

Date: 03/21/2022-03/27/2022

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(1748) ADMINISTRATIVE ASSISTANT III – FACILITY MANAGEMENT: FULL TIME

Under general supervision, performs complex, skilled clerical, technical and responsible administrative work that requires an awareness of all aspects of the operations of the department. Position is responsible to independently prepare routine correspondence; compile information for reports; maintain files of a variety of records, reports, documents; coordinate and maintain the calendars and schedules. Position also involves considerable general public contact in providing information and receiving inquiries or complaints. Position must exercise independent judgment, confidentiality and initiative in completing assignments. Position must also exercise considerable tact and courtesy. **Minimum Qualifications:** Associate's Degree or vocational/technical school in business related field of study and three (3) to five (5) years of experience in administrative work or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. **Salary: \$45,355.19 - \$58,961.75 Deadline: 03/25/2022**

(1681) ANIMAL SHELTER ASSISTANT: PART TIME (UNDER 20/HRS WEEK)

Under general supervision, performs a combination of technical and custodial duties in support of the Sheriff's Office Animal Shelter's operations. Duties include cleaning and maintaining shelter cages and facility structures; caring for animals, euthanizing animals when necessary; and recording information and activities. **Minimum Qualifications:** High School Diploma or equivalent and six (6) months experience cleaning or handling domestic animals; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess and maintain a valid Virginia driver's license. Must achieve and maintain Euthanasia certification. **Salary: \$14.76 - \$19.19/hr. Deadline: Until Filled**

(1403) AUXILIARY DEPUTY SHERIFF: VOLUNTEER

Under general supervision, performs general law enforcement work in order to preserve public peace and order; to protect lives, property and rights of the public, and to enforce the laws of the United States of America, the Commonwealth of Virginia and the County of Spotsylvania. Assures appropriate custody and control of prisoners; protects and assists the courts and serves civil process. Work involves patrolling County streets and neighborhoods to deter crime or apprehend and/or arrest violators or suspects; responds to calls for law enforcement assistance and gathers information for criminal investigations. A Deputy may be assigned to any division of the Sheriff's Office as needed. Employee is subject to the usual hazards of law enforcement work. This position is essential. Personnel occupying this position may be scheduled to work irrespective of weather conditions and/or when general county offices are closed. **Minimum Qualifications:** High School Diploma or equivalent. Must be 21 years or older of age. Must be currently certified through the Virginia Department of Criminal Justice Services in Basic Law Enforcement through an accredited police academy. Must possess and maintain a valid Virginia driver's license. **Salary: Unpaid/Volunteer Deadline: Until Filled**

(1720) COMMERCIAL INSPECTOR: FULL TIME

Under general direction, performs technical and skilled inspections of buildings and related systems to ensure compliance with applicable building codes and to ensure the health, safety, and welfare of the public. Work involves conducting inspections of residential and commercial structures, identifying hazardous conditions or structural failures, and discussing deficiencies with property owners, contractors or other individuals. Work involves enforcement of compliance with established codes governing one or more of the following areas of the building trades: building (construction and energy), mechanical, electrical and plumbing. Work also involves reviewing plans for completeness and conformance to State codes. Employee must check plans and specifications for proposed installation to ensure the codes and ordinances have been followed, but must exercise independent judgment in applying these standards to a variety of work situations. Employee is also responsible for interpreting and explaining applicable building codes and providing technical expertise and information. Employee must exercise considerable tact, courtesy and firmness in dealing with contractors, property owners and the general public. **Minimum Qualifications:** High School Diploma or equivalent; supplemented by college level course work or vocational training in general building construction, construction trades, and a variety of building inspection specialties; supplemented by three (3) years of previous experience and/or training that includes general building construction, construction trades, code enforcement/interpretation, and a variety of building inspection specialties, including plumbing inspection, mechanical inspection, framing inspection, electrical inspection; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Virginia driver's license. Commercial Plumbing experience and a Master's Plumber's license is preferred. Must possess and maintain valid Virginia Combination One & Two-Family Dwelling Building Inspector certification, Plumbing Inspector certification, Electrical Inspector certification, and Mechanical Inspector certification. Must possess and maintain valid Residential Combination Inspector certification, or the ability to obtain within 18 months of employment. Must possess and maintain one of the following valid certifications: General Building Inspector, General Electrical, General Mechanical, or General Plumbing, or the ability to obtain within 2 years of employment. Obtain educational hours for state required inspection certifications. **Salary: \$55,129.52 - \$71,668.37 Annually. Deadline: 04/01/2022**

