



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION**

GROUNDS MAINTENANCE TECHNICIAN

Las Vegas, Nevada

Salary up to \$80,053 (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 Grounds Maintenance Technician 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 maintains the buildings and grounds of the LCB. This is a full-time position located in Las Vegas, Nevada.

Position Description: Under the general supervision of the Facilities Supervisor, the Grounds Maintenance Technician performs a wide variety of skilled work in the landscaping trade with the majority of skilled maintenance and repair work completed in-house. Responsibilities of the Grounds Maintenance Technician may include, without limitation:

- Maintaining gardens and lawns, including planting, pruning, fertilizing, weeding, mulching, mowing lawns, trimming hedges and watering plants;
- Keeping outdoor areas clean and clear of debris and fallen leaves;
- Identifying and eliminating plant diseases, pests and weeds in landscaping using various tools and chemicals;
- Installing and repairing sprinkler and irrigation systems;
- Preparing outdoor areas for various weather conditions by, without limitation, waterproofing, covering outdoor furniture with tarps and tying down unsecured items;
- Operating hand tools, power tools and various types of equipment, including power mowers, tractor mowers, Material Handling Equipment (MHE) forklifts, pallet jacks and pickup trucks;
- Performing maintenance and minor repairs on tools and equipment;
- Maintaining inventory and equipment maintenance records, preparing reports and directing the work of contractors; and
- Performing other duties as assigned.

Minimum Qualifications: The Grounds Maintenance Technician will be selected with special preference given to the candidate's training, experience and aptitude in the field of landscaping. A qualified candidate must have: (1) a high school diploma/GED; (2) a valid driver's license; and (3) at least 2 years of experience performing grounds maintenance work using a variety of tools, equipment and techniques.

The ideal candidate will demonstrate:

- Working knowledge of gardening techniques and irrigation systems;
- The ability to work independently, once trained, and communicate effectively;
- The ability to utilize exceptional diagnostic skills to successfully identify and repair failures or malfunctions with irrigation systems and landscape equipment;
- The ability to read and interpret landscape design drawings and apply the information to identify existing irrigation zones;
- Physical stamina and the ability to stand for extended periods, frequently move or lift up to 70-pounds and climb ladders; and
- Knowledge in inspecting grounds, identifying deficiencies and formulating plans for repair or replacement.

Salary: The annual salary for this position is based upon a Grade 31, which has a salary range of salary range of \$54,434 to \$80,053 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 performed outside in all weather conditions, and will involve exposure to dirt, pollen, insects and noise hazards. Overtime is required during legislative sessions, inclement weather and certain other periods as necessary to meet the demands of the Legislature. When overtime is worked, the Grounds Maintenance Technician 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.

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 applications 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 12/16/2024)