



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION
Janitorial Unit**

JANITOR

(Temporary Session Hire)

Carson City or Las Vegas, Nevada

\$21.25 per hour (employee/employer paid retirement plan)

The Janitorial Unit of the Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants to fill multiple vacancies for the Janitor position 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 Janitorial Unit provides a high level of service in maintaining and managing the buildings and property of the LCB. These are full-time, temporary positions located in Carson City or Las Vegas, Nevada, lasting 6 to 15 months, with potential for permanent employment thereafter.

Position Description: Under the general supervision of the Janitorial Supervisor, the Janitor performs a variety of janitorial services and cleaning protocols. Responsibilities of the Janitor may include, without limitation:

- Performing regular cleaning of floors, walls, counters, windows, doors, desk surfaces, restrooms and building exteriors according to established standards, while using appropriate cleaning materials and powered/non-powered devices;
- Maintaining adequate supplies of hand towels, toilet paper and soap in restroom dispensers;
- Cleaning and polishing mirrors, fixtures, elevators, handrails and water fountains throughout the LCB building(s);
- Emptying trash receptacles and disposing trash into dumpsters;
- Maneuvering equipment amidst the flow of visitors and employees during and/or outside of business hours;
- Performing routine maintenance to custodial equipment such as the floor machine (empty and clean) and polish machine;
- Working and communicating effectively with visitors and employees with diverse cultural and ethnic backgrounds; and
- Performing other duties as assigned.

Minimum Qualifications: The Janitor will be selected with a special preference given to the candidate's training, experience and aptitude in the field of janitorial and custodial services. A high school diploma or GED is preferred. The ideal candidate will demonstrate:

- Excellent customer service skills;
- Knowledge of proper methods and techniques for cleaning, preventing cross-contamination, disinfecting and using stripping agents;
- The ability to read, understand and interpret instruction manuals and Safety Data Sheets (SDS);
- Experience in operating a wide range of equipment, including power hand tools, various office machines, ride-on vacuum, carpet extractor, floor scrubber, power washer and street sweeper;
- The ability to frequently lift and move medium to large items weighing up to 50 pounds, and occasionally items weighing up to 70 pounds, while employing proper safety techniques;
- The ability to climb ladders while employing proper safety techniques;
- The capability to perform tasks such as walking, standing or sitting for extended periods, crouching, gripping, holding, pushing, pulling, bending and reaching above their head; and
- The ability to understand and follow oral and written instructions.

Hourly Rate: The hourly rate for these positions is \$21.25, which is based on a Grade 25, Step 2 under the employee/employer paid retirement option. An employer paid contribution plan is also available with a reduced hourly rate in lieu of an employee contribution.

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 the [Nevada Public Employees' Benefits Program](#). Other optional benefits are also available, including a deferred compensation program.

Working Conditions: The work is primarily performed in an office building, with certain duties performed outdoors in all weather conditions, involving exposure to dirt, pollen, insects and noise hazards. The regular working hours for these positions are from 5:00 p.m. to 1:30 a.m., with flexibility for varying shifts upon approval. Overtime may be required during legislative sessions 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](#) via email to LCBHR-jobs@lcb.state.nv.us or by mail to:

Legislative Counsel Bureau
Attn: Human Resources
401 S. Carson Street
Carson City, Nevada 89701-4747

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 application 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 to request reasonable accommodations to participate in the hiring process and will not be disqualified from consideration based upon such requests.

(Revised 8/14/2024)