

Joe Lombardo
Governor



Jack Robb
Director

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Deputy Director

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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 – August 3, 2023

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 \$124,671 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 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.

POSITION LOCATION: Carson City or Las Vegas, 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, and 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

AND

State Public Works Division

Attn: Benton Marshall

2300 McLeod Street

Las Vegas, NV 89104

or email to: 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 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.