(1651) COMMUNICATIONS OPERATOR: FULL TIME

Under general supervision, receives incoming phone calls to the communications center including emergency and non-emergency calls. Duties include prioritizing calls; obtaining essential information; determining proper method of handling calls; and preparing records of calls and dispatch information. Receives complaints and requests for information and assistance; provides general information and refers callers to appropriate agency or staff. This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions and/or when general County offices are closed. Salary is commensurate on knowledge, skills, abilities and years of experience based on the Public Safety

Step Pay Scale. **Minimum Qualifications:** High School Diploma or equivalent. Requires one (1) to two (2) years of experience as a receptionist in an environment with a high volume of calls and performing duties requiring typing or data entry; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Minimum typing speed of 35 wpm. Must successfully pass a polygraph examination, background check, and drug screening. **Salary: \$34,981.93 - \$44,270.23 Annually Deadline: Until Filled**

(1741) CUSTOMER SERVICE REPRESENTATIVE: FULL TIME

Under general supervision, performs clerical work of a bookkeeping nature for the Utilities Department. Work involves loading and processing information received from automated meter reading devices, preparing various reports and final billings and answering phone calls handling routine requests for information. Employee is also responsible for maintaining a variety of records and files. Employee must exercise independent judgment and initiative in completing assignments. **Minimum Qualifications:** High School Diploma or equivalent and one (1) to two (2) years of experience in a customer service, bookkeeping or clerical atmosphere or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities. **Salary: \$37,313.83 - \$48,507.98 Annually Deadline: Until Filled**

(1750) DEPUTY CLERK I: PART TIME

Under regular supervision, performs a variety of difficult skilled clerical and technical work in the Office of the Circuit court. Administers oaths and conducts routine transactions on behalf of or in lieu of the Clerk of the Circuit Court. Receives and records fee payments, issues receipts, administers oaths when required. Completes licenses by stamping or machine printing information on standard forms. Calculates and collects fines and costs. Calculates taxes and fees, using appropriate schedules, for various legal transactions. Indexes legal documents such as deeds, wills, and licenses into the computerized system. Assists the public by locating and photocopying various documents in the files, and answers questions. Data entry of lower court appeals and certified cases. Prepares appealed cases for Court of Appeals and Supreme Court. Performs other related duties as required. **Minimum Qualifications:** Requires a High School Diploma or GED, supplemented by business school or college level courses or training in business administration or a related field with 1 – 2 years' experience. Some experience in legal field, court system or related area required. **Salary: \$33,844.74 - \$43,998.16 Annually Deadline: Until Filled**

(1732) DEPUTY CLERK II: FULL TIME

Performs customer service and administrative functions in the Department. Work involves considerable data entry, assisting the general public, and preparing and maintaining files and records. Employee must exercise considerable tact and courtesy in frequent contact with taxpayers and the general public. Employee must also exercise some independent judgment and initiative in performing assigned tasks. **Minimum Qualifications:** High School Diploma or equivalent, supplemented by business school or college level courses or training in business administration or a related field, and considerable experience in the Office of the Clerk of the Circuit Court. Requires general knowledge of the circuit court system and its operations and the ability to maintain confidentiality of information. **Salary: \$37,313.83 Annually Deadline: Until Filled**

(1749) ELIGIBILITY WORKER III: FULL TIME

Under minimal supervision, determines eligibility of individuals and families for assistance through various benefit programs administered by the Social Services Department, such as financial assistance, medical assistance, food stamps, or other programs. Work involves processing benefit applications, interviewing applicants, explaining benefit programs, assisting applicants in completing necessary forms, determining eligibility for assistance, and maintaining records. Employee is also responsible for verifying completeness and accuracy of information received from applicants and detecting and reporting cases of fraud. This position is essential. **Minimum Qualifications:** Bachelor's Degree in Social Services, Sociology, Human Services, or closely related field; supplemented by three (3) years of previous experience and/or training involving public assistance program administration, program eligibility evaluation, social work, customer interaction, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. **Salary: \$50,004.10 - \$65,005.33 Annually Deadline: 04/02/2022**

