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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
PUBLIC WORKS DIVISION

Las Vegas Office:
2300 McLeod Street
Las Vegas, Nevada 89104
Phone: (702) 486-5115

Buildings & Grounds Section
Phone: (702) 486-4300

UNCLASSIFIED JOB ANNOUNCEMENT

Posted – March 26, 2021

Project Manager II, Civil Engineer, State Public Works Division

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Deputy Administrator and the Administrator of the State Public Works Division.

AGENCY RESPONSIBILITIES:

The responsibility of the State Public Works Division is to provide well planned, efficient, and safe facilities to state agencies, so they can effectively administer their programs.

APPROXIMATE ANNUAL SALARY:

Up to \$110,211 annually, plus benefits * (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*)

*Please note: Furlough Leave is mandatory for Nevada State employees January 1, 2021 through June 30, 2021. The salary listed above does not reflect the reduction from the required furlough.

BENEFITS:

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

POSITION DESCRIPTION:

This position is with the Department of Administration, State Public Works Division. It is located in Carson City, Nevada. It is supervised by the Project Manager III. This position's overall purpose is to provide project management for a wide variety of capital improvement and construction projects. Incumbent will develop scopes and budgets, negotiate, and administer architectural / engineering (A/E) contracts. Participate in the selection of CMAR firms. Prepare, review, and approve plans, specifications, estimates and contract documents in accordance with approved budgets. Coordinate and approve bid documents with regulatory and administrative agencies. Administer bidding procedures and bid openings. Administrative and fiscal management of construction contracts will be performed including review of change orders and progress payments. Maintain established project budgets. Provide competent engineering design services for assigned in-house projects.

TO QUALIFY:

Licensure as an Architect or Professional Engineer is required at the time of appointment and as a condition of continuing employment. Any person licensed as an Architect or Professional Engineer in another jurisdiction must become licensed in Nevada within 12 months following the date of appointment. Three years of the experience required for licensure must have included coordinating major construction projects and/or capital improvement programs involving the construction of public buildings, office complexes, and other structures.

SPECIAL REQUIREMENTS:

- 1) A pre-employment criminal history background check and fingerprinting are required. Persons offered employment in this position may be required to pay for these items.
- 2) Your resume **must include:** your professional licenses/certifications. The certificate no. and date issued.

POSITION LOCATION: Carson City, Nevada

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED:

(All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:

Department of Administration

State Public Works Division

Attn: TJ Dobson

515 E. Musser Street, Suite 102

Carson City, NV 89701

or email to: tjdobson@admin.nv.gov

In subject line please reference: Last Name / SPWD PM2, CC / How you heard about the recruitment.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.