IVGID Job Announcement

IVGID is currently accepting applications for a **Public Works Maintenance I.** This is a full time, year round, hourly (non-exempt) position with the Public Works team. This is a bargaining unit eligible position.

Compensation: $29.15 - $40.81/hour DOE/DOQ

Benefits:
Medical, Dental, Vision, Prescription insurance
Short-Term/Long-Term Disability insurance
Deferred Comp (457b) and Pension (401a) Retirement Plans
Section 125 Flexible Spending Plans
Vacation & Sick Leave
Twelve paid holidays
Recreation & Food Discount privileges

How to Apply:
Complete application and email to jobs@ivgid.org
In-person drop-off application (with resume) to Human Resources at 893 Southwood Blvd, Incline Village, NV 89451. Regular Hours: M-TH, 8am – 5pm or FRI, 8am – 4pm (PST). 775-832-1100. Application link

Deadline to Apply: OPEN UNTIL FILLED
We are an Equal Opportunity Employer

Date Posted: 10/27/26

SUMMARY
Maintains Public Works buildings and facilities, including the Public Works Administration building, Treatment Plants, Pump Stations, Wetlands sites, and other utility infrastructure, by performing the following duties. This is an entry to mid-level position.

ESSENTIAL DUTIES AND RESPONSIBILITIES, not necessarily in order of priority, include the following. Assigned job tasks/duties are not limited to the essential functions.

1. Provides excellent customer service to internal and external customers.

2. Maintains and repairs Public Works facilities, equipment and buildings by performing a variety of carpentry, painting, plumbing, grounds keeping/landscaping, and mechanical repair work.

3. Operates a variety of hand and power tools, and equipment for buildings and grounds projects. Repairs asphalt, concrete, metal, and wood structures. Assists with the repair and maintenance of District equipment and immediately reports any equipment problems or malfunctions to the supervisor.

4. Performs preventive maintenance on tools and equipment according to manufacturer instructions. Cleans all assigned tools and equipment daily and returns them to designated storage areas at the end of each shift.

5. Performs a variety of routine maintenance on the District's water and wastewater systems and provides related support and manual labor as needed to complete assigned projects.

6. Handles, loads, unloads, and stores chemicals, bulk materials, lubricants, paints, and other related materials.

7. Assists with daily projects at all Public Works buildings, structures, plants, pump stations, reservoirs, and wetlands facilities, including light janitorial duties.

8. Performs landscape maintenance, including clearing and grubbing, using handheld and ride-on brush cutters.

9. Occasionally runs work related errands to various locations.

10. Independently procures all parts, supplies, and equipment with minimal assistance from the supervisor.

11. Assists with minor repairs, alterations, and additions to offices and other buildings at Public Works. Researches, recommends, and purchases necessary materials and supplies.

12. Prepares and paints interior and exterior surfaces, including buildings, walkway railings, fences, posts, and curbs as assigned.

13. Maintains knowledge of building codes for facility maintenance and repair work.

14. Performs snow removal at facilities using shovels, snow blowers, and other snow removal equipment.

15. Follows established safety procedures and guidelines.

16. Completes paperwork and enters data to support cost reports and work logs. Maintains computerized work orders for various departments, including project descriptions, expenses, timekeeping, and follow-up information.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High school diploma or general education degree (GED) and two years of experience in a related field, including a basic knowledge of painting, plumbing, carpentry, general building maintenance, applications of paints, primers and sealants or equivalent combination of education and experience. Basic knowledge of the proper and safe operation of maintenance tools and equipment including power saws, rotor hammers, snow removal equipment, plumbing snakes, flush valves, and other plumbing components and specialized equipment.

COMPREHENSION/COMMUNICATION SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers and employees of the District. Ability to maintain a friendly and composed presence. Ability to positively deal with changing circumstances. The duties and responsibilities of this position necessitate the use of a cellular phone for District business reasons.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS
Valid Driver's License. Possess OSHA 10 certification or obtain within one year of employment. Ability to obtain forklift certification within 18 months. It is the employee’s responsibility to maintain all required certifications and licenses and to report any changes to the supervisor.

OTHER SKILLS OR ABILITIES
Physical strength and stamina; basic organizational, customer service, and computer skills for Word, Excel, data base and search applications; basic carpentry, plumbing, and electrical skills; ability to safely operate a variety of tools, equipment and vehicles; ability to take part in snow removal activities; ability to work independently and deal courteously and efficiently with the public; and ability to work a schedule which includes weekends and holidays.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

While performing the duties of this job, the employee is regularly required to stand; walk; and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to fumes or airborne particles; and toxic or caustic chemicals. The employee is occasionally required to work in confined spaces and is exposed to high, precarious places; risk of electrical shock; and risk of radiation from the sun. The noise level in the work environment ranges from moderate to loud.