

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

Buildings & Grounds Section
515 East Musser Street, Suite 102
Carson City, Nevada 89701-4263
(775) 684-1800 | Fax (775) 684-1821

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

Project Manager II, Mechanical 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:

Depending on qualifications, up to \$107,001 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 with the State Public Works Division. It is located in Carson City, Nevada. It is supervised by the Project Manager III. This position's over all purpose is to Develop project scope of work and project budgets. Develop, select, negotiate and administrate architectural / engineering (A/E) contracts. Prepare, review and approve plans, specifications, estimates and contract documents. Coordinate and approve bid documents with regulatory and administrative agencies. Administer bidding procedures and bid openings. Administrative and fiscal management of construction contracts change orders and progress payments. Maintain established project budgets. Provide competent architectural/engineering design services for assigned in-house projects. Other duties as assigned.

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.

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: Marni Whalen

email to: agencyhr@admin.nv.gov

or mail to:

555 E Washington Ave, Suite 1400

Las Vegas, NV 89101

(702) 486-4340

PLEASE REFERENCE THE FOLLOWING IN THE SUBJECT:

Last Name/SWPD Project Manager II, Mechanical Engineer CC/How you heard about this position

The State of Nevada is an Equal Opportunity Employer.