



DEPARTMENT OF BUSINESS AND INDUSTRY
DIVISION OF INDUSTRIAL RELATIONS

UNCLASSIFIED JOB ANNOUNCEMENT

Posted – September 21, 2016

Department of Industrial Relations
Chief Administrative Officer – Mechanical Compliance Section

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 Division Administrator.

AGENCY RESPONSIBILITIES:

Under the direction of the Division Administrator, the Chief Administrative Officer (CAO) is charged with administration of statutory programs and policies to ensure the safe operation of boilers, elevators, and pressure vessels in the State of Nevada. Responsibilities include management of a staff of 34 employees located in Henderson and Reno.

APPROXIMATE ANNUAL SALARY:

Up to \$84,048 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 Department of Industrial Relations Deputy Administrator. Manage all functions of the DIR Mechanical Section to enforce the safe operation of boilers, elevators, and pressure vessels in the State of Nevada.
- Prepare and monitor the Mechanical Section budget and direct section utilization to determine measures that can be taken to operate in a cost effective manner.
- Oversee in-house staff as well as the deployment of outside third party inspectors to assure a quality work product that achieves the mission of the Mechanical Section and ensures efficient workflow and production.
- Assist in seeing that policies and procedures are developed and applied consistently in the northern and southern offices to support program goals.
- Provide effective training, communication, and counseling of subordinates and conduct performance evaluations.
- Investigate any issues brought to the attention of the Mechanical Section regarding possible malfeasance of a boiler or elevator inspector and recommend appropriate disciplinary action that may be necessary.
- Prepare or review responses to code variance requests.

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- Provide oversight of the licensing program by developing and monitoring the criteria necessary to be licensed as a boiler and elevator inspector, mechanic, apprentice, or helper in the State of Nevada and assure that the database of all licenses is accurate and up to date.
- Work closely with the software vendor to coordinate installation of software utilized by the section as well as testing of and installation of system version updates.
- Create and review reports generated from the database system to monitor the section activities and verify that data input is accurate as well as to verify that customers are being billed accurately.
- Communicate with various stakeholders to ensure clear, concise understanding of regulatory requirements.
- Review, monitor, and research bills submitted to the legislature impacting the work of the Mechanical Section.
- Assure the administrative code is up to date and recommend any changes necessary to promote boiler and elevator safety in the State of Nevada.
- Work with entities that develop codes and standards related to the work of the Mechanical Section to coordinate the adoption of applicable codes and standards for use by the Mechanical Section.
- Represent the Mechanical Section at legislative hearings.
- Perform Public Hearings and Public Workshops as necessary.
- Responsible for Mechanical Section involvement in DIR planning and providing recommendations to DIR administration on issues affecting the section.

TO QUALIFY:

- Excellent oral and written communication, influence management, and organizational skills.
- Ability to work well with stakeholders.
- Knowledge of personnel practices to promote attainment of the goals of the Mechanical Section.
- Excellent human relations skills with demonstrated ability to build effective working relationships inside and outside state government.
- Strong administrative skills, which demonstrate abilities of the candidate to perform the duties of the position.
- Ability to work with the media.
- Knowledge of software programs related to the functions of the Mechanical Section.
- Understanding of the legislative and regulatory process.
- Understanding of processes performed by the Mechanical Section to conduct inspections of boilers, elevators, and pressure vessels.
- Demonstration of aptitude or potential for the performance of administrative assignments in a manner that clearly indicates awareness of management problems and the ability to solve them.
- Bachelor's degree in a technically related field is desired, but not required.
- At least 3 years of experience in a safety related field is desired.
- Certification from the National Associate of Elevator Safety Authority (NAESA) or the National Board of Boiler and Pressure Vessel Inspector's is desirable but not required.

Location: The position will be located in either Henderson or Reno Nevada. This position is in the unclassified service and is appointed by and serves at the pleasure of the Division Administrator.

POSITION LOCATION: Henderson or Reno 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.)

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SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:

Department of Industrial Relations

Attention: Donna Greenhut

400 W. King Street

Carson City, NV 89703

Donna.greenhut@business.nv.gov

Fax: 775.687.6305

**In subject line please reference: DIR Chief Administrative Officer Mechanical Compliance
In your cover letter please indicate how you heard about the position. If you heard about this position
through a website, please specify which website.**

The State of Nevada is an Equal Opportunity Employer.