



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION
FACILITIES UNIT**

POSITION: Building Maintenance Repair Specialist I, Full-Time Employment,
Carson City, Nevada
Contact: Ken Kruse, Human Resources/Accounting, 775.684.6966

SALARY AND BENEFITS:

Grade 30, (\$36,915 annually at the Employee/Employer Retirement Rate); step dependent upon experience and qualifications. Benefits include: Paid holidays, annual leave, sick leave, insurance; all after the appropriate waiting periods. This position is scheduled to begin during the month of September 2013.

SUMMARY:

The Building Maintenance Repair Specialist position will be tasked with performing a variety of duties throughout the Facilities Unit involving two or more of the following skilled trades: electrical, painting, plumbing, HVAC, carpentry, locksmith and general maintenance and repairs. The position will report directly to the Facilities Supervisor.

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.)

- Identifies scope of project and schedules time frame for completion;
- Plan, lay out, estimate, and coordinate materials for required jobs;
- Maintains a record of work performed; hours, materials, and care of equipment;
- Designs or sketches a plan for the project;
- Completes work required for the project with a high degrees of quality and accuracy in a timely manner;
- May meet with customers to review plan and gather information;
- Purchases approved items by initiating purchase orders for re-supply and non-stock special order items for approval by the Facilities Supervisor;
- Performs work in and maintains a clean and safe environment;
- Assists in the maintenance and repair of the facilities as directed by the Facilities Supervisor;

- Perform skilled plumbing work to maintain, repair, and modify plumbing systems and fixtures;
- Perform skilled carpentry work to construct, maintain, repair, and modify facilities, fixtures, furniture and woodwork;
- Perform skilled electrical work such as reviewing blueprints and schematics, laying out projects and installing wiring, fixtures, switches, relays, circuit breaker panels, and equipment;
- Perform skilled painting work; prepare surfaces and apply paint with brushes and airless spray equipment; apply wall coverings; stain and varnish furniture and wood finishes;
- Perform skilled equipment mechanical work to maintain equipment in proper working order.

KNOWLEDGE OF:

- Basic Computers and software, Microsoft Windows, Microsoft Office
- Use of AutoCAD drafting software for design purposes.
- Safe working practices
- Operation of a wide variety of tools and equipment related to Facilities maintenance
- Advanced practices, methods, materials, tools, and equipment used in the building and mechanical trades,
- State and local building and fire codes relevant to the requirements of the position.
- Safety hazards and safe working procedures.

SKILLS & ABILITY TO:

- Ensure high levels of customer service.
- Use and apply common sense understanding to carry out instructions and address problems related to job duties
- Communicate effectively in writing and orally.
- Read and interpret documents, manuals, instructions, plans and drawings
- Plan, schedule work, estimate materials, equipment, and time required for tasks and projects
- Use computers proficiently for electronic mail, research, and recordkeeping
- Accurately calculate figures and measurements, such as proportions, area, and quantity
- Meet deadlines and handle multiple projects and tasks
- Operate and perform operator maintenance of tools and equipment
- Work effectively as a member of a team, both within the Buildings Unit and across other units and divisions
- Work individually, with limited supervision
- Learn new skills related to facility maintenance and repairs
- Operate with and maintain confidentiality, integrity, respect, honesty

WORKING CONDITIONS:

- Frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds
- Climbing and using ladders and scaffolding;

- Walking, standing, crouching, grabbing, holding, pushing, pulling, bending, using arms above the head, and sitting;
- Using equipment and power/hand tools;
- Overtime as required, especially during peak times of the year in preparation for session and during session;

EDUCATION AND 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;
- OSHA 10 hour class;
- Asbestos Operations and Maintenance 16 hour certification;
- Four years of progressively responsible experience under the supervision of journey level trades persons in two or more of the major building or mechanical trades and one year of journey level experience which included responsibility for performing a variety of repair and maintenance activities, laying out jobs and ordering materials; 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 Employment Application and are encouraged to submit a letter of application with a current résumé, including references. The LCB application can be found at: <http://www.leg.state.nv.us/App/CareerOpenings/A/>. Applications must be submitted no later than Friday, August 16, 2013; at 5:00 p.m. Email may be used to transmit your application, letter and résumé. Please utilize a Word 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