



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION, BUILDINGS UNIT**

HVACR Specialist II
Las Vegas

The Legislative Counsel Bureau (LCB) is seeking qualified candidates to fill a full-time Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) Specialist II position at our Las Vegas campus. The LCB is a nonpartisan agency that provides professional, technical, and administrative support to the Nevada Legislature.

Position Description: Under the direction of the Facilities Manager, the HVACR Specialist II is responsible for the installation, operation, maintenance, and repair of a wide variety of heating, ventilation, air conditioning, and refrigeration equipment within a governmental office setting.

Duties & Responsibilities: This list provides a range of the duties performed by the HVACR Specialist II; it does not include all of the essential functions of the job.

- Reduce equipment downtime by responding to work orders in a timely and skilled manner.
- Create, review, and adjust preventative maintenance procedures for new and existing equipment that includes proper documentation outlining time and materials for billing purposes.
- Diagnose equipment problems using appropriate tools and equipment such as brazers, solders, torches, voltmeters, etc.
- Monitor Building Automation Systems (BASs) and Direct Digital Controls, making necessary adjustments to provide comfortable working environments, conserve energy, and prolong equipment life.
- Maintain auxiliary equipment such as motors, pumps, fans, pipe systems, compressors, humidifiers, condensers, and pneumatic and electronic control units.
- Adhere to established maintenance schedules to replace filters, lubricate motors and fans, replace belts, conduct chemical analyses and add treatment chemicals in correct proportion, and clean mechanical equipment located throughout the facilities.
- Inspect and maintain equipment for proper functioning, checking meters, gauges, and other instruments.
- Log information related to temperatures, pressures, fuel consumption, water level, date, time, and response to emergencies such as utility and equipment failure.
- Repair and modify equipment by repairing damaged pipes or valves including brazing, soldering, pipe fitting, or replacing with new components.
- Troubleshoot electrical circuits associated with HVACR, including tracing and rewiring circuits, repairing or replacing electrical components.
- Repair or replace burner gun assemblies.
- Recover refrigerant and recharge refrigeration equipment.
- Improve energy efficiency of older equipment by installing new components such as thermostats, timers, or insulation.
- Purchase parts and materials, maintain inventory, and prepare and retain records relative to inventory and other work activities.

- Adhere to safety procedures including use of personal protective equipment and proper storage, handling, and disposal of coolants and chemicals in accordance with best practice and regulatory requirements.
- Assist contractors by providing needed information related to existing HVACR equipment and systems, and review contractor bids and completed work for quality assurance
- Other duties as assigned.

Qualifications: The successful candidate will possess the following knowledge, skills, certifications and licenses:

- Experience and understanding of practices associated with construction, maintenance, and repair of buildings & grounds, building automation systems, and direct digital controls; operation of variable air volume systems, and other associated equipment related to HVAC.
- Working knowledge of software systems including Microsoft Office Suite, Microsoft Project, and AutoCAD.
- Ability to communicate effectively, both verbally and in writing, to summarize and explain complex HVACR issues to management.
- A valid driver's license at time of hire and as a condition of continued employment.
- OSHA-10 and Asbestos Operations & Maintenance-16
- Completion of a recognized HVACR apprenticeship program followed by 1 year of journey-level experience in the installation, operation, maintenance, and repair of HVAC, or 1 year of experience as an HVACR Specialist I for State of Nevada or Legislative Counsel Bureau, or an equivalent combination of education and experience.
- High school diploma or equivalent education.

Salary: The annual salary for this position is set at a grade 36, which has a salary range of \$60,635 to \$90,180, based upon the employee/employer paid retirement option. An employer-paid contribution plan is also available with a reduced salary in lieu of an employee contribution. Actual starting salary will be determined based upon experience.

Benefits: The State benefits package includes enrollment into the Public Employees' Retirement System (www.nvpers.org), a selection of Public Employee's Benefits Program health insurance plans (www.pebp.state.nv.us), twelve paid holidays, paid annual leave and sick leave. Other optional voluntary benefits are also available, including a deferred compensation program.

Working Environment: The working environment may include dirt, pollen, insects, inclement weather, moving equipment, noise from equipment and temperature extremes. The person in this position must be able to lift up to 50 pounds, climb ladders and scaffolding, access roof hatches, walk, stand, crouch, grab, hold, push, pull, bend, use arms above the head, use equipment, power and hand tools, computers, and various office machines. Overtime is required, especially during peak times of the year in preparation for and during the Legislative Session. Overtime is compensated at a time-and-one-half rate and may be paid or stored as compensatory leave. The HVACR Specialist II will participate in a rotational on-call schedule and must be available for work after hours and on weekends and holidays.

Application Process:

Applicants are required to have a background check and any offer of employment is conditional pending the results of the background check. Applicants must submit an LCB Employment Application and are encouraged to submit a résumé and cover letter with references. The LCB application can be found at: <http://www.leg.state.nv.us/App/CareerOpenings/A/>.

This recruitment is open until the position is filled, but applicants are encouraged to submit materials as soon as possible as screening, interviewing and selection will begin immediately. Applications may be emailed to LCBHR-Employment@lcb.state.nv.us, or may instead be mailed to:

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

The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion or belief, national origin or ancestry, age, sex, sexual orientation, gender identity or expression, disability, pregnancy, domestic partnership, political affiliation, genetic information (GINA), or compensation history, or any other characteristic protected by applicable law. The Legislative Counsel Bureau will not tolerate discrimination or harassment based on any of these characteristics, nor will it tolerate unlawful retaliation. Applicants may contact LCBHR@lcb.state.nv.us in order to request reasonable accommodations to enable participation in the hiring process. Applicants will not be disqualified from consideration based upon requests for reasonable accommodations.

(Revised 4/10/2024)