

## Athletic Field Groundskeeper

\$22,955/year or higher, DOQ + [Full-Time County Benefits](#)

This position must report to work during inclement weather.

General Services is seeking a motivated individual to perform responsible landscaping and maintenance tasks to ensure the attractive appearance and proper upkeep of County grounds and planted areas.

**Responsibilities:** Maintain appearance of grounds including mowing, edging, weeding, watering, trimming raking and planting, including athletic fields. Maintain sidewalks and other paved areas by picking up debris including rubbish, pine cones, sticks, branches, etc. from grounds and paved area. Maintain grounds-keeping equipment by performing preventive maintenance and minor corrective maintenance; moves office furniture, boxes, etc., as requested, including voting machines. Assist in building maintenance/repair/renovations and special construction projects as required.

**Requirements:** Any combination of education and experience equivalent to high school diploma; and some experience in the methods, equipment, materials, and tools used in grounds maintenance work as needed to maintain gardens, building grounds, and paved areas. Must have a valid Virginia Driver's License and acceptable driving record based on James City County criteria. Must have the ability to perform strenuous physical labor; to operate powered grounds-keeping equipment and electric hand tools; and to deal courteously with the public and to follow oral and written instructions.

**Accepting applications until 11:59 pm EST 03/22/2017. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at [jobs.jamescitycountyva.gov](http://jobs.jamescitycountyva.gov).**

## Wastewater Collection Apprentice

\$26,540 / year or higher DOQ + [Full-Time County Benefits](#)

James City Service Authority (JCSA) seeks an individual to perform responsible manual labor in the maintenance, repair and construction of the JCSA's water and wastewater systems.

**Responsibilities:** Works with a crew performing manual labor installing, repairing, and maintaining infrastructure. Operates or learns to operate heavy equipment, including a backhoe and excavator. Serves as the confined space attendant for no potential, low potential, and hazardous atmosphere environments, and employs associated Lockout/Tagout Procedures. Performs administrative tasks such as work orders, mapping infrastructure, and hydrant measurements. Flags and controls traffic in accordance with State regulations.

**Requirements:** Any combination of education and experience equivalent to a high school diploma; some experience in the maintenance and repair of underground utilities. Must possess a valid Virginia Driver's License and have an acceptable driving record based on James City County's criteria; must possess a valid Commercial Driver's License, Class A, or be able to obtain within six (6) months of hire.

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## Customer Assistant

\$11.87/hour; may be required to work a flexible schedule at various locations throughout the County.

James City County Parks and Recreations seeks a responsible individual to assist in the daily operation of Chickahominy Riverfront Park.

Responsibilities: Provide customer service to the public and internal customers in person and over the telephone; provides information and directs patrons to desired areas. Monitor and oversee the park/facility activities. Maintain the cleanliness of the park/facility which may include emptying trash cans, picking up litter, cleaning rest rooms, shelters, and locker rooms; performs minor repairs and maintenance on equipment, grounds, and any park/facility structures; ensures compliance of park/facility rules, safety standards, and sanitation requirements; inspects park/facility to help ensure the safe and proper conduct of patrons.

Requirements: Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction. Must be 18 years of age or older. Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria. Must possess, or be able to obtain within six months of hire, certification in First Aid and Cardio Pulmonary Resuscitation (CPR) for Professional Rescuers (Infant, Adults, and Child).

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## Customer Assistant

\$12,831 / year; 21 hours / week; part-time regular position + [partial benefits](#); position includes nights, weekends, and holidays. James City County Parks & Recreation seeking individuals with outstanding customer service to assist visitors of the James City County Recreation Center or the Abram Frink, Jr. Community Center.

Responsibilities: Assist in a variety of customer service functions including, but not limited to, greeting patrons as they enter the facility; issuing visitors passes; collecting fees; answering telephones; providing Center and class information and ensuring proper registration. Ensures Center rules and safety standards are followed. Prepares, maintains, and submit accurate count and records of money for current and next shift. Assist in training new staff. Sweep and mop lobby area and locker rooms as necessary.