(1755) ENVIRONMENTAL ASSISTANT: FULL TIME

Under general supervision, performs technical/administrative work involving processing of erosion/sediment bonds for land disturbance activities in the County and provision of administrative support for the assigned department. Work involves receiving and processing erosion and sediment performance bonds, conducting research and collecting data, scheduling and tracking inspections, and coordinating bond utilization with other departments and agencies. Work also involves managing/coordinating office operations, providing customer service, resolving complaints, composing/typing correspondence, maintaining records, and processing a variety documentation pertaining to department operations. **Minimum Qualifications:** Associate's Degree with course work emphasis in Business Administration/Office Management; supplemented by three (3) years previous experience and/or training involving erosion and sediment enforcement, bond processing, real estate research/cross-referencing, office management, customer service and basic bookkeeping; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Virginia driver's license. Must possess or have the ability to obtain within one year of hire and maintain valid certifications from Virginia DEQ for Program Administrator in Erosion & Sediment Control and Storm Water Management. **Salary: \$43,195.42 - \$56,154.05 Annually Deadline: Until Filled**

(1736) EROSION & SEDIMENT CONTROL INSPECTOR: FULL TIME

Under general supervision, performs technical work inspecting local construction projects to ensure compliance with County and State codes and regulations regarding erosion control and storm water maintenance under direction of the Deputy of Environmental Code. Work includes inspecting construction projects to ensure that materials and methods meet County, State and Federal specifications; and investigating construction activities and recommending changes when necessary. Employee is also responsible for preparing a variety of reports on construction projects. Employee must exercise initiative and independent judgment in performing inspections. Employee must also exercise considerable tact,

courtesy, firmness and professionalism in frequent contact with property owners, developers, contractors and the general public. **Minimum Qualifications:** High School Diploma or equivalent, and one (1) to two (2) years of experience in the construction site inspections; or any equivalent combination of training and experience which provide the required skills, knowledge and abilities. State DEQ Erosion and Sediment Inspector certification preferred or must be obtained within one (1) year of employment. Possession of a valid driver's license issued by the Commonwealth of Virginia. **Salary: \$45,355.19 - \$58,961.75 Annually Deadline: Until Filled**

(1618) FACILITY ATTENDANT: PART TIME

Under general supervision, position is responsible for seeing that the facilities are kept clean and rules are obeyed. Responsible for recording scores. **Minimum Qualifications:** Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Knowledge of the game required. Must be 16 years of age or older. Must be able to work evenings and weekends. **Salary: \$11.03/hr. Deadline: Until Filled**

(1715) FAMILY SERVICES WORKER II: FULL TIME

Under general supervision, performs social work and case management in the provision of social services for individuals in need of assistance. Employee is responsible for investigating allegations of abuse or exploitation of elderly/disabled adults, investigating cases of suspected child abuse/neglect, assisting clients in achieving self-sufficiency, or implementing activities associated with other social services. Work involves performing case management, providing crisis intervention and/or counseling, assessing client needs, coordinating provision of needed services, and maintaining case records. This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions and/or when general county offices are closed. You may also have to work rotation, on call nights and weekends schedules as needed. **Minimum Qualifications:** Bachelor's Degree in Social Services, Sociology, Human Services, Psychology, or closely related field and a minimum of two (2) years of appropriate and related experience in a relevant Human Services area: or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Virginia driver's license. **Salary: \$55,129.52 - \$71,668.37 Annually Deadline: Until Filled**

(1716) FAMILY SERVICES WORKER III: FULL TIME

Under limited supervision, performs social work and case management in the provision of social services for individuals in need of assistance. Employee is responsible for investigating allegations of abuse or exploitation of elderly/disabled adults, investigating cases of suspected child abuse/neglect with lead role responsibilities in cases involving criminal abuse/neglect or sexual abuse, assisting clients in achieving self-sufficiency, or implementing activities associated with other social services. Work involves performing case management, providing crisis intervention and/or counseling, assessing client needs, coordinating provision of needed services, and maintaining case records. Work may regularly involve two or more program areas. This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions and/or when general county offices are closed. May work rotation, on call nights and weekends schedules as assigned and needed. **Minimum Qualifications:** Bachelor's Degree in Social Services, Sociology, Human Services, Psychology, or closely related field and a minimum of three (3) years of appropriate and related experience in a Human Services area to include relevant, direct experience in two or more service areas of social services work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Virginia driver's license. **Salary: \$57,885.99 - \$75,251.79 Annually Deadline: Until Filled**

(1746) FIELD CREW LEADER (SEWER CREW LEADER): FULL TIME (INTERNAL)

