

**Joe Lombardo**  
Governor



**Jack Robb**  
Director

**Matthew Tuma**  
Deputy Director

**Kent A. LeFevre**  
Administrator

**Carson City Office:**  
515 East Musser Street, Suite 102  
Carson City, Nevada 89701  
Phone: (775) 684-4141

Buildings & Grounds Section  
Phone: (775) 684-1800

**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 – August 23, 2023

**PROJECT MANAGER III**  
**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 \$136,133 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.*)

**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 within the Department of Administration, State Public Works Division. It can be located in Carson City or Las Vegas, Nevada and is supervised by the Deputy Administrator of Professional Services. Primary position duties/responsibilities include:

1. Supervision and administrative duties.
2. Oversight of project management.
3. Plan overview and bidding.

4. Creating and maintaining a master schedule for active projects.
5. Coordinating in-house design projects.
6. Updating the policies and procedures manual and recommending contract document boiler plate changes as needed.
7. Other duties as assigned.

**TO QUALIFY:**

Licensure as an Architect or as a 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. Two years of post-licensure experience is required managing and directing architectural or engineering functions and supervising the work of lower-level architects, engineers and paraprofessional staff involved in the design, planning and coordination of construction projects and/or capital improvement programs; OR two years' experience as a Project Manager II in Nevada State Service.

**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 number and date issued.

**POSITION LOCATION:** Carson City or Las Vegas, Nevada

**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](mailto:tjdobson@admin.nv.gov)

AND

State Public Works Division  
Attn: Benton Marshall  
2300 McLeod Street  
Las Vegas, NV 89104  
email to: [bbmarshall@admin.nv.gov](mailto:bbmarshall@admin.nv.gov)

In subject line please reference: Last Name / SPWD PM3, CC/LV / How you heard about the recruitment.

This recruitment may close at any time based on the number of applications received. Qualified applicants are encouraged to apply as soon as possible.

*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.*