Requirements: Any combination of education equivalent to a high school diploma. Must possess and maintain, or be able to obtain within six months of hire, a CPR certification. Some work experience in assisting the public, general record keeping, and handling money. Post offer criminal history and sex offender check, credential check, and drug screening

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## Park Supervisor

\$28,538/year + [Full-Time County Benefits](#); includes nights, weekends, and holidays and may be assigned to report at a different time and location and to perform different duties as necessary.

James City County Parks & Recreation is seeking an individual to provide outstanding customer service and direct supervision of staff at the Chickahominy Riverfront Park.

Responsibilities: Supervise assigned staff including selection, performance management, employee relations, training, prioritizing and assigning work and related activities. Oversee and responsible for cash control; close out cash register, verify cash drawers, complete deposit sheets, and submit money and documentation to division's fiscal technician. Assist customers at the counter and over the telephone; collect fees; and direct patrons to park areas. Open and close park; enforce park rules to ensure compliance. Maintain cleanliness of park: empty trash cans; pick up litter, clean rest rooms and shelters; and inspect park to help ensure safe and proper conduct of patrons; perform minor repairs and maintenance to equipment, grounds, and any park structures.

Requirements: Any combination of education and experience equivalent to a high school diploma; considerable experience involving extensive public contact preferably in a park and/or public facility, including supervisory experience; and some cash handling experience. Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria. Must possess, or be able to obtain within six months of hire, certification in First Aid and Cardio Pulmonary Resuscitation (CPR) for Professional Rescuers (Infant, Adults, and Child).

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## Water Distribution Apprentice

\$26,540 / year or higher DOQ + [Full-Time County Benefits](#)

James City Service Authority seeks an individual to perform responsible manual labor in the maintenance, repair, and construction of the water and wastewater systems.

Responsibilities: Work with a crew performing manual labor installing, repairing and maintaining infrastructure. Operate or learn to operate heavy equipment, including a frontend loader and excavators. Serve as the confined space attendant for hazardous atmosphere environments and employs associated Lockout/Tagout Procedures. Perform administrative tasks such as writing work order reports, mapping infrastructure, and hydrant measurements. Flag and control traffic in accordance with State regulations.

Requirements: Any combination of education and experience equivalent to a high school diploma; some experience in the maintenance and repair of underground utilities. Must possess a valid Virginia Driver's License and acceptable driving record based upon James City County's criteria; valid Commercial Driver's License, Class A, or ability to obtain within 6 months of hire. Some knowledge of the safe and effective use of hand and power tools.

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## Senior HVAC Facilities Technician

\$45,000 / year + [Full-time County Benefits](#)

James City County General Services is seeking an individual to perform experienced heating, ventilation, and air conditioning (HVAC) work including installation, servicing, and maintenance of commercial HVAC and refrigeration systems in all County facilities.

Responsibilities: Install, service, and maintain commercial roof top HVAC units, chillers, boilers, cooling towers, pumps, split systems, unit heaters, water source equipment, exhaust fans, and water heaters, refrigeration equipment including ice machines and water fountains. Assure that direct digital control (DDC) systems for buildings are programmed and operating at an energy efficient level. Balance air and water systems with highly technical balancing equipment.

Requirements: Any combination of education and experience equivalent to a high school diploma preferably including or supplemented by vocational, technical, or trade school training in mechanical maintenance; extensive experience in the repair and maintenance of HVAC and refrigeration systems. Must possess or have the ability to obtain one within 6 months of hire date a valid Virginia commercial driver's license with an acceptable driving records based on James City County's criteria. Must possess, or be able to obtain within 6 months of hire, a North American Technician Excellence (NATE) HVACR certification or equivalent. Must have Type I, II, or III certification to handle refrigerants from an EPA-approved Technician's Certification Program.

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