
- Practices and procedures of traffic control.
- Principles and practice of record keeping.
- Occupational hazards and standard safety practices.

CITY OF RENO
Maintenance Worker II (*Continued*)

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

Ability to:

Lead, organize, and review the work of lower level maintenance staff.
Interpret, explain, and enforce maintenance policies and procedures.
Use and operate a variety of maintenance and repair equipment in a safe and effective manner.
Fabricate, prepare, paint or silk screen street markings and signs.
Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.
Perform heavy manual labor.
Understand and follow oral and written instructions.
Work independently in the absence of supervision.
Work in a team based environment to achieve common goals.
Coordinate multiple projects and complex tasks simultaneously.
Meet the physical requirements to safely and effectively perform the assigned duties.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to completion of the twelfth grade.

Experience:

Three years of experience in the maintenance and repair of public streets, sewers and storm drains, or related public works facilities and structures including one ~~two~~ years at a level comparable to a Maintenance Worker I with the City of Reno.

License or Certificate:

Possession of a valid commercial driver's license (CDL) with appropriate endorsements.
Possession of, or ability to obtain, flagger certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, solvents, potentially hazardous chemicals, gases, raw sewer, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; may work below ground; work in or around water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.



Civil Service Commission

MEMORANDUM

DATE: August 22, 2019

TO: Civil Service Commission

FROM: Kandice Taylor-Sherwood, Interim Chief Examiner 

SUBJECT: 6.G. Discussion, possible direction and approval of the Revised Minimum Qualifications for the Class Specification of Maintenance Worker III (For Possible Action)

The class specification of Maintenance Worker III is presented for approval of the minimum qualifications as they relate to the years of experience required as a Maintenance Worker with the City of Reno.

Civil Service recommends the following changes for approval by the Civil Service Commission:

Five (5) years of increasingly responsible experience in the maintenance and/or construction of public or private streets, sewers and storm drains, or related public works facilities and structures including **either two (2) years at a level comparable to a Maintenance Worker II or four (4) years at a level comparable to a Maintenance Worker I-with the City of Reno.**

Civil Service Staff is in support of the additional language added to create a parallel path for Maintenance Worker I positions that do not have a Maintenance Worker II position available within their division. This path to advancement recognizes that an employee in the Maintenance Worker I position with four years of service has the knowledge, skill, and ability to promote and should not be hindered by a departmental limitation such as not having a Maintenance Worker II position within the division.

Civil Service Staff would include the removal of *with the City of Reno* in the revision to the Minimum Qualifications. The removal of *with the City of Reno* eliminates some redundancy and allows the screening process to be inclusive of experience that is comparable to but not within the City of Reno. Staff would also recommend some minor changes to add clarity.

It is recommended that the Civil Service Commission approve the revised minimum qualifications for the class specification of Maintenance Worker III as presented by Civil Service Staff. Please refer to the attached staff report from Mark Gregersen, Director of Human Resources.

Attachment 1: Memo requesting approval of minimum qualifications from Mark Gregersen, Director of Human Resources, dated August 5, 2019.



Department of Human Resources

MEMORANDUM

Date: August 5, 2019
To: Civil Service Commission
From: Mark Gregersen, Director of Human Resources 
Subject: Maintenance Worker III - Approval of Minimum Qualifications

Recommendations:

It is recommended the Civil Service Commission approve the minimum qualifications for the revised Maintenance Worker III classification.

Maintenance Worker III

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Five years of increasingly responsible experience in the maintenance and/or construction of public or private streets, sewers and storm drains, or related public works facilities and structures including two years at a level comparable to a Maintenance Worker II **or four years at a level comparable to a Maintenance Worker I** with the City of Reno.

License or Certificate:

Possession of valid commercial driver's license (CDL) with appropriate endorsements.

Possession of flagger certification.

Discussion:

The Maintenance Worker III is an existing classification. The Public Works Department collaborated with Civil Service and Human Resources to revise this classification in support of broadening the applicant pool with the additional language.

Action:

It is requested the Civil Service Commission approve the proposed minimum qualifications for the Maintenance Worker III classification.

MAINTENANCE WORKER 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.

SUMMARY DESCRIPTION

Under direction, leads, oversees and participates in the more complex and difficult work of staff responsible for performing a wide variety of maintenance and repair functions on various City facilities and infrastructure such as streets, signs, sewers and storm drains, fountains, planters, trash cans, and related public works structures; operates a variety of heavy trucks and maintenance equipment; and ensures adherence to safe work procedures and practices.

