



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION
JANITORIAL SUPERVISOR II**

The Legislative Counsel Bureau (LCB) is seeking qualified candidates for the full-time position of Janitorial Supervisor II. The LCB is a nonpartisan agency that provides professional, technical, and administrative support to the Nevada Legislature.

Position Description: The Janitorial Supervisor is responsible for providing for the management and daily operations within our Janitorial Unit and providing service to the LCB and the Nevada Legislature. The Janitorial Unit is dedicated to cleaning, sanitizing, beautifying, and maintaining the buildings of the Legislative properties and focused on providing excellent customer service and support throughout the LCB. Responsibilities include supervising permanent staff members and various session staff under direction of the Janitorial Supervisor III, including planning and organizing work, determining the scope of work to be performed, assessing employee training needs and supervising or conducting training as necessary. Additional responsibilities include preparing performance evaluation reports and appropriately implementing and documenting disciplinary and other personnel actions. The Janitorial Supervisor II also maintains the inventory levels of custodial supplies, materials, and equipment; meets with vendors to recommend new products and equipment; and maintains a variety of records and reports including inventories, account balances, employee files, hazardous materials records, and facility status reports. This position involves working within a highly professional environment with legislators, LCB and legislative staff, and members of the public who visit the Legislative Building.

Salary and Benefits: This position is based upon a grade 28 in the state system, with a salary range of approximately \$38,314 to \$55,958, based upon the employee/employer paid retirement option. Compensation will depend upon qualifications and experience. Employees receive the same benefits available to state employees generally, which includes paid annual leave, paid sick leave, health insurance and retirement benefits. An explanation of the retirement options and information regarding state retirement benefits may be accessed at www.nvpers.org. A description of the current health, vision and dental benefits available to all employees may be accessed at <https://pebp.state.nv.us/>. Other optional benefits are available, including a deferred compensation program.

Qualifications: Applicants must possess a high school diploma or equivalent education and should have at least four years of janitorial experience. A valid driver's license is required at the time of hire and is a condition of continuing employment. Prior supervisory experience is strongly preferred.

Knowledge, Skills, and Abilities: The successful candidate must demonstrate leadership skills, including the ability to communicate effectively verbally and in writing, establish and maintain effective working relationships, and plan and schedule projects, including estimating material, equipment, and staff time required. Applicants should have a knowledge of all aspects of routine

commercial cleaning, including the use and operation of janitorial tools and equipment, proper Globally Harmonized System (GHS) labeling techniques, safe use of cleaning chemicals, and safe working practices, including when working with hazardous materials or bloodborne pathogens. Candidates should also use computers proficiently for e-mail, word processing, calendaring, internet research, and general administrative use.

Working Environment: The position is performed in a typical office environment in a professional setting. Duties require the ability to frequently move and/or lift up to 25 pounds and occasionally move and/or lift up to 70 pounds; climb ladders; use equipment, power hand tools, and various office machines; and perform a variety of physical movements such as walking, standing, crouching, grabbing, holding, pushing, pulling, bending, using arms above the head, and sitting. Overtime will be required during peak times of the legislative calendar in preparation for legislative session, during session, and at other times as necessary to meet the needs of the Administrative Division.

Application Process: All applicants must submit an LCB Employment Application, which is available at: <https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/admin-division-janitorial>. 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 their applications 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

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(Revised 4/20/2022)