



City of Las Vegas  
Building and Safety

**STUDENT INTERNSHIP LEARNING OBJECTIVES**

**Code Enforcement Division**

**ONE – Overview**

- Code Enforcement Complaints
- Investigations / Responses
- LVMC Title 9 – Health & Safety
- LVMC Title 16 – Building
- Title 19 - Zoning

**TWO – Learning Objectives**

- Identify common nuisance violations
- Identify minimum housing code requirements
- Identify building code violations
- Identify development code violations
- Learn investigation protocol / techniques
- Conducting an investigation / preparing a response
- Conducting an annual planning inspection
- Conduct research regarding enforcement of city codes
- Review / understand applicable codes and ordinances
- Review Zoning and Housing Codes
- Review Building Codes

**MEASURES**

- Formulate a sample case template
- Prepare a response to a code enforcement complaint
- Formulate a sample notice and order
- Review/understand abatement process
- Calculate civil penalties in a sample case
- Prepare a sample misdemeanor citation
- Written Test
- Intern Self-Evaluation
- Preceptor Evaluation

**TOOLS & TECHNOLOGY INTERN WILL USE**

- Calculators
- Computers
- Internet Research
- PowerPoint
- Audio/Visual Aids
- Training Resources
- Microsoft Word
- Microsoft Excel
- Microsoft

**SKILLS INTERN WILL PRACTICE**

- Active Listening
- Critical Thinking
- Reading Comprehension
- Time Management
- Social Perceptiveness
- Writing
- Monitoring
- Speaking
- Complex Problem Solving

**ABILITIES INTERN WILL PRACTICE**

- Written Comprehension
- Deductive Reasoning
- Oral Expression
- Written Expression
- Speech Clarity

**WORK ACTIVITIES**

- Oral Expression
- Oral Comprehension
- Problem Sensitivity
- Written Comprehension
- Inductive reasoning
- Deductive Reasoning
- Speech Clarity
- Written Expression
- Organizing, Planning, and Prioritizing Work
- Documenting and Recording Information
- Performing Administrative Duties
- Communicating by Phone, Letters, and E-mail



# City of Las Vegas Building and Safety

## STUDENT INTERNSHIP LEARNING OBJECTIVES

### Inspections Divisions

#### ONE – Overview

- Off-site and on-site inspections
- International Building Code (IBC)
- International Residential Code (IRC)
- International Energy Conservation Code (IECC)
- National Electrical Code (NEC)
- Uniform Plumbing Code (UPC)
- Uniform Mechanical Code (UMC)
- City of Las Vegas Administrative Code
- Southern Nevada Code Amendments
- Offsite Inspections & Testing (OIT) Procedures
- Materials Testing Lab

#### TWO – Learning Objectives (under the supervision of ERD)

- Learn inspection protocol / techniques
- Conducting an inspection / preparing a response
- Review / understand inspection requirements
- Read / understand B&S Policies and Procedures
- Read / understand OIT Procedures
- Review / understand the format of the building codes
- Read / understand Materials Testing Lab Protocols

#### MEASURES

- Identify minimum requirements for building inspections
- Identify minimum requirements for off-site inspections
- Conduct a sample rough/final building inspection
- Conduct a sample off-site inspection
- Prepare a sample inspection report
- Prepare a sample materials testing lab report
- Written Test
- Intern Self-Evaluation
- Preceptor Evaluation

#### TOOLS & TECHNOLOGY INTERN WILL USE

Calculators	Microsoft Word
Computers	Microsoft Excel
Internet Research	Microsoft
PowerPoint	
Audio/Visual Aids	
Training Resources	

#### SKILLS INTERN WILL PRACTICE

Active Listening  
Critical Thinking  
Reading Comprehension  
Time Management  
Social Perceptiveness  
Writing  
Monitoring  
Speaking  
Complex Problem Solving

#### ABILITIES INTERN WILL PRACTICE

Written Comprehension  
Deductive Reasoning  
Oral Expression  
Written Expression  
Speech Clarity

#### WORK ACTIVITIES

Oral Expression  
Oral Comprehension  
Problem Sensitivity  
Written Comprehension  
Inductive reasoning  
Deductive Reasoning  
Speech Clarity  
Written Expression  
Organizing, Planning, and Prioritizing  
Work  
Documenting and Recording Information  
Performing Administrative Duties  
Communicating by Phone, Letters, and  
E-mail