DISTINGUISHING CHARACTERISTICS

The Maintenance Worker III is the third level in the Maintenance Worker series. The Maintenance Worker III performs the most complex maintenance functions within the series and is distinguished from the Maintenance Worker II by assuming regular technical and functional supervisory responsibility for larger crews and the operation of heavier equipment. Employees at this level are fully aware of the operating procedures and policies of the work unit.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Lead, oversee, plan, train, and review the work of all lower level maintenance staff responsible for performing a variety of maintenance and repair work on various City facilities and structures such as streets, signs, sewers and storm drains, fountains, planters, trash cans, and related public works structures; participate in performing the most complex work of the unit including assisting the supervisor with day-to-day job planning and scheduling.
2. Train assigned employees in their areas of work including maintenance and repair methods, procedures and techniques.
3. Supervise the use, care and operation of appropriate public works tools and equipment including saws, hammers, shovels, light trucks, and heavy equipment.
4. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
5. Operate a variety of heavy trucks and specialized equipment including sewer cleaning trucks, paving machines, grinders, paint strippers, street sweepers, backhoes, excavators, skid steer loaders, mowers, graders, rollers, water trucks and large front end loaders.
6. Oversee and participate in performing a variety of complex tasks in the repair of City streets and right of ways including: removal and replacement of asphalt, overlays, crack sealing, pot hole patching, and painting of traffic markings to include cross walks, stop bars, directional arrows, lane markers, center lines, parking spaces, meter posts, barricades and traffic islands.
7. Oversee and participate in performing a variety of complex tasks in the maintenance and repair of sewer and storm drain infrastructure including: remove and replace storm drain and sewer pipes,

CITY OF RENO

Maintenance Worker III (Continued)

repair damaged catch basins and manholes, removal, repair and placement of concrete curbs, gutters, sidewalks, pads, sewer line cleaning, storm drain and catch basin cleaning, operation of CCTV equipment utilized to inspect and collect data within the sewer and storm drain systems.

8. Perform a variety of complex tasks in the maintenance of drainage ditches including: vegetation reduction and removal, sediment removal, grading, and culvert replacement.
9. Operate snow plows, sanders, and related snow removal equipment as required in the removal of snow and ice.
10. Perform routine and preventive maintenance on assigned equipment per manufacturer's guidelines.
11. Ensure adherence to safe work practices and procedures.
12. Maintain inventory of parts and supplies; estimate time and materials needed for jobs assigned, requisition tools and supplies as required.
13. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints or refer to higher level staff.
14. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics of a variety of heavy trucks and specialized maintenance equipment.
Principles of lead supervision and training.
Principles and practices of municipal maintenance of heavy equipment.
Advanced methods and techniques of repairing and maintaining streets, signs, sewers, storm drains, fountains, planters, trash cans, and related public works structures.
Operational characteristics of maintenance and construction equipment and tools used in the area of work assigned.
Proper procedures used in the maintenance and repair of hand and power tools.
Practices and procedures of traffic control.
Principles and practice of record keeping.
Occupational hazards and standard safety practices.
Basic office procedures, methods, and equipment including computers.
Pertinent federal, state and local codes, laws and regulations.

Ability to:

Lead, organize, and review the work of lower level maintenance staff.
Independently perform the most difficult maintenance and repair functions.
Interpret, explain, and enforce maintenance policies and procedures.
Operate a variety of heavy trucks and equipment used in the maintenance and repair of City streets, sewer lines and other facilities.
Ensure adherence to safe work practices and procedures.
Perform routine maintenance on assigned equipment per manufacturer's guidelines.
Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.
Perform heavy manual labor.

CITY OF RENO

Maintenance Worker III (Continued)

Operate basic office equipment including computers.
Understand and follow oral and written instructions.
Work independently in the absence of supervision.
Work in a team based environment to achieve common goals.
Coordinate multiple projects and complex tasks simultaneously.
Meet the physical requirements to safely and effectively perform the assigned duties.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Five years of increasingly responsible experience in the maintenance and/or construction of public or private streets, sewers and storm drains, or related public works facilities and structures including two years at a level comparable to a Maintenance Worker II or four years at a level comparable to a Maintenance Worker I with the City of Reno.

License or Certificate:

Possession of valid commercial driver's license (CDL) with appropriate endorsements.

Possession of flagger certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, solvents, potentially hazardous chemicals, gases, raw sewer, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; may work below ground; work in or around water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Revision Date: Aug 27, 2007

March 2008

Johnson & Associates