

Steve Sisolak
Governor



Laura E. Freed
Director

Matthew Tuma
Deputy Director

Ward D. Patrick, PE
Administrator

Carson City Office:
515 East Musser Street,
Suite 102
Carson City, Nevada 89701
Phone: (775) 684-4141

Building & Grounds
Section
Phone: (775) 684-1800

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
PUBLIC WORKS DIVISION

Las Vegas Office:
2300 McLeod Street
Las Vegas, Nevada 89104
Phone: (702) 486-5115

Buildings & Grounds
Section
Phone: (702) 486-4300

UNCLASSIFIED JOB ANNOUNCEMENT

Posted – June 18, 2021

The Department of Administration, Public Works Division is seeking qualified applicants for the position of Deputy Administrator, Buildings and Grounds, State Public Works Division. 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. Resumes will be accepted on a first come, first served basis until the position is filled. Hiring may occur at any time. This position is appointed by and serves at the pleasure of 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:

Up to \$120,977 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: Under general supervision of the SPWD Administrator, the Deputy Administrator fulfills the Division's business needs, now and in the future. The ideal candidate is a confident leader with a proven track record for effecting change; The Deputy Administrator of Buildings and Grounds (B&G) will oversee the development of goals, objectives, policies, procedures, internal controls, and work performance standards for

Buildings and Grounds, Leasing Services and Marlette Lake Water System. The Deputy Administrator ensures established goals and objectives for each of these work units is met.

Directs and controls the resources, services, and operations of the B&G, Leasing Services, and Marlette Lake sections, with a combined total of 63 employees and an annual budget of over \$20 million.

A vital part of the management and operations is to ensure that Buildings and Grounds Section stays in compliance with NRS 331, NRS 338 and NRS 333 for the operations and contract management.

- Manage and oversee budgets, while adhering to NRS, NAC, SAM, and policies and procedures with signature authority and plan, organize and direct personnel and agency resources with significant impact on departmental budgets. Delegate budgets to adhere to budget constraints; maintain records and justify expenditures. Assist with preparation of the Section's biennial budget and administer expenditures to ensure Section's compliance with approved budgets. Ensure all projects are completed within the biennium they are funded and within budget.
- Devise and implement one cohesive safety program, Safety Policy and Procedures shall be developed utilizing policies and guidelines of Buildings and Grounds, OSHA, Risk Management, the Fire Marshal's Office and Worker's Compensation. Safety program shall be kept proactive and kept up to date and relevant with changing policy and procedures.
- All work performed by B&G shall meet or exceed all applicable fire, ADA, and International Building Code per NRS 341.
- The incumbent oversees statewide facility management, solving issues/problems involved in maintaining buildings, facilities and equipment.
- Manage agency charge backs and create comprehensive cost estimating proposals.
- Utilizes project management and analytical techniques to resolve operational issues in order to increase efficiency and productivity. Identify opportunities for improvement.
- Responsible for overseeing efforts in providing proper scope of work and specifications in a timely manner, in order to obtain vendor services that will meet project goals.
- Have detailed knowledge of principles and practices associated with the construction, maintenance and repair of buildings and grounds, and materials and equipment.
- Work with Facility Management to devise and implement a maintenance and preventative maintenance program.
- Oversee the work of statewide subordinate staff in the preparation, review and performance of new construction, equipment installation and major remodels. All construction, repairs, replacements, modifications, maintenance and assembly work are properly planned, budgeted, scheduled and approved by the appropriate entities.
- Will participate with State Public Works Division Professional Services Section on Capital Improvement Project (CIP) planning phases, and will attend meetings, help with the coordination and with job site inspections during the course of all CIP projects.
- Leasing Services: The incumbent will oversee the Leasing Services unit to ensure compliance with NRS 331.110. Leasing services section works to house agencies in state-owned building space, if space is not available, the Division's Leasing Services Section will place the agency in leased space.
- Marlette Lake Water System (MLWS): The incumbent will manage budget authority of \$1.5 million for Marlette Lake Water System. Delegate budgets to adhere to budget constraints; maintain records and justify expenditures. Assist with preparation of the Section's biennial budget and administer expenditures to ensure Section's compliance with approved budgets. Incumbent works with MLWS staff to preserve and protect local water sources, provide adequate supplies of water to the areas served, maintain the system in a condition sufficient to ensure dependable supplies of water-to-water customers, and sell water under equitable and fiscally sound contractual arrangements. This system is funded from water sales to Carson City and Storey County. Statutory Authority: NRS 331.160.

TO QUALIFY:

The applicant must have the following core competencies: 1) 5 years of facilities management, 2) 5 years of work as a four year degreed engineer or architect with public or commercial facilities operation and maintenance, or 3) 5 years in management, logistics and human resources.

SPECIAL REQUIREMENTS:

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.

CORE COMPETENCIES:

It is desired to attract candidates who have additional core competencies that include human resources, logistics for building operations, contract management, customer service, real estate and business skills.

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:

<https://career-hcm20.ns2cloud.com/sfcareer/jobreqcareer?jobId=2605&company=SONHCM20>

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.