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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
PUBLIC WORKS DIVISION

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UNCLASSIFIED JOB ANNOUNCEMENT
MAY 8, 2019

Project Manager II, Professional 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 Department of Administration, 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 provide planning services for a wide variety of Capital Improvement and Construction Projects. Incumbents will develop scopes of work, project budgets, apply for grants and create a Master Schedule for planning projects. Master Plans for specific departments or regions will be generated by negotiating and administering Architectural/ Engineering contracts with licensed designers. Duties also include creating and documenting a long-term plan for the Capital Improvements in each Department/ Division/ Agency in the State of Nevada. This includes the need for land purchases, building replacement or expansion, property sales, new buildings and maintenance.

The ideal candidate should have some background in long-term planning for large facilities; a wide variety of construction and maintenance experience; intermediate to advanced level database management and data reporting skills; power point presentation experience; excellent organizational and analytical skills; be able to work independently as well as collaboratively within a large organization with multiple priorities; resolve issues and make effective decisions; and have excellent interpersonal, communication, and consensus building skills.

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.

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 no. and date issued.

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

(775) 684-0201

In subject line please reference: Last Name / SPWD PM2, PE, CC / How you heard about the recruitment

The State of Nevada is an Equal Opportunity Employer.