



**DEPARTMENT OF BUSINESS AND INDUSTRY
DIVISION OF INDUSTRIAL RELATIONS**

UNCLASSIFIED JOB ANNOUNCEMENT
Posted – August 22, 2024

**DEPUTY DIVISION ADMINISTRATOR, MECHANICAL COMPLIANCE
SECTION**

The Nevada Division of Industrial Relations (DIR) is seeking qualified applicants for the position of Deputy Division Administrator to oversee its Mechanical Compliance Section (MCS). This is an unclassified full-time position within Nevada State Government.

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This is a full-time position that is appointed by and serves at the pleasure of the Division Administrator.

AGENCY RESPONSIBILITIES:

Under the direction of the Division Administrator, the Deputy Division Administrator, Mechanical Compliance Section (also called the Chief Administrative Officer/CAO), is charged with administration of statutory programs and policies relevant to NRS Chapter 455C. The position manages the Mechanical Compliance Section statewide, which ensures the safe operations of boilers, elevators, and pressure vessels in the State of Nevada by overseeing adherence to adopted safety codes through planning, permitting, enforcement, and emergency response. The Mechanical Compliance section is comprised of 35 full time employees.

APPROXIMATE ANNUAL SALARY:

Up to \$115,318 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; 12 paid holidays, and paid sick and annual leave. Other employee-paid benefits such as deferred compensation plans are available.

POSITION DESCRIPTION:

Under the direction of the Division Administrator and Deputy Division Administrator, the Deputy Administrator of the Mechanical Compliance Section is responsible for managing statewide functions, including:

- Coordinating section workflow to ensure compliance with NRS 455C and NAC 455C.
- Overseeing the planning and permitting process for the installation and alteration of elevators, boilers, and pressure vessels.
- Overseeing the ongoing inspection and permitting regime for elevators, boilers, and pressure vessels.
- Overseeing third party inspection programs for elevators, boilers, and pressure vessels.
- Overseeing the elevator emergency response program.
- Providing oversight of enforcement of regulated persons or entities which violate NRS, NAC, and adopted codes.
- Providing oversight of the licensing of elevator mechanics, elevator mechanic helpers/apprentices, elevator inspectors, and boiler inspectors.
- Developing and implementing the section's strategic goals and initiatives.
- Assisting in budget preparation for the Mechanical Compliance Section.
- Managing the recruitment, training, and development of staff including performance evaluations, employee relations, and performance management.
- Assisting with analysis of legislation, regulations, and policy implementation.
- Testifying before Legislative committees and making presentations.

TO QUALIFY:

- At least three years of experience in an engineering, safety, or public management field.
- At least five years of demonstrated management experience and the ability to provide effective administrative oversight.
- Budget experience, including assisting in building a budget, oversight, and tracking.
- Personnel experience, including management/supervision of employees and the ability to resolve personnel matters.
- Understanding of the legislative and regulatory process.
- Excellent oral and written communication skills, including the ability to give presentations and testify before Legislative Committees.
- Organizational skills.
- Ability to work effectively with diverse staff members.
- Ability to work closely and productively with internal legal counsel and to establish and maintain good relationships with outside legal counsel.
- Excellent human relations skills with a demonstrated ability to build effective working relationships inside and outside state government.
- Ability to use software programs effectively, including all components of the Microsoft Office suite, Adobe Acrobat Professional, and web-based applications.
- Completion of, or enrollment in, a bachelor's or master's degree program, preferably in a technically related field. *Prior related experience may be considered in lieu of education.*
- Qualified Elevator Inspector certification or a Commission from the National Board of Boiler and Pressure Vessel Inspectors is preferred.

POSITION LOCATION:

The position will be in Las Vegas, 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.)

TO APPLY:

Please submit a resume, letter of interest, and three professional references to Heather Wilson at heather.wilson@dir.nv.gov.

In the subject line please reference: DEPUTY DIVISION ADMINISTRATOR, MECHANICAL COMPLIANCE SECTION, CAO

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

