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THE STATE OF NEVADA LEGISLATIVE COUNSEL BUREAU

ADMINISTRATIVE DIVISION Facilities Unit

Maintenance Repair Specialist/Project Coordinator

Las Vegas, Nevada

Salary up to \$100,098 (employee/employer paid retirement plan)

The Facilities Unit of the Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the position of Maintenance Repair Specialist/Project Coordinator within the Administrative Division. The LCB is a nonpartisan, legislative service agency that provides professional, technical and administrative support to the Nevada Legislature, which convenes biennially in odd-numbered years for 120-day sessions and for rare special sessions during the interim periods. The Facilities Unit repairs, modifies and maintains the buildings and grounds of the LCB. This is a full-time position located in Las Vegas, Nevada.

Position Description: Under the general supervision of the Facility Supervisor, the Maintenance Repair Specialist/Project Coordinator will coordinate and inspect various building construction projects and perform skilled work in multiple mechanical and construction trades to repair, construct and maintain buildings, grounds and equipment. Responsibilities of the Maintenance Repair Specialist/Project Coordinator may include, without limitation:

- Performing skilled trades work including plumbing, carpentry, electrical and painting;
- Constructing, maintaining, repairing and modifying facilities, fixtures and furniture;
- Serving as a lead worker or first-line supervisor to semi-skilled or general labor staff, such as maintenance repair workers and grounds service workers;
- Coordinating all phases of building construction, including bid solicitation, contract review, compliance oversight and coordinating the request for proposals process;
- Reviewing and interpreting construction contracts, plans and specifications to ensure adherence to building codes, agreements and design requirements;
- Providing clarification on building code requirements, design drawings and specifications to guarantee compliance with plans and contracts;
- Attending pre-construction conferences and construction meetings to monitor project progress;
- Coordinating building construction and remodeling requests by meeting with requesting agencies and developing project parameters;
- Conducting periodic field inspections of construction sites to ensure compliance with project design, building codes, state standards and Occupational Safety & Health Administration (OSHA) requirements; and
- Other duties as assigned.

Minimum Qualifications: The Maintenance Repair Specialist/Project Coordinator will be selected with special preference given to the candidate's training, experience and aptitude in the field of facilities management or property maintenance. A qualified candidate must

have: (1) a high school diploma/GED; (2) a valid driver's license; and (3) 4 years of progressively responsible experience in two or more of the major building or mechanical trades, one year of journey level experience that includes responsibility for performing a variety of repair and maintenance activities or one year of journey level experience as a Maintenance Repair Specialist I with the State of Nevada; or (4) an equivalent combination of education and experience. Previous experience in facilities management or property maintenance is preferred.

The ideal candidate will demonstrate:

- Proficiency in safely operating and maintaining hand and power tools used in the building and mechanical trades;
- Knowledge of construction principles and practices, including specialty areas such as roofing, asbestos management and paving;
- An understanding of the Americans with Disabilities Act as it relates to structural and building access requirements;
- Familiarity with materials used in building construction;
- An understanding of general safety procedures and OSHA requirements related to construction projects;
- Proficiency in organizing meetings and projects;
- Experience in inspecting construction work for compliance with plan design, specifications, contracts and building codes;
- Proficiency in reading and interpreting contract documents, specifications, agency policies and procedures, legal documents, parcel maps, construction plans and specifications and federal and state regulations and guidelines;
- Willingness to provide technical guidance to staff, including facilitating training;
- Ability to establish and maintain records and files and prepare reports pertaining to facility operations, materials and supplies; and
- Experience in conducting inspections and identifying the maintenance and repair needs of buildings, grounds and equipment;
- The ability to frequently lift and move small to medium items weighing up to 25 pounds, and occasionally items weighing up to 70 pounds, employing proper safety techniques;
- The ability to climb ladders while employing proper safety techniques;
- The capability to perform a variety of tasks such as walking, standing or sitting for extended periods, crouching, gripping, holding, pushing, pulling, bending and reaching above the head.

Salary: The annual salary for this position is based upon a Grade 36, which has a salary range of Salary Range \$67,296 to \$100,098 under 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 based on experience.

Benefits: The benefits include the accrual of paid annual leave and sick leave, health insurance and membership in the state's retirement plan. For additional information on the retirement options and benefits, please visit the [Public Employees' Retirement System of Nevada](#). For a description of the current health, dental and vision benefits, please visit the [Nevada Public Employees' Benefits Program](#). Other optional benefits are also available, including a deferred compensation program.

Working Conditions: The work is performed outdoors in all weather conditions and may involve exposure to dirt, pollen, insects and noise hazards. Overtime may be required during legislative sessions and certain other periods as necessary to meet the demands of the

Legislature. When overtime is worked, the Maintenance Repair Specialist/Project Coordinator may earn compensatory time that can be taken at a later date or be paid for the overtime, consistent with the LCB Rules and Policies and subject to budgetary limits. Occasional in-state travel may be required. Such travel may be outside normal business hours.

Application Process: All applicants who meet the minimum qualifications may apply by submitting a [LCB Employment Application](#), cover letter and current resume via email to LCBHR-jobs@lcb.state.nv.us or by mail to:

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

Applications will be accepted on a rolling basis and the application period will remain open until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process.

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, 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 to request reasonable accommodations to participate in the hiring process and will not be disqualified from consideration based upon such requests.

(Revised 4/8/2025)