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Governor



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Director

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STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION  
**PUBLIC WORKS DIVISION**

Las Vegas Office:  
7115 Amigo Street, Suite 100  
Las Vegas, NV 89119  
Phone: (702) 486-5115

## UNCLASSIFIED JOB ANNOUNCEMENT

Posted – August 5, 2024

### PROJECT MANAGER II Professional Engineer or Architect

#### **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 Administrator and the Deputy 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:**

Depending on qualifications, up to \$138,385 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; 12 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

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

#### **POSITION DESCRIPTION:**

This position is located within the Department of Administration, State Public Works Division, either in Carson City or Las Vegas, Nevada, depending on the qualified candidate. 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. The incumbent will develop scopes and budgets; negotiate and administer architectural / engineering (A/E) contracts; 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; provide administrative and fiscal management of construction contracts, including review of change orders and progress payments; maintain established project budgets; and provide competent engineering design services for assigned in-house projects.

**TO QUALIFY:**

Licensure as a Professional Engineer or Architect is required at the time of appointment and as a condition of continuing employment. Any person licensed as a Professional Engineer or Architect 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 number and date issued.

**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.

**TO APPLY:**

**Please submit a resume, letter of interest, three professional references, and direct inquiries to:**  
Department of Administration

State Public Works Division

Attn: TJ Dobson

680 W. Nye Lane, Suite #103

Carson City, NV 89703

or email to: [tjdobson@admin.nv.gov](mailto:tjdobson@admin.nv.gov)

**AND**

State Public Works Division

Attn: Benton Marshall

7115 Amigo Street, Suite #100

Las Vegas, NV 89119

or email to: [bbmarshall@admin.nv.gov](mailto:bbmarshall@admin.nv.gov)

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

*The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to 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.*