

Brian Sandoval
Governor



Patrick Cates
Director

Ward D. Patrick, PE
Administrator

Carson City Offices:

Public Works Section
515 East Musser Street, Suite 102
Carson City, Nevada 89701-4263
(775) 684-4141 | Fax (775) 684-4142

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515 East Musser Street, Suite 102
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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Public Works Division

Las Vegas Offices:

Public Works Section
2300 McLeod Street
Las Vegas, Nevada 89104-4314
(702) 486-5115 | Fax (702) 486-5094

Buildings & Grounds Section
2300 McLeod Street
Las Vegas, Nevada 89104-4314
(702) 486-4300 | Fax (702) 486-4308

UNCLASSIFIED JOB ANNOUNCEMENT

Deputy Administrator, Code Compliance and Enforcement

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. NRS 341.100, Subsection 3, "The Administrator shall recommend, and the Director shall appoint a Deputy Administrator of the Public Works – Compliance and Code Enforcement Section." The Deputy Administrator appointed pursuant to the subsection has the final authority in the interpretation and enforcement of any applicable building codes.

AGENCY RESPONSIBILITIES:

The State Public Works Division (SPWD) oversees and manages the legislatively approved Capital Improvement Program (CIP), and five operational budget accounts: (1) Facility and Condition Analysis, which is responsible for inspecting and evaluating the short and long-term facilities maintenance needs for all state-owned buildings; (2) Engineering and Planning, which manages the implementation of the approved CIP and assumes the building code-related inspection functions for all state-owned buildings; (3) Buildings and Grounds, which provides statewide services associated with physical building and grounds maintenance and housekeeping for most state-owned buildings in Carson City, Reno, and Las Vegas; (4) the Marlette Lake Water System, which provides a reliable water delivery system for Carson City and Storey Counties; and (5) The Division's administrative function of the Division.

APPROXIMATE ANNUAL SALARY:

Depending on qualifications, Up to \$127,906 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 reports to the Administrator of the State Public Works Division. This position performs the overall management of the State Public Works Division's building official duties. This involves supervision of the inspection staff and plans examiners. This position is responsible for code enforcement and accessibility compliance required by the Americans with Disabilities Act on state-owned lands. The position is also responsible for managing the review of final drawings of new buildings and remodeling projects for compliance with adopted building codes. During construction, the position organizes and directs building code inspections and assists project managers with inspections for contract compliance. This position works closely with all state agencies during the schematic design and construction document preparation process as well as the construction process, to assure compliance with codes and the Americans with Disabilities Act (ADA). Upon completion of construction, this position will issue a Certificate of Occupancy.

TO QUALIFY:

The position must have a comprehensive knowledge of building codes and a working knowledge of the principles of engineering or architecture as determined by the Administrator.

Building Official Certification through the International Code Council is required, or the ability to obtain ICC Building Official Certification within one year of appointment.

Managing the SPWD plan review and inspection staff requires thorough knowledge, skills and ability to work with staff and our clients. It involves the coordination of our staff with the people and work of other State agencies/departments in accordance with the laws and regulations of the State. The position holder must have the ability to plan, establish, and maintain a work environment that effectively supports the goals and objective of the State Public Works Division. This position also requires the ability and discernment to deal effectively with code enforcement situations.

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:

Agency HR Services

Attn: Gennie Hudson

email to: agencyhr@admin.nv.gov

or mail to:

400 W. King Street, Suite 406

Carson City, NV 89703

In subject line please reference: SPWD Deputy Administrator / Building Official

In your cover letter please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

The State of Nevada is an Equal Opportunity Employer.