Under general supervision, performs a variety of skilled duties required in the operation, installation, and maintenance of water distribution and wastewater collection system. Work involves excavating to repair, replace, installs water/wastewater pipes, service lines, meters, valves, manholes, fire hydrants and repairing manholes. Operates CCTV inspection equipment, high pressure water jet and vacuum truck. Employee is also responsible for repairing asphalt pavement and or concrete, operating heavy motorized equipment (backhoe, dump truck, skid steer loader). Employee must exercise initiative and some independent judgment in completing assigned tasks. Employee must also exercise tact, courtesy and firmness and in contact with customers and the general public. Assumes role of supervisor in the absence of the Utilities Field Crew Foreman. Reports to a Utilities Field Crew Foreman, Collection System Manager, or Distribution System Manager. This position is essential. Personnel occupying this position may be scheduled to work irrespective of weather conditions and/or when general County offices are closed. **Minimum Qualifications:** Graduation from High School/ GED and five (5) or more years of experience in water and wastewater line installation and repair, including operation of a backhoe; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Familiar with computer basics and Microsoft Office applications. Must have knowledge of OSHA requirements and regulations for Trenching and Shoring. Must have knowledge of VA 811 and follow regulations as set forth by the Virginia Underground Utility Protection Act and the State Corporation Commission. Must be able to perform ¾" to 12" taps. Possession of a valid Virginia Class A Commercial Driver's License with Tanker Endorsement with a positive safe driver point balance; valid Adult CPR/AED Certification card; valid First Aid Certification; valid VDOT Flagging Certification, VDOT Intermediate Work Zone Certification (within six (6) months of hire or acceptance of position), valid Fork Lift Certification and Backhoe Certification. Completion of Cal State courses of O&M of wastewater collection systems Vol. 1 & 2 and O&M of water distributions systems, within 12 months of hire or acceptance of position. Must have required OSHA training: Competent Person (Trenching and Shoring), Confined Space Safety, Work Zone Safety and Inflatable plug training, within six (6) months of hire or acceptance of position. Must possess NASCO PACP certification and skill-set to operate and execute a CCTV collection system inspection program, portable flow meter program, line cleaning program and wet well cleaning program using state of the art CCTV equipment, high pressure water jetting and high velocity vacuum trucks. Ability to perform "point repairs." Must possess skillset required to troubleshoot and ability to perform maintenance and repairs on all associated equipment. Must successfully complete: Coursework from Sacramento State- Collection System; Methods for Evaluating and Improving Performance within twelve months of acceptance of position. Responsible for meeting Divisional Goals for CCTV Inspection Footages. Responsible for executing Lateral Inspection Program. **Salary: \$45,355.19 - \$58,961.75 Annually Deadline: Until Filled**

(1672) FINANCIAL SYSTEM ANALYST: FULL TIME

The Financial System Analyst is responsible for assisting and providing backup support to the Financial Systems Administrator in the technical and administrative oversight of the County's Financial Management System. Work involves supporting the technical design, development and maintenance of the System, including conversions, interfaces, upgrades and enhancements; training and associated administrative work in the development of standards, procedures, policies, and structures. Work is performed under the general direction of the Financial System Administrator. **Minimum Qualifications:** Any combination of education and experience equivalent to an Associate's degree in Finance, Accounting, Business Administration, Information Systems/Technology or related field; dual finance and IT education a plus. Experience in a programming language preferred; VBScript experience a plus. Understanding of basic database structure. Experience in report writing software to include database development, report creation and system maintenance; IBM Cognos Analytics 11 experience a plus. Advanced Microsoft Excel experience preferred; SQL Server Management Studio(SSMS) experience a plus. Experience creating functional and technical documentation. Must possess a valid driver's license. **Salary: \$60,780.29 - \$79,014.38 Deadline: Until Filled**

(1752) FULL TIME CRIMINAL WARRANTS CLERK: FULL TIME

Under general supervision, the purpose of the position is to process, route, and track arrest warrants for the County. Employees in this classification perform clerical and technical work. Position is responsible for receiving and processing warrants; entering various data into the computer system including NCIC/VCIN; creating and entering police and other associated reports; and answering the telephone. **Minimum Qualifications:** High School Diploma or equivalent; supplemented by one (1) to two (2) years pf previous experience and/or training involving data entry, computer skills, clerical and record keeping skills; or an equivalent combination of education, training, and experience. Must possess and maintains certification in the use of the Virginia Criminal Information Network. Must pass background check and polygraph examination. Must be able to type 40 words per minute **Salary: \$30,698.18 - \$39,907.63 Annually Deadline: 03/26/2022**

