

Building Inspector I

\$21.00 / hour; part-time temporary position available (20 hours / week).

James City County Community Development seeks an individual to perform responsible work inspecting new and remodeled residential and commercial buildings to ensure compliance with the Virginia Uniform Statewide Building Code, Virginia Manufactured Home Safety Regulations, Virginia Industrialized Building Safety Regulations, Virginia Amusement Device Regulations, federal and state laws, and local ordinances; and, serve as a technical representative of the Building Official.

Responsibilities:

- Inspect residential or commercial construction work for three system areas (building, plumbing/mechanical/gas, electric) for compliance with the Virginia Uniform Statewide Building Code and county ordinances.
- Review assigned inspection tickets to verify proper sequence of inspections; plan and organize daily inspection route.
- Maintain effective working relationships with the plans examiners, contractors, building owners, and the public.
- Provide customer service to the public and internal customers, in person, over the telephone, or online.

Requirements:

- Any combination of education and experience equivalent to a high school diploma, preferably supplemented by courses in building construction technology; and, considerable experience in building construction or inspections.
- Must possess both Commercial and Residential Inspector certifications in the appropriate subject area (building, plumbing/mechanical, or electric) from the Commonwealth of Virginia Department of Housing and Community Development.
- Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Knowledge of the codes, principles, techniques, and equipment used in one or more of the system areas of building, plumbing/mechanical/gas, or electrical; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer service.
- Skill in the use of computer software, especially Microsoft Office Suite.
- Ability to perform a broad range of inspection and plan reviews for residential and commercial structures; recognize deficiencies in the work and effective corrective measures.

Accepting applications until position is filled. Only online applications to our website will be considered. To apply and view full job description, please visit the James City County Career Center at jobs.jamescitycountyva.gov.

Building Inspector I/II/III

\$35,477 / year or higher DOQ + [Full-Time County Benefits](#). There are 3 levels of Inspector distinguished by the level of work performed and the qualifications of the employee.

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- Provide customer service to the public and internal customers, in person, over the telephone, or online.

Requirements:

- Any combination of education and experience equivalent to a high school diploma, preferably supplemented by courses in building construction technology; and, considerable experience in building construction or inspections.
- Must possess both Commercial and Residential Inspector certifications in the appropriate subject area (building, plumbing/mechanical, or electric) from the Commonwealth of Virginia Department of Housing and Community Development or ability to obtain within 18 months of hire.
- Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Knowledge of the codes, principles, techniques, and equipment used in one or more of the system areas of building, plumbing/mechanical/gas, or electrical; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer service.
- Skill in the use of computer software, especially Microsoft Office Suite.
- Ability to perform a broad range of inspection and plan reviews for residential and commercial structures; recognize deficiencies in the work and effective corrective measures

Accepting applications until position 11:59pm EST on 03/31/2017. Only online applications to our website will be considered. To apply and view full job description, please visit the James City County Career Center at jobs.jamescitycountyva.gov.

Youth Services Librarian

\$38,146 / year or higher DOQ + [Full-Time County Benefits](#)

Williamsburg Regional Library seeks an individual to perform responsible work providing reference and readers' advisory services to the public, develop collection area, cooperate with other divisions to provide library services to the public, and promote library services to the community.

Responsibilities:

- Provide information and materials from the library's collections and from other resources by researching and interpreting print, online, and other sources; locating and recommending materials appropriate for users interest and reading levels; evaluating the accuracy, currency, and usefulness of the information or materials; teaching individuals and groups how to use library resources and research methods; recommending materials to read, view, or hear; recommending topics for reports and other assignments; and preparing booklists, library guides, and displays.
- Participate in family literacy, visual literacy, and emergent literacy programs in the library and through specified outreach programs; develop and execute library programs such as story times, tours, and reading incentives.
- Use electronic resources including online databases, CD-ROM databases, and the Internet for collection development and reference purposes.
- Involved in Internet projects, such as creating web pages, teaching group classes using a computer projection system, or teaching users one-on-one; oversees designated volunteer projects.
- Select collections for purchase from review journals and other sources; fill user requests for information/reading material; weed and develop assigned collection areas; maintain the collection by overseeing weeding, replacing lost materials, and ordering additional copies.

Requirements:

- Master of Library Science (MLS) degree from an accredited American Library Association (ALA) college and some public library experience; experience working with children preferred.
- Extensive knowledge of children's literature.
- Working knowledge of printed and electronic reference sources; library research techniques including online and other electronic sources; and, library procedures.
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in use of computer software, especially Microsoft Office Suite; oral and written communication.
- Ability to effectively work with users of all ages and other library personnel; plan and organize daily work and special projects.

Accepting applications until position is filled. Only online applications to our website will be considered. To apply and view full job description, please visit the James City County Career Center at jobs.jamescitycountyva.gov.

Instructor II Water Safety

\$14.00/hour; part-time temporary positions available (up to 28 hours / week).

Parks and recreation is seeking responsible individuals to plan, execute, and instruct youth and adult water safety classes.

Responsibilities:

- Prepare the site for the class and ensure proper clean up after the class
- Update class records
- Hand out evaluation forms for participants to complete
- Ensure class goals are met
- Oversee proper use of the facility and enforce class rules and policies to ensure participant safety
- May have to administer first aid if necessary

Requirements:

- Any combination of education and experience equivalent to a high school diploma supplemented by college course work in related field; and considerable experience instructing skills necessary for water safety classes and working with different ages and abilities, preferably in recreation/educational setting.
- Red Cross, Water Safety Instructor or acceptable experience in swimming, coaching, or instructing.
- Must possess, or be able to obtain within six (6) months of hire, First Aid and Cardiopulmonary Resuscitation (CPR) certifications from the American Red Cross. Lifeguard or Lifeguard Instructor certifications from the American Red Cross preferred.
- Ability to work effectively with class participants
- Knowledge of safety and basic first aid

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