

Brian Sandoval
Governor



Patrick Cates
Director

Gustavo "Gus" Nunez
Administrator

Carson City Offices:
Public Works Section
515 East Musser Street, Suite 102
Carson City, Nevada 89701-4263
(775) 684-4141 | Fax (775) 684-4142

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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Public Works Division

Las Vegas Offices:
Public Works Section
2300 McLeod Street
Las Vegas, Nevada 89104-4314
(702) 486-5115 | Fax (702) 486-5094

Buildings & Grounds Section
2300 McLeod Street
Las Vegas, Nevada 89104-4314
(702) 486-4300 | Fax (702) 486-4308

UNCLASSIFIED JOB ANNOUNCEMENT
August 31, 2017

Project Manager II, Architect, State Public Works Division

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Deputy Administrator and the Administrator of the State Public Works Division.

AGENCY RESPONSIBILITIES:

The responsibility of the State Public Works Division is to provide well planned, efficient, and safe facilities to state agencies so they can effectively administer their programs.

APPROXIMATE ANNUAL SALARY:

Up to \$103,884 plus benefits * (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*)

BENEFITS:

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

POSITION DESCRIPTION: This position reports to the Project Manager III, of the State Public Works Division. This position's duties/responsibilities include: 1. Develop project scope of work and project budgets. 2. Develop, select, negotiate and administrate Architectural/Engineering (A/E) contracts. 3. Prepare, review and approve plans, specifications, estimates and contracts documents. 4. Coordinate and approve bid documents with regulatory and administrative agencies. 5. Administer bidding procedures and bid openings. 6. Administrative and fiscal management of construction contracts, change orders and progress payments. 7. Maintain established project budgets. 8. Plan requirements for furnishings in newly constructed buildings. 9. Provide competent Architectural/Engineering design services for assigned in-house projects. 10. Other duties as assigned.

TO QUALIFY:

Licensure as an Architect. Three years of the experience required for licensure must have included coordinating major construction projects and/or capital improvement programs involving the construction of public buildings, office complexes, and other structures.

POSITION LOCATION: Las Vegas, Nevada

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED

(All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:

Department of Administration

State Public Works Division

Attn: Chris Chimits

515 E. Musser St. Ste. 102

Carson City, NV 89701

(775) 684-4141

or email to: cpchimits@admin.nv.gov

In subject line please reference: **Project Manager II, Architect**

In your cover letter please indicate how you heard about the position. If you heard about this position through a website, please indicate which website.

The State of Nevada is an Equal Opportunity Employer.