



**Nevada Legislative Council Bureau
Administrative Division
Janitorial Unit**

Session Janitor

POSITION: Session Janitor, Temporary Full-Time Employment, Carson City, Nevada
CONTACT: Ken Kruse, Human Resources/Accounting, 775.684.6966

SALARY AND BENEFITS:

Salary: \$13.36 per hour based on the Employer/Employee Retirement rate (Grade 23). The requirement for 48 hours of unpaid furlough leave annually for this position will reduce the salary initially. Benefits include paid holidays, annual leave, sick leave, a retirement plan, and health insurance. An explanation of the retirement options and information regarding state retirement benefits may be accessed at <http://nvpers.org/>.

A description of the current health and dental benefits provided to all state employees is available at http://pebp.state.nv.us/all_plan_benefits.htm. Other optional benefits are also available, including a deferred compensation program.

There are seven temporary positions available for the 2015 session, three starting August 2014 and four starting October 2014. All seven positions will end on or before the completion of twelve months of employment.

SUMMARY:

The Session Janitor serves to provide cleaning maintenance to the various facilities that comprise the Legislative Council Bureau, including but not limited to: offices, chambers, committee rooms, restrooms, carpet cleaning/vacuuming, tile floor mopping - stripping - waxing - buffing and the cleaning of glass throughout the buildings.

This job description provides a descriptive list of the range of duties performed by employees who hold this position. It does not list all of the duties of the job. To meet the needs of the Administrative Division, an employee in this position may be asked by supervisors to perform other duties in addition to or in lieu of those set forth herein. An employee in this position will be evaluated in part based upon the performance of the tasks listed in this job description. The Administrative Division has the right to revise this job description at any time. The job description is not a contract for employment.

DUTIES & RESPONSIBILITIES:

- Reading nightly work schedules and follow assigned cleaning tasks.
- Cleaning of the offices which included the dumping of trash, carpet vacuuming & extracting, dusting of furniture and removal of marks off of walls, baseboards and chair rails.
- Cleaning the Assembly and Senate Chambers and all committee rooms, this will include

vacuuming, dusting, glass cleaning and trash removal.

- Nightly cleaning and disinfecting of all restrooms at each facility.
- Maintenance and care of the carpet and proper care of tile floors that includes mopping, stripping, waxing and buffing.
- Cleaning glass surfaces both inside and outside of each facility as assigned.
- Special cleaning projects as assigned.
- Other duties as required.

KNOWLEDGE OF:

- Proper cleaning and maintenance methods for the care of various materials to meet cleaning standards.
- Methods, materials, tools and equipment used in the care of tile floors such as; stripping wax, applying wax and correct buffing techniques.
- Knowledge of SDS sheets for the correct use of cleaning compounds and disinfecting chemicals.
- Uses and operation of a wide variety of tools and equipment used in janitorial maintenance.
- Safe working practices.

ABILITY TO:

- Communicate effectively in writing and orally.
- Read and comprehend instructions and assignments.
- Maintain effective working relationships with others.
- Operate and perform operator maintenance of tools and equipment.
- Apply common sense understanding to carry out instructions and address problems related to job duties.

WORKING CONDITIONS:

- Various conditions including dirty restrooms, outdoor windows, and general offices.
- Requires the use of various cleaning products and cleaning tools and equipment.
- Requires the successful candidate to frequently move and/or lift up to 50 pounds and occasionally move and/or lift up to 80 pounds.
- This position may require overtime, possible graveyard shifts and on-call duties, especially in preparation for the legislative session and during peak times during the 2015 legislative session, a flexible schedule is mandatory.
- This position is located in Carson City, Nevada.

EDUCATION AND EXPERIENCE:

- Graduation from high school or equivalent.
- One year experience in the janitorial or related field preferred.

APPLICATION PROCESS:

The Legislative Counsel Bureau (LCB) is the central non-partisan staff agency serving the Nevada Legislature. The LCB invites interested applicants to fully familiarize themselves with the above outlined duties, abilities, and job functions. Applicants may be subject to a background check.

All applicants must submit an LCB Employment Application, a letter of application and a current résumé, including references. The LCB application can be found at: <http://www.leg.state.nv.us/App/CareerOpenings/A/>. Applications will be accepted until the

position is filled. All applications will be accepted on a first-come, first-served basis. Hiring may occur at any time during the recruitment process. Email may be used to transmit your application, letter and résumé. Please utilize a Word or PDF format and send to kkruise@lcb.state.nv.us. Applications may be dropped off in person to Room 1140 of the Nevada Legislature or mailed to:

Legislative Counsel Bureau
Attn: Ken Kruse, Human Resources/Accounting
401 S. Carson Street
Carson City, NV 89701-4747

NOTE: The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, gender identity or expression, age, political affiliation or disability.

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