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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
PUBLIC WORKS DIVISION

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UNCLASSIFIED JOB ANNOUNCEMENT

Project Manager II, Mechanical Engineer, State Public Works Division
May 8, 2019 – Updated September 6, 2019

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Deputy Administrator and the Administrator of the State Public Works Division.

AGENCY RESPONSIBILITIES:

The responsibility of the State Public Works Division is to provide well planned, efficient, and safe facilities to state agencies, so they can effectively administer their programs

APPROXIMATE ANNUAL SALARY:

Depending on qualifications, up to \$110,211 annually, plus benefits * *(Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.)*

BENEFITS:

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

POSITION DESCRIPTION:

This position is with the State Public Works Division. It is located in Carson City, Nevada. It is supervised by the Project Manager III. This position's over all purpose is to Develop project scope of work and project budgets. Develop, select, negotiate and administrate architectural / engineering (A/E) contracts. Prepare, review and approve plans, specifications, estimates and contract documents. Coordinate and approve bid documents with regulatory and administrative agencies. Administer bidding procedures and bid openings. Administrative and fiscal management of construction contracts change orders and progress payments. Maintain established project budgets. Provide competent architectural/engineering design services for assigned in-house projects. Other duties as assigned.

TO QUALIFY:

Licensure as an Architect or Professional Engineer is required at the time of appointment and as a condition of continuing employment. Any person licensed as an Architect or Professional Engineer in another jurisdiction must become licensed in Nevada within 12 months following the date of appointment. Three years of the experience required for licensure must have included coordinating major construction projects and/or capital improvement programs involving the construction of public buildings, office complexes, and other structures.

SPECIAL REQUIREMENTS:

- 1) A pre-employment criminal history background check and fingerprinting are required. Persons offered employment in this position may be required to pay for these items.
- 2) Your resume **MUST INCLUDE:** your professional licenses/certifications. The certificate no. and date issued.

POSITION LOCATION: Carson City, Nevada

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED

(All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:

Agency HR Services

Attn: Gennie Hudson

email to: agencyhr@admin.nv.gov

or mail to:

400 W. King Street, Suite 406

Carson City, NV 89703

(775) 684-0201

In subject line please reference: Last Name / SPWD PM2, Mechanical Engineer, CC / How you heard about the recruitment

The State of Nevada is an Equal Opportunity Employer.