



Nye County School District - Human Resources

Job Description

Title: Project Manager	Classification: Classified
FLSA Status: EXEMPT	Terms of Employment: 12 months, 8 hours per day, schedule to be determined

JOB GOAL: To support the Director of Maintenance/Operations in managing and executing capital improvement projects, custodial services, and district-wide facility operations, ensuring alignment with legal, safety, and quality standards. The Project Manager will coordinate procurement, scheduling, staff supervision, and stakeholder communication to ensure that all projects and services are delivered efficiently, within budget, and with minimal disruption to instructional activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive. It may be supplemented with other duties as assigned by the Supervisor, which do not conflict with NCSD policies and administrative regulations.

1. In collaboration with the Director of Maintenance/Operations, manage capital improvement projects including new construction, facility maintenance, modernization, and renovations throughout the Nye County School District, providing regular updates to the Director and other stakeholders.
2. Prepare and issue bid documents, evaluate proposals, and coordinate contracts with vendors and contractors; ensure all work complies with project timelines, budgets, and contractual obligations.
3. Oversee project site administration and execution, including coordination with staff, contractors, and external agencies. Maintain regular communication with stakeholders to update on project status.
4. Ensure compliance with Public Works Procurement regulations and requirements such as Davis-Bacon, the Byrd Act, and other applicable local, state, and federal codes and laws.
5. Conduct site inspections and quality control audits for construction, maintenance, safety, security, and custodial operations; recommend and implement corrective actions as needed.
6. Coordinate work schedules and project logistics with school activities, maintenance staff, and other trades to minimize disruptions and maximize efficiency.
7. Supervise and perform all duties and responsibilities within the department, including skilled maintenance and custodial operations, as assigned or directed by the Director of Maintenance/Operations.
8. Develop short and long term plans for custodial and facility operations across the district.
9. Provide direct support in supervising day custodians, night custodians, and lunch aides, in collaboration with site administrators, ensuring that cleaning standards, safety protocols, and daily routines are consistently followed.
10. Supervise the MOSS crew when assigned or in the absence of the Director, providing guidance on work priorities and ensuring completion of tasks.
11. Conduct regular evaluations of custodial staff and procedures, including inspections during school breaks and summer work periods. Provide feedback and support to improve custodial services.
12. Maintain professional working relationships with vendors, contractors, and third-party service providers to support effective project and custodial execution.
13. Coordinate and facilitate custodial training programs, including safety compliance, floor care procedures, and handling of hazardous materials.
14. Manage custodial inventory and procurement of supplies and equipment; ensure appropriate distribution to meet district needs.
15. Assist with emergency facility needs and serve as backup support during unplanned custodial or operational staff absences.
16. Perform all duties outlined in the Skilled Maintenance Worker job description, and also have knowledge of HVAC system troubleshooting and repair.

17. Perform other tasks related to area of responsibilities as assigned by Supervisor.

POSITION EXPECTATIONS

Knowledge, Skills, and Abilities:

1. Knowledge of project management and construction principles, including scheduling, planning, materials, and cost estimating.
2. Strong understanding of public works procurement regulations and contract administration.
3. Working knowledge of all major trades (electrical, plumbing, HVAC, carpentry, etc.) and ability to read and interpret blueprints, construction drawings, and technical documents.
4. Familiarity with custodial standards and best practices, including daily workflow design, inventory management, and floor care procedures.
5. Understanding of relevant building codes and regulations, including IBC, UMC, UPC, NEC, NFPA, ADA, OSHA, and EPA requirements.
6. Experience supervising custodial teams and skilled trades personnel; ability to evaluate, train, and direct staff effectively.
7. Strong problem-solving, organizational, and time management skills, with the ability to manage multiple priorities across a large school district.
8. Competence in using computer software including work order systems, spreadsheets, databases, CAD tools, and general office applications.
9. Ability to analyze custodial and facilities trends and use data to forecast long-term needs and inform decision-making.
10. Familiarity with and ability to interpret Nevada Revised Statutes (NRS), Nevada Administrative Code (NAC), and their application to facilities operations.
11. Ability to maintain professional relationships and communicate clearly with staff, vendors, contractors, administrators, and the public.
12. Ability to work flexible hours and travel district-wide, including overnight stays as needed.
13. Ability to coordinate construction/renovation projects with building occupants.
14. Familiar with and understands FERPA, HIPAA, and other confidentiality requirements in an educational setting.
15. Familiarity with and ability to support the implementation of district policies and administrative regulations related to assigned duties.
16. Ability to recognize and report safety hazards and unauthorized individuals on campus, and respond appropriately to incidents requiring immediate attention.
17. Awareness of and participation in district and school emergency response procedures, including fire drills, lockdowns, evacuations, and other safety protocols.

