



NEVADA LEGISLATIVE COUNSEL BUREAU GROUNDS SUPERVISOR

Position Description: The Legislative Counsel Bureau (LCB) is seeking qualified candidates for the position of Grounds Supervisor to oversee and coordinate various projects and maintenance around the legislative buildings. The Grounds Supervisor works under the direct supervision of the Facilities Manager within the Administrative Division of the LCB. The LCB is a nonpartisan agency that provides professional, technical and administrative support to the Nevada Legislature.

The Grounds Supervisor oversees and coordinates various landscaping activities and maintains the parking structures and parking areas around the legislative buildings and ensures proper maintenance of the grounds surrounding the legislative buildings. The Grounds Supervisor also assists with special events that take place on the legislative grounds. The responsibilities of this position include, without limitation, planting, mowing, irrigating, pruning, fertilizing and keeping the legislative grounds clean and free of trash, debris, leaves, snow and ice. The Grounds Supervisor supervises a crew of semi-skilled workers and ensures they follow proper safety protocols. The Grounds Supervisor is a working supervisor who performs the full range of duties assigned to staff and assists with the day to day work of the team.

This position involves working within a highly professional environment with Legislators, LCB and legislative staff. This person may also interact with other state agencies and members of the public who visit the Legislative Building.

Location: The offices of the LCB are mostly based in Carson City, Nevada, within and adjacent to the Legislative Building. In addition, the LCB maintains offices in the Grant Sawyer Office Building in Las Vegas. This position is based in Carson City. The Legislative Building shares grounds with the State Capitol, providing a beautiful and pleasant work environment. Carson City and the surrounding areas offer an array of housing options. In addition, Carson City is surrounded by the beautiful sierra mountains which offers world class skiing and golfing as well as hiking, biking, and various other outdoor activities and cultural events, not to mention an estimated average of over 320 days of sunshine each year.

Salary and Benefits: The annual salary for this position is based on a Grade 32, which has a salary range of approximately \$45,142 to \$66,628, based upon the employee/employer paid retirement option. Actual starting salary will be determined based upon experience. Benefits include accrual of paid annual leave,

paid sick leave, paid holidays, health insurance and retirement benefits. An explanation of the retirement options and information regarding state retirement benefits may be accessed at <http://nvpers.org/>. A description of the current health and dental benefits is available at: <https://pebp.state.nv.us/plans/plan-documents/>. Other optional benefits are also available, including a deferred compensation program.

DUTIES AND RESPONSIBILITIES:

- Keeps informed of and applies modern methods of horticulture, irrigation and grounds maintenance
- Anticipates and plans, schedules and coordinates work and maintenance on the grounds of the LCB including carrying out turf grooming, weeding, edging, mowing and fertilizing
- Designs, oversees and assists in carrying out alterations and improvements to the landscaping and irrigation system
- Establishes maintenance schedules for grounds service equipment including pickup trucks, tractors and mowers
- Takes any actions necessary to maintain the grounds and enhance the beauty of the grounds surrounding the legislative buildings
- Maintains records of work performed, including hours spent on projects, materials used and any use of pesticides
- Ensures proper removal of snow and ice from grounds and takes precautions necessary to keep streets, walkways, stairs and other areas surrounding the legislative buildings safe and free of ice and snow
- Monitors supplies and materials to ensure proper supplies and materials are available when needed
- Assists with emergency maintenance and repair of facilities
- Plans and oversees landscaping projects, including estimating costs, equipment and materials needed, interacting with vendors and coordinating necessary purchases of supplies
- Performs periodic maintenance and minor repairs of tools, equipment and vehicles
- Evaluates and solves problems related to management of turf, shrubs, flowers and irrigation systems, such as erosion control, soil stabilization, removal of diseased vegetation, subsequent revegetation and weed abatement
- Operates, repairs and installs sprinkler systems and drip systems including pipes, valves, sprinklers and timing devices to ensure effective watering cycles
- Oversees landscape projects including reviewing plans and blueprints, arranging for the purchase of materials, coordinating equipment and work by employees and inspecting completed work
- Responds to requests for assistance regarding the grounds of the legislative buildings submitted by other Divisions of the LCB
- Ensures proper protection and cleanup of work sites
- Ensures that employees follow proper safety protocols when carrying out tasks and researches, prepares and conducts regularly scheduled safety meetings
- Supervises semi-skilled workers including making assignments, scheduling shifts, overseeing work, conducting training as needed, providing performance evaluations and carrying out other general supervisory duties
- Regularly collaborates with the Facilities Manager and carries out other tasks as assigned

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Graduation from high school or equivalent education
- Current Nevada Driver's License with a good driving record
- Current OSHA 30-hour supervisor certification, or willingness to complete within 6 months
- Significant and varied experience working with grounds and landscape maintenance projects, general construction projects and the operation, maintenance, and repair of irrigation systems
- Supervisory experience preferred
- Current backhoe and skid steer certification, or willingness to obtain such certification within 6 months
- Master gardener certification or equivalent preferred

WORKING CONDITIONS INCLUDE:

- Climbing and using ladders and scaffolding
- Walking, standing, sitting, crouching, grabbing, holding, pushing, pulling, bending and using arms above the head
- Working outdoors in all weather and air quality conditions
- Lifting up to 50 pounds
- Overtime as required

APPLICATION PROCESS: Applicants must submit an LCB application, which may be found at: <https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/admin-division-facilities> . Applicants may also submit a cover letter with a current resume. Applicants will be asked to complete a background check and any offer of employment will be made contingent upon the results of that check

Applications will be accepted on a first-come, first-served basis and will continue to be accepted until the position is filled. Therefore, applicants are encouraged to submit the application early. Hiring may occur at any time during the recruitment process. Applications may be emailed to LCBHR-employment@lcb.state.nv.us, or may instead be mailed to:

Legislative Counsel Bureau
Attn: Ken Kruse, Human Resources
401 S. Carson Street
Carson City, NV 89701-4747
(775) 684-6966

NOTE: The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, gender identity or expression, age, political affiliation or disability.

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