(1677) GATE ATTENDANT: PART TIME

Under general supervision, performs a variety of tasks in support of the Public Works Department. Work involves monitoring the recycling and disposal of residential waste, along with maintenance of buildings. Employee is also responsible for ensuring that users comply with the rules and regulations of the facility set forth by the Operations Manager. **Minimum Qualifications:** Some experience performing custodial related work or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. **Salary: \$12.00 - \$15.03/hr. Deadline: Until Filled**

(1743) HEAVY EQUIPMENT MECHANIC/WELDER: FULL TIME

Under general supervision, establishes and maintains a program for preventive maintenance, repair, or rebuild of department vehicles, and heavy equipment while minimizing costs and downtime. Work involves inspecting trucks/equipment, diagnosing mechanical problems and identifying extent of damage, recommending repair or replacement of equipment, performing automotive/mechanical repair/maintenance work, rebuilding components, performing welding/fabrication work, and driving/operating trucks and heavy equipment. Employee is also responsible for monitoring costs associated with repair/maintenance work, maintaining inventory of parts, and maintaining maintenance records. This position is essential. Personnel occupying this position may be scheduled to work irrespective of weather conditions and/or when general county offices are closed. **Minimum Qualifications:** Vocational/Technical degree with training emphasis in mechanics, automotive/mechanical repair/maintenance, welding, and heavy equipment operation; supplemented by a minimum of three (3) years of previous experience as a supervisory mechanic on heavy equipment and trucks, and/or training that includes mechanics or automotive/mechanical maintenance, automotive/mechanical diagnostics, rebuilding of automotive/mechanical systems, welding/fabrication, and heavy equipment operation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain at minimum a valid Virginia Commercial Driver's License (CDL) Class B including appropriate endorsement(s). ASE Certification as a Master Medium/Heavy Vehicle Technician is preferred. ASE Certification in Refrigerant Recovery is also preferred. **Salary: \$45,355.19 - \$72,568.31 Annually Deadline: Until Filled**

(1756) IT PROJECT COORDINATOR: FULL TIME

Under general supervision, providing entry level support to IT projects, acts as Project Coordinator for the implementation of vendor-supplied software packages and coordinates with project teams on very specific targeted projects. This will include the installation, customization, deployment, maintenance and on-going support of the application. Follows standard project management industry practices such as the PMI's framework. This position requires superior communication skills and first class customer service at all times. Project Coordinator may work individually or may be called on to assist an IT Project Manager or an IT Project/Application Analyst on the implementation of a major project. This would include assisting and supporting them in their daily functions, ensuring that relevant management information is captured and analyzed, create and maintain documentation and other duties as assigned by the appointed project manager. This position may be required to be on call 24/7 and be available for emergency response either remotely or onsite, depending on the role assigned. **Minimum Qualifications:** Bachelor's degree in Computer Science, Information Systems, Analysis and Design, Project Management, or closely related field; supplemented by one (1) to two (2) years previous experience and/or training that includes systems analysis, design and implementation, programming, or project management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Possession of a valid Virginia driver's license. **Salary: \$47,622.95 - \$61,909.84 Annually Deadline: 04/25/2022**

(1640) LABORER: PART TIME

Under general supervision, performs semi-skilled labor for operations of the Utilities Public/Works Department and Parks and Recreation. Work involves litter pickup, general landscape duties, operating light machinery and using hand tools, etc. Employee must exercise some independent judgment and initiative in ensuring proper completion of assigned tasks. **Minimum Qualifications:** High School Diploma or equivalent is preferred but not required. Possession of a valid driver's license issued by the Commonwealth of Virginia is preferred. Employee must be able to read and

communicate verbally. Employee in this position is required to wear safety shoes and uniform provided by the County. Pre-employment drug test will be required. May be required to work weekends, holidays, and during inclement weather. **Salary: \$11.01 - \$14.32/hr. Deadline: Until Filled**

(1734) LIFEGUARD: SEASONAL

Under general supervision, responsibility is to guard the swimming pool to save lives and prevent accidents. Also responsible for the maintenance and cleaning of the pool and its surroundings. Reports to Special Events Coordinator. **Minimum Qualifications:** Extensive experience in pool operations and equipment; experience and training which provides the required knowledge, skills, and abilities. Must be 15 years of age or older. Certification in American Red Cross or YMCA Lifeguard Training, CPR/PR, and First Aid. Maintains current Lifeguard, CPR, and First Aid certifications. **Salary: \$11.01 - \$14.32 Hourly Deadline: Until Filled**

