

Senior Probation Officer

\$41,018 / year or higher DOQ + [Full-Time County Benefits](#)

Colonial Community Corrections seeks an individual to perform experienced professional work providing supervision for misdemeanor and certain non-violent felony offenders referred by the courts as a condition of a suspended sentence or of a deferred finding. Oversees and trains new and current probation officers.

Responsibilities: Plan, assign, and be immediately responsible for the training and work of new or current probation officers as assigned; oversee special projects in the area of probation research, study and development. Evaluate staff training needs and coordinate special training programs within the agency; assist in the interpretation of rules and procedures for the benefit of current staff. Supervise clients using Evidence Based Practices (EBP), supervision guidelines, and standards as set by Colonial Community Corrections (CCC) Standard Operation Procedure (SOP) and the Department of Criminal Justice Services; assess client's risk/needs and make appropriate referrals; develop case plans on medium and high-risk clients. Document, in accordance with SOP, all supervision contacts; ensures objectives/conditions are conveyed to and understood by client; monitor and document progress of client toward set objectives/conditions; perform on-site drug and or alcohol tests. Prepare oral and written client progress reports and/or testimony for the Agency Director and staff, the Department of Criminal Justice, and the court system, as necessary; provide testimony regarding client's progression as required.

Requirements: Any combination of education and experience equivalent to a Bachelor's degree in criminal justice, human services, or related field; considerable experience as a probation officer and, some experience in adult probation, criminal justice, or a related field. Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria. Thorough knowledge of evidence-based practices as it relates to probation supervision; knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff. Ability to plan and organize work; communicate effectively both orally and in writing; establish and maintain effective working relationships with court personnel, such as judges, lawyers, commonwealth attorneys, sheriffs, police, and other criminal justice employees.

Accepting applications until 11:59 pm EST on 09/01/2017. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>

Assistant Recreation Site Supervisor

\$11.87/hour; part-time temporary positions available (up to 28 hours/week)

James City County Parks and Recreation is seeking responsible individuals to assist with overseeing the comprehensive before and after school Program which includes daily program schedule planning, activity leadership, and record keeping. Work schedule times may vary depending on site placement. Work schedule is Monday-Friday 7:00 – 9:15 am and/or 3:15 - 6:00 pm. Work hours may include occasional day, evening or weekends.

Responsibilities: Organize, lead, teach, and oversee a variety of recreational activities such as arts and crafts, sports, and games for children ages 5-14; supervise participants; plan daily snack schedule; and, coordinate family involvement. Implement and ensure compliance with State-licensed program rules, regulations, and procedures. Assist Recreation Supervisor with the effective supervision of assigned staff including selection, training, prioritizing and assigning work and related activities. Ensure a safe environment and proper use, inventory and upkeep of site facilities, vehicles, supplies, and equipment; develop and enforce site rules; open, close, and secure facility daily.

Requirements: Requires any combination of education and experience equivalent to 48 semester hours of college credit coursework; some experience in staff management/instructional procedures and practices/working with children of different ages and abilities, preferably recreational, state licensed, or educational setting; some supervisory experience preferred. Must possess a valid Virginia Driver's License and have an acceptable driving record based on James City County criteria. Must possess, or be able to obtain within six months of hire, certification in Cardio Pulmonary Resuscitation (CPR) for the Professional Rescuer, First Aid, and Medicine Administration; training in passenger van safety and County sponsored OSHA training. Position requires completion of 10 hours of mandatory Virginia Preservice Training for Child Care Staff within 30 days of hire. Knowledge of child growth and development, and experience working with children in a recreational, educational, or state licensed day care program setting.

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Family Services Specialist I/II

James City County Social Services seeks an individual to perform responsible work providing support and assistance to agency customers with personal, social, health, and economic needs; counsel clients, make referrals, determine eligibility for social services, and serve as liaison between clients and ancillary agencies providing services. There are 2 levels of Family Services Specialist distinguished by the level of work performed and the qualifications of the employee. Position is eligible for [Full-Time County Benefits](#).

Specialist I: \$38,146 / year or higher DOQ

Specialist II: \$41,018 / year or higher DOQ

Responsibilities: Counsel and provide services to families and individuals by focusing on family preservation and reunification; monitor progress of customers; implement court ordered services; work with families to prevent crises; and, provide protective services to children. Manage assigned caseload by maintaining files, telephone contacts, referrals to private vendors for services, and preparing documents. Conduct field visits to schools, homes, and hospitals; coordinate with law enforcement and school personnel. Serve on interagency service assessment teams; serve as client advocate in accessing services and working with other agencies such as schools, courts, and mental health professionals. Provide assessment and case management for customers; develop and implement service plans to address family and individual needs. Provide 24-hour on-call responsibilities and is trained to provide emergency interventions.

Requirements: Any combination of education and experience equivalent to a Bachelor's degree in human services; or, a bachelor's degree in any field accompanied by some related human services experience. Must possess, or obtain within 30 days of hire, a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria. 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. Ability to analyze and use judgment in accomplishing diversified duties; think independently within the limits of policies, standards, and precedents.

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Wastewater Facilities Apprentice

James City County seeks an individual to perform responsible work in the operation, maintenance, and repair of the JCSCA's wastewater collection facilities. There are three levels in the Wastewater Facilities series distinguished by the level of work performed and the qualifications of the employee. Position is eligible for [Full-Time County Benefits](#).

