



**NEVADA LEGISLATIVE COUNSEL BUREAU  
ADMINISTRATIVE DIVISION**

**BUILDINGS AND GROUNDS MAINTENANCE SPECIALIST**

Carson City, Nevada

Salary up to \$83,666 (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 Buildings and Grounds Maintenance Specialist 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 maintains the building and grounds of the LCB. This is an unclassified full-time position located in Carson City, Nevada.

**Position Description:** Under the general supervision of both the Facilities Supervisor and the Grounds Supervisor, the Buildings and Grounds Maintenance Specialist performs a wide variety of skilled work in the mechanical and construction trades with the majority of skilled maintenance and repair work performed in-house. Responsibilities of the Buildings and Grounds Maintenance Specialist may include, without limitation:

**Grounds Responsibilities:**

- Maintaining gardens and lawns, including planting, pruning, fertilizing, weeding, mulching, mowing lawns, trimming hedges and watering plants;
- Keeping outdoor areas clean and clear of debris, fallen leaves, snow and ice;
- Identifying and eliminating plant diseases, pests and weeds in landscaping using various tools and chemicals;
- Installing and repairing sprinkler and irrigation systems;
- Preparing outdoor areas for various weather conditions by weatherproofing, covering outdoor furniture with tarps, tying down unsecured items, etc.;
- Operating hand tools, power tools and various types of equipment, including power mowers, tractor mowers, forklifts and pickup trucks;
- Performing maintenance and minor repairs on tools and equipment;
- Maintaining inventory and equipment maintenance records, preparing reports and directing the work of contractors; and
- Performing other duties as assigned.

#### Buildings Responsibilities:

- Performing plumbing according to code requirements to maintain, repair and modify plumbing systems and fixtures;
- Performing carpentry work to maintain, repair and modify facilities;
- Performing electrical work, reviewing blueprints and schematics, laying out projects and installing wiring and fixtures;
- Preparing surfaces and applying paint with various equipment;
- Planning projects, sketching working drawings, laying out materials and estimating the materials and time needed to complete projects;
- Reading and interpreting repair orders, service manuals, building codes and construction drawings; and
- Performing other duties as assigned.

**Minimum Qualifications:** The Buildings and Grounds Maintenance Specialist will be selected based on special preference to the candidate's training, experience and aptitude in journey-level trades. A qualified candidate must have: (1) a high school diploma/GED; (2) a valid driver's license; (3) at least 3 years of progressively responsible experience under the supervision of journey-level trades of major building or mechanical trades; and (4) at least 2 years of experience performing grounds maintenance service using a variety of tools, equipment and techniques.

The ideal candidate will demonstrate:

- Working knowledge of gardening techniques irrigation systems;
- The ability to work independently, once trained, and communicate effectively;
- The ability to use exceptional diagnostic skills to successfully identify and repair failures or malfunctions with systems and equipment;
- The ability to lift 50-pounds and climb ladders; and
- Knowledge in inspecting facilities, identifying deficiencies, and formulating plans for repair or replacement.

**Salary:** The annual salary for this position is based upon a Grade 32, which has a salary range of \$56,689 to \$83,666 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 [Nevada Public Employees' Benefits Program](#). Other optional benefits are also available, including a deferred compensation program.

**Working Conditions:** The work is performed outside in all weather conditions, and will involve exposure to dirt, pollen, insects and noise hazards. This position requires physical stamina and the ability to stand for extended periods. Overtime is required during legislative sessions, snowy weather and certain other periods as necessary to meet the demands of the Legislature.

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

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

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 successful candidate must undergo a background check.

**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](mailto: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 07/02/2024)