(1683) LITTER CONTROL TECHNICIAN: PART TIME

Under limited supervision the employee shall assist the Public Works Environmental Coordinator in coordination, implementation, and promotion of various County wide environmental programs as they relate to waste resource management, litter prevention, and litter pickup. Duties shall include participation in, coordination with and supervision of outside agencies and groups to perform removal of litter from the County's roadsides and illegal dumping sites. **Minimum Qualifications:** High School Diploma or equivalent with experience in environmental education, litter control and/or recycling programs; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. **Salary: \$13.39 - \$17.40/hr. Deadline: Until Filled**

(1737) NETWORK SUPPORT SPECIALIST: FULL TIME

Under limited supervision, performs technical work to assist with administration and support of the County's local and wide area network systems. Work involves monitoring operations of critical equipment, reviewing log files and reports, assisting technicians with problem resolution, installing hardware/software, and reviewing and modifying hardware/software configurations. Work also involves maintaining system standards and network documentation, monitoring available resources for product updates and service notices, monitoring the firewall for possible intrusions, updating Intranet web site, and performing other related tasks. Serves as the Network Engineer in the Network Engineer's absence. This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions and/or when general county offices are closed. **Minimum Qualifications:** Associate's Degree or Vocational/Technical Degree with training emphasis in Computer Information Systems and Networking Systems Administration or industry certifications such as Microsoft Certified Expert: Server Infrastructure (MCSE : Server Infrastructure) or Cisco Certified Network Associate (CCNA); ITIL Foundations; Checkpoint Certified Security Expert (CCSE) and any certifications as dictated by the individual development plan, supplemented by more than three (3) years of experience and training involving network administration, computer operations, hardware/software maintenance/repair, and technical support; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Possession of a valid driver's license. **Salary: \$60,780.29 - \$79,014.38 Annually Deadline: Until Filled**

(1717) PARK ATTENDANT: SEASONAL

Under general supervision, performs semi-skilled and unskilled work in the maintenance and construction needs of the County Parks and Recreation Department. Work involves performing a variety of labor-intense tasks such as maintaining parks and athletic fields and repairing equipment and recreational facilities. **Minimum Qualifications:** Some experience in grounds maintenance required. Possession of valid driver's license issued by the Commonwealth of Virginia. **Salary: \$11.01 - \$14.32 Hourly Deadline: Until Filled**

(1718) PARK LABORER:

Under general supervision, performs semi-skilled labor for operations of the Parks & Recreation Department. Work involves litter pickup, general landscape duties, operating light machinery and using hand tools, etc. Employee must exercise some independent judgment and initiative in ensuring proper completion of assigned tasks. **Minimum Qualifications:** High School Diploma or equivalent is preferred but not required. Possession of a valid driver's license issued by the Commonwealth of Virginia is preferred. Employee must be able to read and communicate verbally. Employee in this position is required to wear safety shoes and uniform provided by the County. Pre-employment drug test will be required (Utilities and Public Works only). May be required to work weekends, holidays, and during inclement weather. **Salary: \$11.01 - \$14.32 Hourly Deadline: Until Filled**

(1721) PART TIME COURT DEPUTY: PART TIME

Under general supervision, performs general Court Security related work in order to preserve peace and order within the Courthouse complex; to protect lives, property and rights of the public, and to enforce the laws of the United States of America, the Commonwealth of Virginia and the County of Spotsylvania as required. Assures appropriate custody and control of prisoners; protects the courts and serves civil process. A Court Deputy will be assigned to the Court Division of the Sheriff's Office. Employee is subject to the usual hazards of law enforcement work. This position is essential. Personnel occupying this position may be scheduled to work irrespective of weather conditions and/or when general County offices are closed. Salary is commensurate on knowledge, skills, abilities and years of experience based on the Public Safety Step Pay Scale. **Minimum Salary: \$22.05 Hourly. Deadline: 04/01/2022**