Apprentice: \$26,540 / year or higher DOQ
Specialist I: \$28,538 / year or higher DOQ
Specialist II: \$30,685 / year or higher DOQ

Responsibilities: Perform or learn daily inspections of wastewater facilities including pumping and power generation equipment on assigned route; record various readings, pump run times, and performance parameters; perform or learn testing and monitoring of operation of pumps and motors; start and exercise generators; check fluids and perform basic wet and dry well cleaning. Perform or learn corrective maintenance, repairs, and modifications to facility motors, pumps, controls, and equipment; perform or learn preventive maintenance of wastewater facilities on their route; and, perform or learn maintenance, repairs, and modifications to facility motors, pumps, controls, and equipment. Serve as confined space attendant for no potential, low potential, and hazardous atmosphere environments and associated Lockout/Tagout procedures. *Specialist I Only:* assist in performance of corrective maintenance, repairs, and modifications to facility motors, pumps, controls, and equipment; and, perform preventive maintenance tasks such as oil changes, fuel injections system services, electrical inspections, cooling system changes, and vibration and temperature analysis. *Specialist II Only:* initiate troubleshooting actions independently and may be engaged in planning, coordinating, and assigning priorities; and, serve as competent person during maintenance operations and during confined space activities.

Requirements: Any combination of education and experience equivalent to a high school diploma; some related work experience. Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria; Must have the ability and tolerance to function in an environment that requires the use of respiratory protection devices. Some knowledge of safe and effective use of hand and power tools. Skill in use of computer software, especially Microsoft Office Suite.

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Recreation Leader (Before & After School)

\$9.55/hour; part-time temporary position available (up to 28 hours/week)

Parks and Recreation seeks enthusiastic individuals with high energy and the ability to work in a team environment to help plan, lead, and coordinate recreational activities such as games, sports, arts and crafts, and field trips for children ages 5-14 in the comprehensive REC Connect Before and After School Program. Average work schedule is Monday-Friday 7:00 am - 9:15 am and/or 3:30 pm - 6:00 pm, with an occasional evening and/or Saturday.

Responsibilities: Assist with organizing, leading, and conducting a variety of recreational activities such as arts and crafts, sports, games, educational program components, etc. for varying age groups and skill levels. Establish and maintain rapport with participants, parents, school/center staff, administrative officials, and other community partners; respond to customer inquiries and/or complaints. Ensure a safe environment and proper use, inventory, and upkeep of site facilities, supplies, and equipment; assist with developing and enforcing site rules; and, open, close, and secure facility daily.

Requirements: Any combination of education and experience equivalent to a high school diploma; some experience working with children of different ages and abilities, preferably in a recreational, state licensed or educational setting. Must possess or be able to obtain within 30 days of hire, certification in First Aid and CPR for Professional Rescuers (Infants, Adults, and Children). Position requires completion of 10 hours of mandatory Virginia Preservice Training for Child Care Staff within 30 days of hire. Must be at least 18 years of age. (*Individuals between 16-18 years of age can be considered with proof of current education and some experience working with children, however certain restrictions apply*). Ability to work effectively in a team setting and with children, families, staff, and community partners and contacts in a professional manner.

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Lead Athletic Groundskeeper

\$28,538 / year or higher DOQ + [Full-Time County Benefits](#)

James City County General Services seeks an individual to perform experienced work serving as a lead worker for the landscaping and maintenance of County-owned athletic field properties and other grounds and planted areas.

Responsibilities: Maintain appearance of grounds including mowing, edging, weeding, watering, trimming, raking and planting; maintain sidewalks and other paved areas by picking up debris including rubbish, pine cones, sticks, branches, etc.; clear snow from sidewalks and makes passageways around the County buildings as needed. Assist in building and school maintenance projects as required, including but not limited to snow removal operations, street sweeping operations, event setup, BMP maintenance, trail maintenance, general county wide landscaping, and any other duty as assigned; and, maintains appearance and playability and safety of athletic field areas, to include mowing, watering, trimming, skinned infields, lining, edging, irrigation operation, troubleshooting and repair, and any other area associated with athletic. Perform athletic field maintenance work as needed to maintain safe and aesthetically pleasing playing surfaces, including irrigation controls/repair and troubleshooting. Move office furniture, boxes, etc., as requested, including voting machines; assist in building maintenance/repair/renovations and special construction projects as required. Maintain grounds-keeping equipment by performing preventive maintenance and minor corrective maintenance; may operate heavy equipment requiring a Commercial Driver's License. Work with Superintendent to establish maintenance schedule for ground and planted areas; lead and assign work to crew; may act as supervisor in the absence of the Parks and Grounds Superintendent.

Requirements: Any combination of education and experience equivalent to a high school diploma, supplemented by training and/or an Associate's degree in a related field; and, some experience with methods, equipment, materials, and tools used in grounds maintenance work as needed to maintain gardens, building grounds, and paved areas including application of pesticides; some experience supervising the work of others preferred. Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria; a valid Virginia Class A or B Commercial driver's license preferred. Requires certification as a Pesticide Registered Technician from the Virginia Department of Agriculture and Consumer Services, Office of Pesticide Services. Considerable knowledge of grounds-keeping procedures, equipment, and maintenance techniques; safety standards, practices, procedures, and techniques pertaining to grounds and facilities maintenance and equipment; knowledge of chemical composition, structure, and properties and chemical processes and transformations. Skill in operating a computer to include use of E-mail and databases. Ability to perform strenuous physical labor; operate powered grounds-keeping equipment and electric hand tools; deal courteously with the public; follow oral and written instructions; plan, coordinate, and guide the work of others; effectively communicate orally and in writing.

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