



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

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

**SALARY AND BENEFITS:**

Grade 39, (\$59,236 - \$88,698) at the Employee/Employer Retirement Rate; Benefits include: Paid holidays, annual leave, sick leave, insurance; all after the appropriate waiting periods. 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](http://pebp.state.nv.us/all_plan_benefits.htm). 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 our Buildings, Janitorial, and Grounds Units and providing service to the Legislative Counsel Bureau (LCB) and the Nevada Legislature. The Facilities Manager is responsible for maintaining our campus facilities (Legislative Building, Sedway Office Building, State Printing Office and the parking garage) in a condition of operational excellence, cleanliness, and safety. The successful applicant will be responsible for all facilities services of the LCB, including several staff members and the direct supervision of a Facilities Supervisor, a Grounds Supervisor, and a Janitorial Supervisor. The position will report directly to the Chief of the Administrative Division.

This job description provides a 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:**

- Developing and managing the budget of the three units;
- Planning, organizing, and directing all tasks related to the daily operation of the facilities to ensure a clean, efficient, safe, attractive, and operational environment;
- Providing leadership and mentoring to staff; train, supervise, develop, and evaluate performance;

- Advising upper management in areas of facilities management by recommending and reviewing policy, providing advice, consultation, direction, training, and support;
- Providing project management for all projects associated with facilities and training all staff to use project management tools and skills;
- Conducting an ongoing program of general and preventive maintenance, upkeep, and repair;
- Serving as liaison for all general contractors and management regarding all services to our facilities;
- Supervising the ordering of supplies and equipment to ensure a satisfactory inventory is maintained;
- Preparing, reviewing, and awarding bids for contracted services;
- Monitoring of energy usage;
- Planning effectively for future projects and needs of our facilities;

#### **KNOWLEDGE OF:**

- The legislative process and a wide variety of office functions;
- The principles and practices associated with the construction, maintenance, and repair of buildings and grounds;
- The materials, tools, and equipment used to maintain buildings and grounds;
- Codes related to buildings construction and maintenance, such as construction, building, fire, and ADA;
- Budget preparations and cost estimate preparation;
- All craft trades, including, but not limited to: carpentry, roofing, plumbing, electrical, heating, ventilating and air conditioning, landscaping, sprinkler systems, excavation, masonry, painting, and locksmith.
- Fire/Life Safety Systems.
- Effective management and supervisory principles and practices;
- The effective use and operation of technology and software systems, including Microsoft Office, Microsoft Project, and AutoCAD;
- Safe working practices; safe operation of equipment and power/hand tools

#### **SKILLS & ABILITY TO:**

- Communicate effectively, both verbally and in writing;
- Succinctly summarize or explain complex issues;
- Use exceptional diagnostic skills to successfully identify and repair system failure or equipment malfunctions;
- Inspect facilities and identify deficiencies in structures, systems, fixtures, or equipment and formulate a plan for repair or replacement;
- Estimate material and supply costs for routine maintenance and for construction projects such as remodeling space within the building;
- Review structural blueprints, mechanical schematics, codes and procedures in order to identify and solve problems arising in the course of work;
- Establish and maintain successful working relationships; collaborate and build trust;
- Effectively organize and direct the work of a large staff engaged in a wide range and level of facilities activities;
- Effectively prioritize tasks and manage time to ensure responsiveness to requests;
- Perform at a high level under stressful deadlines and during intense projects;

**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 the first 6 months of employment);
- Asbestos supervisor certification (or the ability to obtain within the first 6 months of employment);
- At least six years of experience in Facilities Management, which must have included project planning, cost estimate, budgets, scheduling, supervision of staff;
- Eight to ten years of progressively more responsible experience in the buildings, grounds, or janitorial services; and
- At least three years of experience in Project Management; PMP certification is preferred, but not required

**APPLICATION PROCESS:**

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

All applicants are encouraged to submit a letter of interest with a current resume, including references and must submit an LCB Employment Application. The LCB application can be found at: [www.leg.state.nv.us/openings](http://www.leg.state.nv.us/openings). Email may be used to transmit your application, letter and résumé. Please utilize a Word or PDF format and send to [kkruse@lcb.state.nv.us](mailto:kkruse@lcb.state.nv.us). Applications must be submitted no later than Friday, September 14, 2018, at 5:00 p.m. Applications may be dropped off in person to Room 1140, or mailed to:

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

(Revised 09/5/2018)