(1751) PART TIME CRIMINAL WARRANTS CLERK: PART TIME

Under general supervision, the purpose of the position is to process, route, and track arrest warrants for the County. Employees in this classification perform clerical and technical work. Position is responsible for receiving and processing warrants; entering various data into the computer system including NCIC/VCIN; creating and entering police and other associated reports; and answering the telephone. **Minimum Qualifications:** High School Diploma or equivalent; supplemented by one (1) to two (2) years pf previous experience and/or training involving data entry, computer skills, clerical and record keeping skills; or an equivalent combination of education, training, and experience. Must possess and

maintains certification in the use of the Virginia Criminal Information Network. Must pass background check and polygraph examination. Must be able to type 40 words per minute **Salary: \$14.76 - \$19.19 Hourly Deadline: 03/26/2022**

(1722) PERMITS TECHNICIAN:

Under general supervision, performs technical administrative duties for the Community Development Department; including but not limited to the Building, Erosion, Chesapeake Bay, Zoning and Planning Divisions. Work involves assisting the general public in completing building; erosion, zoning and planning permit applications and assembling appropriate attachments. Work also involves processing inspection requests. Employee is also responsible for receiving and responding to a variety of inquiries and citizen complaints by telephone and in person; and maintaining a variety of records and files. Employee must exercise independent judgment, discretion and initiative in completing assignments and handling public contact situations requiring considerable tact and knowledge of County policies, procedures and programs. **Minimum Qualifications:** High School Diploma or equivalent. Two (2) to three (3) years of previous experience and/or training that includes customer service, public relations, knowledge of construction trades, administrative experience, and computers; or an equivalent combination of education, training, and experience. **Salary: \$37,313.83 - \$40,000.00 Annually Deadline: Until Filled**

(1745) PLANNER I: FULL TIME

Under general supervision, performs professional planning and land development review work for the County's Planning Department. Reviews special use, subdivision and other development proposals to ensure compliance with County codes and the Comprehensive Plan. Assists in updates to the Comprehensive Plan and its implementation. Serves as a team member in work teams engaged in planning projects and or plan reviews. Reviews and analyzes land development requests; interprets and applies relevant ordinances, standards, Code, plans and policies; and presents findings and recommendations to the Planning Commission and the Board of Supervisors. Reports to the Director of Planning, Assistant Director of Planning or Planning Manager. **Minimum Qualifications:** Bachelor's Degree in Urban Planning, or a closely related field and a minimum of one (1) year of professional level planning experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. **Salary: \$50,004.10 - \$65,005.33 Annually Deadline: 03/31/2022**

(01699) PLANNER II: FULL TIME

Under general supervision, performs professional planning and land development review work for the County's Planning and Zoning Department. Reviews rezoning, special use, subdivision and other development proposals to ensure compliance with County codes and the Comprehensive Plan. Assists in updates to the Comprehensive Plan and its implementation. Serves as a team member and/or team leader in self-directed work teams engaged in planning projects and or plan reviews. Reviews and analyzes land development applications; interprets and applies relevant ordinances, standards, codes, plans and policies; and presents findings and recommendations to the Planning Commission and the Board of Supervisors. Reports to the Deputy Director of Planning and Zoning. **Minimum Qualifications:** Master's Degree in Urban and Regional Planning, or a closely related field, and a minimum of one (1) year of site plan review, land use planning analysis and review, comprehensive planning analysis and review, GIS, or related work experience; or a Bachelor's Degree in Urban and Regional Planning, or related field, and a minimum of two (2) years of site plan review, land use planning analysis and review, comprehensive planning analysis and review, GIS, or related work experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess a valid Commonwealth of Virginia driver's license. A member of the American Institute of Certified Planners (AICP) preferred. **Salary: \$55,129.52 - \$71,668.37 Annually Deadline: 04/01/2022**

(1753) PLANT OPERATOR I: FULL TIME

Under general supervision, performs responsible technical work in the operation and minor maintenance of equipment at the wastewater treatment or water plant. Work involves collecting and testing water samples and controlling mechanical, electrical, and chemical equipment involved in pumping and/or treating water. Employee is also responsible for adjusting chemical feed as required. Employee must exercise judgment based on training and experience in making decisions and coordinating the proper operation of equipment. This position is essential. Personnel occupying this position may be scheduled to work irrespective of weather conditions and/or when general County offices are closed. **Minimum Qualifications:** High School Diploma or equivalent combination of training with a minimum of four (4) to six (6) years of experience which provides the required skills, knowledge and abilities. **Salary: \$47,622.95 - \$61,909.84 Annually Deadline: 05/31/2022**

