



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

JANITORIAL SUPERVISOR III

Carson City, Nevada

Salary up to \$91,496 (employee/employer paid retirement plan)

The Facilities Unit of the Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the position of Janitorial Supervisor III 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 Facilities Unit provides a high level of service in maintaining and managing the buildings and property of the LCB. This is a full-time position located in Carson City, Nevada.

Position Description: Under the general supervision of the Janitorial Manager, the Janitorial Supervisor III will oversee a janitorial team and perform a variety of janitorial services and cleaning protocols. Responsibilities of the Janitorial Supervisor III may include, without limitation:

- Supervising and coordinating the activities of janitorial staff, including hiring, training, scheduling, and conducting performance evaluations;
- Conducting regular inspections of the facilities to ensure compliance with cleanliness and safety standards;
- Managing the inventory of cleaning supplies and equipment, ensuring adequate stock and proper usage;
- 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 Janitorial Supervisor III will be selected with special preference given to the candidate's training, experience and aptitude in the field of janitorial and custodial services. A qualified candidate must have: (1) a high school diploma/GED; (2) at least 5 years of janitorial/custodial experience; and (3) at least 3 years of supervisory or managerial experience; or (4) an equivalent combination of education and experience.

The ideal candidate will demonstrate:

- The ability to effectively manage, motivate, train and evaluate janitorial staff;
- 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); and
- 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.

Salary: The annual salary for this position is based upon a grade 34, which has a salary range of \$61,721 to \$91,496, under the employee/employer-paid retirement option. An employer-paid contribution plan is also available with a reduced salary in lieu of an employee contribution. Actual starting salary will be based on experience.

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 this position are from 4:30 p.m. to 1:00 a.m., with flexibility for varying shifts based on operating needs. Overtime is required during legislative sessions and certain other periods as necessary to meet the demands of the Legislature. When overtime is worked, the Janitorial Supervisor III may earn compensatory time that may be taken at a later date or be paid for the overtime, consistent with the LCB Rules and Policies and subject to budgetary limits.

Application Process: All applicants who meet the minimum qualifications may apply by submitting a [LCB Employment Application](#), cover letter and current resume 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 10/18/2024)