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## THE STATE OF NEVADA LEGISLATIVE COUNSEL BUREAU

### ADMINISTRATIVE DIVISION Operations Unit

#### **Project Coordinator III/Maintenance Repair Specialist**

Carson City, Nevada

Salary up to \$114,693 (employee/employer paid retirement plan)

The Operations Unit of the Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the position of Project Coordinator III/Maintenance Repair Specialist 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 Operations Unit repairs, modifies and maintains the buildings and grounds of the LCB. This is a full-time position located in Carson City, Nevada.

**Position Description:** Under the general supervision of the Chief of Operations and the Deputy Chief of Operations, the Project Coordinator III/Maintenance Repair Specialist will plan, coordinate and inspect various capital improvement projects for the LCB and perform skilled work in multiple mechanical and construction trades to repair, construct and maintain buildings, grounds and equipment. Responsibilities of the Project Coordinator III/Maintenance Repair Specialist may include, without limitation:

- Coordinating all phases of building construction, including bid solicitation, contract review, compliance oversight and the request for proposals process;
- Developing project parameters and coordinating remodeling requests by meeting with requesting agencies;
- Reviewing and interpreting construction contracts, plans and specifications to ensure adherence to building codes, agreements and design requirements;
- Providing clarification on building code requirements, design drawings and specifications to guarantee compliance with plans and contracts;
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- Conducting periodic field inspections of construction sites to ensure compliance with project design, building codes, state standards and Occupational Safety & Health Administration (OSHA) requirements;
- Performing a variety of skilled work related to the mechanical and construction trades in order to repair, construct and/or maintain buildings, grounds and equipment;
- Operating hand tools, power tools, power mowers, tractor mowers, and material handling equipment, including, without limitation, forklifts, pallet jacks and pickup trucks;
- Maintaining inventory and equipment maintenance records, preparing reports and directing the work of contractors; and
- Other duties as assigned.

**Minimum Qualifications:** The Project Coordinator III/Maintenance Repair Specialist will be

selected with special preference given to the candidate's training, experience and aptitude in the field of facilities management and/or project management. A qualified candidate must have: (1) a high school diploma/GED; (2) a valid driver's license; and (3) 1 to 3 years of progressively responsible experience in two or more of the mechanical and/or construction trades 1 to 3 years of project coordination, including one year of journey level experience in a trade or an equivalent combination of education and experience.

The ideal candidate will demonstrate:

- Experience in inspecting construction work for compliance with plan design, specifications, contracts and building codes;
- Proficiency in organizing meetings and projects;
- Proficiency in reading and interpreting contract documents, specifications, agency policies and procedures, legal documents, parcel maps, construction plans and specifications and federal and state regulations and guidelines;
- Experience using CAD and other construction and/or project management software;
- Proficiency in safely operating and maintaining hand and power tools used in the mechanical and/or construction trades;
- Knowledge of construction principles and practices, including specialty areas such as roofing, asbestos management and paving;
- An understanding of the Americans with Disabilities Act (ADA) as it relates to structural and building access requirements;
- An understanding of general safety procedures and OSHA requirements related to construction projects;
- Experience in conducting inspections and identifying the maintenance and repair needs of buildings, grounds and equipment;
- Strong customer service and communication skills, with the ability to communicate effectively in-person, over the phone and electronically; and
- The capability to perform a variety of tasks such as walking, standing or sitting for extended periods, crouching, gripping, holding, pushing, pulling, bending and reaching above the head.

**Salary:** The annual salary for Project Coordinator III/Maintenance Repair Specialist is based upon a Grade 39, which has a salary range of \$76,608 to \$114,693 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](#).

**Working Conditions:** The work is performed both indoors and outdoors in all weather conditions and may involve exposure to dirt, pollen, insects and noise hazards. Overtime may be required during legislative sessions and certain other periods as necessary to meet the demands of the Legislature. When overtime is worked, the Project Coordinator III/Maintenance Repair Specialist may earn compensatory time that can be taken at a later date or be paid for the overtime, consistent with the LCB Rules and Policies and subject to budgetary limits. Occasional in-state travel may be required. Such travel may be outside normal business hours.

**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](mailto: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 applications as soon as possible. Hiring may occur at any time during the recruitment process.

**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](mailto: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 6/26/2025)**