



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION
FACILITIES SUPERVISOR**

POSITION: Facilities Supervisor, Full-Time Employment, Carson City, Nevada
Contact: Ken Kruse, Human Resources/Accounting, 775.684.6966

SALARY AND BENEFITS: The position is the equivalent of a grade 38 and has an annual salary of approximately \$58,380 - \$87,320 annually based upon experience and qualifications. Benefits include paid holidays, annual leave, sick leave 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/plans/new-hire-resources/>. Other optional benefits are also available, including a deferred compensation program.

SUMMARY:

The successful applicant will be responsible for providing for the management and daily operations within the Buildings Unit of the Administrative Division of the Legislative Counsel Bureau (LCB) and overseeing services provided by the Unit to the LCB and the Nevada Legislature. The Facilities Supervisor is responsible for maintaining the legislative facilities so they are in a condition of operational excellence. The successful applicant will be responsible for the building facilities services of the LCB, including the direct supervision of Building Unit staff and directly working on daily construction and maintenance related tasks. The position will report directly to the Facilities Manager of the Legislative Counsel Bureau.

This announcement provides a noninclusive list with a range of duties and responsibilities associated with the position, as well as the knowledge and abilities necessary to do the job.

DUTIES & RESPONSIBILITIES:

- Planning, organizing and directing all tasks related to the daily operation of the Buildings Unit to ensure an efficient, safe, attractive and operational environment;
- Providing leadership and mentoring to staff including training, supervising, developing, and evaluating their performance;
- Reviewing policies relating to facilities and providing advice, direction, training, and support to carry out tasks appropriately;
- Providing project management for all projects associated with building maintenance and improvements, including training all staff to use project management tools and skills;
- Conducting an ongoing program of general and preventive maintenance, upkeep, and repair of buildings;
- Serving as liaison to general contractors working on or providing services to the legislative buildings;
- Supervising the ordering of supplies and equipment to ensure a satisfactory inventory is maintained;

- Driving vehicle to pick up supplies and carry out other necessary tasks;
- Preparing, reviewing and awarding bids for contracted services;
- Effectively managing personnel and resolving issues or conflicts;
- Monitoring use of energy in the legislative buildings; and
- Planning effectively for future projects and needs of the facilities of the legislature.

REQUIRED KNOWLEDGE:

- Variety of office functions;
- Principles and practices associated with the construction, maintenance and repair of buildings and grounds;
- Materials, tools, and equipment used to maintain buildings;
- Codes related to the construction and maintenance of buildings, such as construction, building, fire, and Americans with Disabilities Act;
- The manner in which to prepare cost estimates;
- Craft trades, including, without limitation, carpentry, roofing, plumbing, electrical, heating, ventilating and air conditioning, building finishes and painting.
- Fire/life Safety systems.
- Principles of management and supervision;
- Technology and software systems, including Microsoft Office, Microsoft Project, and AutoCAD; and
- Safe working practices; safe operation of equipment and power/hand tools.

REQUIRED SKILLS: MUST HAVE ABILITY TO:

- Communicate effectively in writing and verbally;
- Succinctly summarize or explain complex issues;
- Diagnose and successfully identify and repair system failures or equipment malfunctions;
- Inspect facilities and identify deficiencies in structures, systems, fixtures and equipment and formulate a plan to repair or replace;
- Estimate material and supply costs for routine maintenance and construction projects such as remodeling space within the building;
- Review structural blueprints, mechanical schematics, codes and procedures to identify and solve problems that arise;
- Establish and maintain successful working relationships;
- Collaborate and build trust;
- Effectively organize and direct the work of staff engaged in a wide range and level of facilities activities;
- Effectively prioritize tasks manage projects to ensure requests are completed in a timely manner;
- Effectively resolve problems and develop solutions;
- Train, supervise, evaluate, schedule, assign and review work of staff;
- Perform at a high level under stressful deadlines and while completing difficult tasks;
- Exercise a high level of reasoning and understanding to evaluate issues, solve problems, and carry out daily duties; and
- Perform a variety of skilled and labor intensive tasks related to facilities maintenance.

WORKING CONDITIONS:

- Lifting up to 50 pounds;
- Climbing and using ladders;
- Walking, standing, crouching, grabbing, holding, pushing, pulling, bending, using arms above the head, and sitting;

- Using a computer screen and various office machines;
- Using equipment and power/hand tools;
- Overtime as required, especially during peak times of the year in preparation for session and during session;

LICENSES, EXPERIENCE:

- Graduation from high school or equivalent education;
- A valid driver's license is required at time of hire and as a condition of continuing employment;
- OSHA 30 hour class (or the ability to obtain within 6 months of hire);
- Asbestos supervisor certification (or the ability to obtain within 6 months of hire);
- At least 4 years of experience in maintenance of facilities, including project planning, cost estimating, scheduling, and coordinating staff; and
- Five to seven years of progressively more responsible experience in the building and trades field;

APPLICATION PROCESS:

The Administrative Division of the Legislative Counsel Bureau is part of the central nonpartisan staff of the Nevada Legislature. The LCB invites interested persons to submit an application for the position. Any offer of employment will be contingent upon the results of a complete background check.

All applicants must submit an LCB Employment Application and are encouraged to submit a cover letter with a current résumé, including references. The LCB application can be found at: <http://www.leg.state.nv.us/App/CareerOpenings/A/>. The position will be filled as soon as possible and applications will be accepted until the position is filled. Applicants are encouraged to submit materials as soon as possible. Email may be used to transmit your application, letter and résumé. Please use a Word format and send to LCBHR@lcb.state.nv.us. Alternatively, 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
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.

(Revised 10/08/2020)