



IVGID Job Announcement

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

Compensation: \$32.36 - \$45.31/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: Create a profile, submit online application (with resume) at www.yourtahoeplace.com/jobs
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).
jobs@ivgid.org 775-832-1100

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

Date Posted: 07/01/26

SUMMARY

Maintains District buildings and facilities including the recreation center, public works buildings, treatment plant, pump stations, parks, beaches, golf courses, ski area, athletic fields and wetlands area by performing the following duties. This is a senior level position that is technically proficient in understanding, maintaining, repairing, constructing and troubleshooting a wide range of systems and equipment across IVGID facilities.

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 IVGID facilities, equipment, and buildings by performing a variety of carpentry, finish carpentry, and cabinetry as well as electrical, painting, welding, plumbing, pumps, HVAC and mechanical repair work.
3. Ability to construct, maintain, troubleshoot and repair finish cabinetry and construction. Works with materials such as wood, plastic, fiberglass, tile, drywall, etc.
4. Ability to prepare the layout and estimate the cost of a finish carpentry or cabinetry project including measuring and developing height, width, length, and other dimensions/proportions; select materials and finishes and plan the process/impacts of installation.
5. Ability to use all tools related to carpentry and finish carpentry including all saws, nailers, planers, joiners, chisels, planes, drills, sanders, and sprayers.
6. Knowledge of joinery methods including biscuit, doweling, and pocket joinery.
7. Understands and follows building and related codes (International Building Codes, Uniform Plumbing Code, National Electric Code, etc.) while involved with office and other minor building repairs, alterations or additions at IVGID facilities. Researches, recommends and purchases necessary items.

8. Performs daily walk through of District venues and notes issues that need immediate attention and upcoming maintenance. Troubleshoots and repairs all machinery including strength and cardiovascular machines, pump rooms, HVAC and gymnasium equipment.
9. Serves as team leader of work crews within the buildings maintenance team. Occasionally runs errands to a variety of Lake Tahoe/Reno locations on behalf of the buildings maintenance team.
10. Performs general janitorial duties including sweeping, scrubbing, waxing and polishing floors, carpet cleaning, furniture, draperies or blinds, woodwork, windows, door panels, sills, etc.
11. Prepares and paints indoor and outdoor facilities such as buildings, decks, fences, posts, curbs, parking lots, etc. as assigned.
12. Performs snow removal at facilities using snow blower, small loader, plow trucks, and shovels.
13. Inspects and maintains lighting systems to ensure proper operation for essential-duty applications.
14. Performs preventive maintenance tasks on tools and equipment, following equipment manufacturer directions. Cleans all assigned tools and equipment daily and returns them to their designated storage areas at the end of each shift. Assists with training Buildings Maintenance I and II positions on safely operating hand/power tools and equipment.
15. Follows safety procedures and guidelines.
16. Completes paperwork and computer tracking as needed for cost reports and work logs. Inputs data and maintains computerized work orders for a variety of departments, including project description, expense, and follow-up.

SUPERVISORY RESPONSIBILITIES

May coordinate projects in Building Superintendent's absence.

QUALIFICATIONS

To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation 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 five years of experience or technical training in general building maintenance including three years working as a finish carpenter or an equivalent combination of education and experience. Working knowledge of painting, plumbing, electrical and general building maintenance including electrical, HVAC, pumps and related systems. Skilled knowledge of the proper and safe operation of a variety of maintenance equipment, including electrical, carpentry, snow removal, plumbing tools and other specialized equipment.

COMPREHENSION/COMMUNICATION SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, architectural plans, and procedure manuals. Ability to write routine reports and correspondence. Ability to present information in one-on-one and small group situations to customers and employees of the organization. Ability to communicate technical information so that it is understood by a non-technical audience. 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 and social media 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 and/or abstract variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License. May require within one year from the date of notice a Commercial Driver's License (CDL). May require within one year from date of employment a Certified Pool Operator (CPO) certificate and an Integrated Pest Management certificate within the second year. 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; excellent organizational and customer service skills, plumbing, and HVAC/mechanical skills; intermediate computer skills for Word, excel, data entry and online product procurement; ability to safely operate a variety of tools, equipment and vehicles; ability 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, holidays and on-call.

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 accommodation may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodation 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 accommodation 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 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.