POSITION REQUIREMENTS

Education, Training, and Experience:

1. Graduation from a regionally accredited university with an Associate's Degree or higher, or the equivalent in related coursework and/or related job experience
2. Minimum of four (4) years working experience in a building design, maintenance, and/or construction field
3. Minimum of two (2) years experience as a project manager, preferred

Licenses and Certifications:

1. Valid Nevada Driver's License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with the NCSD Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Sedentary/minimal to medium physical labor, including ability to exert force 10 to 50 lbs. occasionally, 10-25 lbs. frequently, and up to 10 lbs. constantly; negligible amount of force to lift, carry, push, pull, or move objects.

Physical Demands: Frequent reaching, stooping, kneeling, bending, handling, lifting, talking, and listening. Mobility to work in a typical shop, garage, or yard setting, and use standard office and two-way radio equipment. Also requires mobility to work in a typical office setting and use standard office equipment,

stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, over the telephone, and via a two-way radio.

Vision: Frequent near acuity to read printed materials, instructions, VDT screens, and/or other monitoring devices.

Environmental Conditions: Climate controlled shop/garage/office setting with temperatures ranging from mild to moderate cold/heat. Uncontrolled outside yard setting with temperatures ranging from mild to extreme cold/heat. Exposure to noise levels ranging from moderate to loud, and from occasional to frequent periods.

Hazards: Frequent exposure to fumes of vehicles, exhausts, solvents, cleaners, gasoline, battery acid, sealers, etc. Furniture, office/mechanic shop equipment, moving vehicles, heavy equipment, chemicals (as related to specific assignment), and power/handheld tools and machinery (as related to specific assignment).

Working Conditions: Desk, computers, and supplies as needed. Various computers, printers, televisions, VRCs, telephones, calculators, copy machines, fax machines, filing cabinets, two-way radios, and other office equipment as necessary to carry out the functions of the position description.

Approved by: _____

Superintendent

Date

6/3/25



Nye County School District

NOTICE OF NONDISCRIMINATION ON THE BASIS OF SEX UNDER TITLE IX

Nye County School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to NCSD's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

NCSD's Title IX Coordinator is:
Michelle "Chelle" Wright, PHR
Director of Human Resources
Nye County School District
484 S. West St.
Pahrump, NV 89048
775-727-7743, extension 300
title9coordinator@nyeschools.org

NCSD's nondiscrimination policy and grievance procedures can be located at:

<https://bit.ly/NCSDPolicies-AdminRegs>.

(NCSD Policies and Administrative Regulations 0210/0210aR/0210bR, 0212, and 6110/ 6110R)

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to title9coordinator@nyeschools.org.

Contact information for OCR is available here: <https://ocrcas.ed.gov/contact-ocr>.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form in its programs and activities, on the basis of race, color, national origin, religion, gender, disability, age, pregnancy, sexual orientation, ancestry, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard, and provides equal access to the Boy Scouts and other designated youth groups.

Americans with Disabilities Act

It is the policy of Nye County School District to comply with all federal and state laws concerning the employment of individuals with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Nye County School District will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to Nye County School District. Please contact human resources (HR) with any questions or requests for accommodation.