



Announcement

State of Nevada Announces

An Open Competitive Recruitment for:

FACILITY MANAGER

APPROXIMATE ANNUAL SALARY - \$49,694.40 to \$74,082.24 PAY GRADE: 37

For more information on benefit and retirement programs, please see the sections below. In order to receive consideration, applicants must indicate their availability for any work type, travel, and location requirements listed.

JOB INFORMATION

- Work Type: A Permanent, full time vacancy
- Department: [Conservation and Natural Resources](#)
- Division: State Parks
- Location: Las Vegas, Boulder City, Indian Springs, Jean, Henderson
- Job Class Code: 09.603

RECRUITMENT INFORMATION

- Announcement Number: 22733
- Open to all qualified persons.
- Posted 08/07/2014
- Close Date: 08/28/2014
- Recruiter:
ADRIAN FOSTER
Phone: (702)486-2911
Email: adrian@admin.nv.gov
- Applications accepted for another 17 Days 7 Hrs 42 Mins

The Position

Facility Supervisors/Managers plan, organize and direct buildings and grounds maintenance, repair, custodial work, security functions, and fleet maintenance and supervise skilled and semi-skilled staff.

Incumbents function as managers who train, supervise and evaluate the performance of subordinate supervisors; develop policies and procedures; and allocate staff and resources to accomplish goals and objectives.

The Facility Manager is responsible for all aspects of maintenance within the Southern Region of Nevada State Parks. Duties include planning, contract development, construction projects, scheduling and coordinating routine and preventive maintenance with park supervisors, Facility Supervisor III and maintenance staff. Administrative duties include issuing contracts, budget monitoring, personnel management, updating maintenance software, and coordination and monitoring inter agency maintenance and construction projects. The incumbent responds to identified safety and health hazards and is responsible for 10 public water systems; performs repairs, researches and purchases parts and materials, operates heavy equipment, maintains facility data records, submits invoices and maintains certificates as needed. The incumbent also serves as the fleet manager responsible for scheduling maintenance and repairs to light trucks and heavy equipment. The Southern Region Facility Manager oversees facilities, utilities and water systems throughout Southern Nevada including Las Vegas, Laughlin, Overton, Caliente, Panaca, and Pioche. This position may be subject to call-back and may be required to work various shifts including holidays and weekends.

To see full Class Specifications visit: http://hr.nv.gov/Resources/ClassSpecs/Class_Specifications-9_0/

To Qualify:

In order to be qualified, you must meet the following requirements:

Education and Experience (Minimum Qualifications)

- Graduation from high school or equivalent education and six years of building and facilities maintenance or construction experience which must have included project planning, preparation of

cost estimates, and budgets, scheduling and project management. Three years of the experience must have included supervision of skilled and semi-skilled workers; OR one year of experience as a Facility Supervisor III in Nevada State service; OR an equivalent combination of education and experience.

Special Notes

- Completion of Facility Operator Certification for Utility Systems (FOCUS) or comparable instructional program in facility maintenance may be substituted for one year of experience as a Facility Supervisor.
- As part of the hiring process, applicants for positions at the Division of Nevada State Parks may be required to demonstrate the ability to perform job-related tasks.
- For Facility Manager, Supervisor II, and III, completion of Facility Operator Certification for Utility Systems (FOCUS) or a comparable instructional program in facility maintenance may be substituted for one year of non-supervisory experience.

Special Requirements

- A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- This position may require up to 50% of travel.

The Examination

If there are five or fewer qualified applicants, the exam will consist of an application evaluation. (This statement does not apply for Until Recruitment Needs are Satisfied (URS) announcements).

FACILITY MANAGER (09.603) Training and Experience Exam

The exam will consist of a rating of training and experience weighted 100%. It is essential that applications include extensively detailed information with time frames regarding education and experience. Your score will be based on the information provided in your application and your responses to the questions asked below. If there are several parts to a question, answer each part separately. Along with each answer, identify the position(s) and/or training (as described in your application) where you gained the background asked for in the question. Absence of experience/training asked for in a question is not necessarily disqualifying. Failure to answer the questions will result in a score based solely on the application.

Qualified applicants will be contacted by the hiring agency for interview.

- 1)** Describe your supervisory experience, including the number of years, in which you were responsible for interviewing, hiring, evaluation and corrective/disciplinary action.
- 2)** Describe your experience, including the number of years, in budget management to include preparation, research and monitoring of costs for a major project/facility.
- 3)** Describe your experience, including the number of years, supervising in an institutional maintenance environment.
- 4)** Describe your experience, including the number of years, in the following: a) reading and interpreting plans/schematics (for major construction/remodeling); b) working knowledge of uniform building code requirements; c) cost estimating on construction, remodeling and/or maintenance projects; d) preparing and letting bids to contractors and vendors; and e) application of EPA and OSHA rules and regulations.
- 5)** Describe your institutional journey level experience, including the number of years, in a specific construction or maintenance trade or other buildings and grounds area.
- 6)** Do you have either a Bachelors degree or an Associates degree from an accredited college or university? Please list your degree, issuing institution, and date completed.
- 7)** Describe your experience, including the number of years, which included writing letters, preparing reports and giving presentations (oral and written presentations).

The following additional questions are part of this Recruitment

- 1)** A valid Class A commercial driver's license is required within 1 year of appointment and as a condition of continuing employment. Can you meet this requirement?

2) An OSHA 30 Certificate is required within 1 year of appointment and as a condition of continuing employment. Can you meet this requirement?

3) A Water Distribution Operators 2 certificate issued by the Nevada Division of Environmental Protection will be required and must be obtained within 24 months of appointment and as a condition of continuing employment. Can you meet this requirement.

INFORMATIONAL LINKS

For more information about state employment, visit the following:

Division of Human Resource Management:

<http://hr.nv.gov>

Public Employees Retirement System:

<http://www.nvpers.org>

Public Employees Benefits Program:

<http://pebp.state.nv.us>

REFER A FRIEND

Help us reach qualified candidates! Refer a friend by clicking here:

[Email](#)

Direct Inquiries or Correspondence to:

Division of Human Resource Management

Northern Nevada

209 East Musser Street,

Room 101

Carson City, Nevada 89701-4204

Division of Human Resource Management

Southern Nevada

555 East Washington Avenue,

Suite 1400

Las Vegas, Nevada 89101-1046

TDD for the Hearing Impaired (800) 326-6868

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To begin the application process, click on the Apply button. Click Cancel to return to the previous page.