



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION
JANITORIAL SUPERVISOR II**

POSITION: Janitorial Supervisor II, Full-Time Employment, Carson City, NV
Contact: Ken Kruse, Human Resources/Accounting, 775.684.6966

SALARY AND BENEFITS:

Grade 28, (\$38,314 – \$55,958 annually at the Employee/Employer Retirement Rate); Benefits include: Paid holidays, annual leave, and 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 <https://pebp.state.nv.us/plans/plan-documents/>. 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 Janitorial Unit and providing service to the Legislative Counsel Bureau (LCB) and the Nevada Legislature. The Janitorial Unit is dedicated to cleaning, sanitizing, beautifying and maintaining the buildings of the Legislative properties, focused on providing excellent customer service and support throughout the Legislative Counsel Bureau. The successful applicant will be responsible for supervising permanent staff members and various session staff under direction of the Janitorial Supervisor III. The position will report directly to the Janitorial Supervisor III.

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 (includes, but is not limited to the following. Other duties may be assigned as required)

- Plan, organize and direct the overall custodial duties and identifies general building maintenance needs for assigned facilities consisting of the Legislative Building, Sedway Office Building, and State Printing Office.
- Supervise staff by planning and organizing work, determining the scope of work to be performed, and developing schedules to facilitate the accomplishment of work.
- Prepare performance evaluation reports; take appropriate disciplinary actions and prepare appropriate documentation for personnel actions.
- Assess employee-training needs; design and prepare training curriculum and materials; supervise or conduct training of staff; ensure staff are trained and knowledgeable in cleaning chemicals, methods and techniques and all related safety procedures. Inspects all areas and completed work to assess need for follow up.
- Determine and order needed custodial supplies, materials and equipment to ensure proper inventory levels; meet with vendors and recommend new products and equipment; prepare and maintain a variety of records and reports including inventories, account balances, employee files, hazardous materials and facility status.
- Respond to calls and special requests from management, Legislative Police, and janitorial staff to assist with special janitorial maintenance and clean-up work.
- Performs other related duties as required.

KNOWLEDGE OF:

- Techniques of lead supervision.
- Cleaning chemicals and safe practices when using them.
- Knowledge of all aspects of routine commercial cleaning methods.
- Uses, precautions, record keeping, reporting, and safe practices of chemical handling and safe practices when dealing with blood borne pathogens.
- Uses and operation of a wide variety of tools and equipment used in janitorial services.
- Safe working practices.
- Uses GHS standards in proper labeling techniques.

ABILITY TO:

- Demonstrate leadership skills and lead by example.
- Communicate effectively in writing and orally and through routine reports.
- Establish and maintain effective working relationships with others.
- Plan and schedule work, estimate material, equipment, and staff time required for tasks and projects.
- Identify specific cleaning solutions to the facility's needs.
- Operate and perform operator maintenance of tools and equipment.
- Read and interpret documents, manuals, and instructions.
- Use computers proficiently for electronic mail, word processing, internal calendar programs, general administrative use, and Internet research.
- Apply common sense understanding to carry out instructions and address problems related to job duties.

WORKING CONDITIONS:

- Frequently move and/or lift up to 25 pounds and occasionally move and /or lift up to 70 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:

- A valid driver's license is required at time of hire and as a condition of continuing employment;
- Graduation from high school or equivalent education;
- At least 4 years of janitorial experience;
- Prior supervisory experience preferred;
- Or an equivalent combination of education and experience.

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 are subject to a background check.

All applicants must submit an LCB Employment Application, a letter of application and a current résumé, including professional references. The LCB application can be found at <http://www.leg.state.nv.us/App/CareerOpenings/A/>. Applications must be received by Friday, July 10, 2020 at 5:00 p.m. 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. 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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