



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION
GROUNDS MAINTENANCE SPECIALIST**

POSITION: Grounds Maintenance Specialist, Full-Time Employment
Contact: Ken Kruse, Human Resources/Accounting, 775.684.6966

SALARY AND BENEFITS:

Grade 28, (\$36,122 - \$52,742 annually at the Employee/Employer Retirement Rate); Benefits include: Paid holidays, annual leave, sick leave, insurance; 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. Other optional benefits are also available, including a deferred compensation program.

SUMMARY:

The successful applicant will be responsible for providing service to the grounds and parking facilities of the Legislative Counsel Bureau in Carson City Nevada, this includes but not limited to: mowing, pruning, planting, cleaning, snow/ice removal, improvements, repairs, irrigation, and special events. The position will report directly to the Grounds Supervisor of the Legislative Counsel Bureau.

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.)

- Performs the full scope of all grounds keeping duties;
- Inspects all areas and completed work to assess need for follow up;
- Identifies horticultural problems and determines proper course of corrective action;
- Maintains records of work performed, hours, materials, care, pesticide use and project tracking;
- Assists with the removal of snow during the winter months;
- Monitors stock of supplies and materials and notifies supervisors of needs;
- Assists in emergency maintenance and repair of facilities as directed;
- Prepare new landscape sites by reviewing plans with supervisor, purchasing necessary supplies, installing sprinklers, topsoil, decorative material and appropriate plantings according to instructions and/or landscape design plans;
- Perform periodic maintenance and make minor repairs on tools, equipment and vehicles;

- Operate, repair and install sprinkler systems and drip systems including pipes, valves, sprinklers and timing devices in order to provide effective watering cycles.

KNOWLEDGE OF:

- Irrigation, nutrients, pruning and other needs and characteristics of a wide variety of plant and tree species;
- Insects, molds, related diseases and parasites of plants and trees and the methods of their control;
- Methods, materials, tools, and equipment used in grounds keeping, gardening, and parking facilities maintenance including mower, edger, backhoe, skidsteer and boomlift;
- Correct uses, precautions, record keeping and reporting, and safe disposal of insecticides and herbicides;
- 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.

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 lawn equipment and power/hand tools;
- Work in unpleasant conditions (hot, cold, outdoors, dirt, pollen, insects, inclement weather, moving equipment, noise);
- Overtime as required, especially during peak times of the year in preparation for session, during session and when it snows.

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;
- One year of experience performing grounds maintenance work using a variety of tools, equipment and techniques or an equivalent combination of education and experience.

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 must submit an LCB Job Application, and are encouraged to submit a letter of interest and/or a current resume. The LCB application can be found at:

www.leg.state.nv.us/openings.

Applications must be received by 5:00 pm, January 5th, 2018. Email may be used to transmit your application, letter and résumé. Please utilize a Word or PDF format and send to kkruise@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.

(Revised 12/6/17)