



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION
FACILITIES SUPERVISOR – LAS VEGAS**

Position Description: The Legislative Counsel Bureau is seeking qualified candidates to fill a full-time Facilities Supervisor position at our Las Vegas campus. The Legislative Counsel Bureau (LCB) is a nonpartisan agency that provides professional, technical and administrative support to the Nevada Legislature. The Facilities Supervisor is responsible for providing for the management and daily operations within the Buildings Unit of the LCB and for maintaining the legislative facilities so they are in a condition of operational excellence. The position reports to the Facilities Manager and the Administrator of Facilities, directly supervises Buildings Unit staff, and performs daily construction and maintenance related tasks.

Duties & Responsibilities:

- Planning, organizing and directing all tasks related to the daily operation of the Buildings Unit to ensure an efficient, safe, attractive and operational environment;
- Providing leadership and mentoring to staff including training, supervising, developing, and evaluating their performance;
- Reviewing policies relating to facilities and providing advice, direction, training, and support to carry out tasks appropriately;
- Providing project management for all projects associated with building maintenance and improvements, including training all staff to use project management tools and skills;
- Conducting an ongoing program of general and preventive maintenance, upkeep, and repair of buildings;
- Serving as liaison to general contractors working on or providing services to the legislative buildings;
- Supervising the ordering of supplies and equipment to ensure a satisfactory inventory is maintained;
- Driving vehicle to pick up supplies and carry out other necessary tasks;
- Effectively managing personnel and resolving issues or conflicts;
- Monitoring use of energy in the legislative buildings; and
- Planning effectively for future projects and needs of the facilities of the legislature.

Salary and Benefits: The salary for this position is based upon a Grade 42, which has an annual salary range of approximately \$78,884 to \$118,661, based upon the employee/employer paid retirement option. Actual salary 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: Graduation from high school or equivalent education, at least four years of experience in maintenance of facilities, and five to seven years of progressively responsible experience in the building and trades field, or an equivalent combination of education and experience. Applicants must possess a valid Nevada driver's license at hiring and at all times throughout employment. Applicants must also have OSHA 30-hour and Asbestos Supervisor Certifications (or the ability to obtain within 1 year of hire). The successful applicant will be an effective communicator, able to establish and maintain successful working relationships, organize and direct the work of staff, collaborate and build trust, prioritize tasks, manage projects, resolve problems and develop solutions.

Working Environment: The person in this position must be able to lift up to 50 pounds, climb ladders, walk, stand, crouch, grab, hold, push, pull, bend, use arms above the head, use lawn equipment, power and hand tools, computers and various office machines. Overtime is required, especially during peak times of the year in preparation for and during the Legislative Session.

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-facilities>

Applications will be accepted on a first-come, first-served basis and will continue to be accepted until all available positions are 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: Human Resources
401 S. Carson Street
Carson City, NV 89701

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 (GINA), 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 in order to request reasonable accommodations to enable participation in the hiring process. Applicants will not be disqualified from consideration based upon requests for reasonable accommodations.

(Revised 10/16/23)