(1706) PROCUREMENT OFFICER I/II: FULL TIME

Under general supervision, performs professional and administrative work of intermediate difficulty in the Procurement Division of Finance Department. Work involves developing Invitations for Bids (IFBs) and Requests for Proposals (RFPs) for professional services, non-professional services, goods and services which may be funded with state and federal monies, needed by the County. Employee must exercise independent judgment and initiative. **Minimum Qualifications:** Associate's Degree with coursework in business administration, procurement, or related field; and two (2) to three (3) years of procurement experience in a public sector environment; or an equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must be a Certified Professional Public Buyer (CPPB) or have the ability to obtain certification within first two (2) years in position. Virginia Contracting Officer (VCO) preferred or the ability to obtain within first year in position. **Salary: \$55,129.52 - \$71,668.37 Annually Deadline: Until Filled**

(1719) RESERVOIR ATTENDANT: SEASONAL

Under general supervision responsible for boat rental service, bank fishing program, park maintenance and the enforcement of rules and regulations. This is labor-related work. **Minimum Qualifications:** High School Diploma or equivalent combination of experience and training which provides the required skills, knowledge, and abilities. **Salary: \$11.01 - \$14.32 Hourly Deadline: Until Filled**

(1733) SCALE TECHNICIAN: PART TIME

Under general supervision, performs a variety of customer service tasks assisting customers of the Livingston Landfill and Livingston's Blend Compost Facility. Position requires computer skills to operate a computer based truck scale system which involves weighing of inbound and outbound vehicles. Employee is responsible for making and processing accurate tickets for billing purposes and processing of credit card transactions for all customers of the Landfill and Composting Facilities. In addition, the employee shall monitor the capacity of the containers, assist residents with the disposal of refuse and recyclable material and communicate with drivers as to when the containers need to be dumped. Employee is also responsible for ensuring that all users comply with the rules and regulations of the facility set forth by the Landfill Manager, ensuring that the materials brought to the site are free from contaminants and disposed of in the proper container, and ensuring users of the facility are residential or commercial customers within Spotsylvania County. Employee shall also be proficient with utilizing two way radio communications to maintain radio contact with Landfill Staff and inform them of all loads leaving the scale facility heading to the work areas of the overall facility. In this position you will report to the Administrative Support Supervisor. **Minimum Qualifications:** Six (6) months of experience performing customer service related work or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Basic computer experience required. **Salary: \$13.39 - \$17.40 Deadline: Until Filled**

(1667) SOLID WASTE EQUIPMENT OPER I: PART TIME

Under general supervision, perform specialized skilled work in the operation of several types of motorized heavy equipment used in the transfer and compaction of refuse and/or the processing of municipal wastewater sludge into marketable compost for the Utilities/Public Works Department. Work involves operating such heavy equipment as heavy trucks, tractors, compactors, loaders, graders, mixers, blowers, screening equipment, etc. Employee is responsible for manipulating such vehicles with considerable skill and constant attention to safety of operation. Performs minor preventative maintenance on equipment; and performs various duties to assist department maintenance crews. Employee must exercise some independent judgment in the performance of assigned tasks. This position is essential. Personnel occupying this position may be scheduled to work irrespective of weather conditions and/or when general County offices are closed. **Minimum Qualifications:** High School Diploma or equivalent, and two (2) to four (4) years of experience in operating heavy equipment; experience in the operation of heavy motorized equipment; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Possess or obtain a valid commercial driver's license (Class B) issued by the Commonwealth of Virginia within a six (6) months of hire. Heavy Equipment Operation Certification desirable. **Salary: \$18.84 - \$24.49/hr. Deadline: Until Filled**

(1707) SOLID WASTE EQUIPMENT OPERATOR I: FULL TIME

Under general supervision, perform specialized skilled work in the operation of several types of motorized heavy equipment used in the transfer and compaction of refuse and/or the processing of municipal wastewater sludge into marketable compost for the Utilities/Public Works Department. Work involves operating such heavy equipment as heavy trucks, tractors, compactors, loaders, graders, mixers, blowers, screening equipment, etc. Employee is responsible for manipulating such vehicles with considerable skill and constant attention to safety of operation. Performs minor preventative maintenance on equipment; and performs various duties to assist department maintenance crews. Employee must exercise some independent judgment in the performance of assigned tasks. This position is essential. Personnel occupying this position may be scheduled to work irrespective of weather conditions and/or when general County offices are closed. **Minimum Qualifications:** High School Diploma or equivalent, and two (2) to four (4) years of experience in operating heavy equipment; experience in the operation of heavy motorized equipment; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Possess or obtain a valid commercial driver's license (Class B) issued by the Commonwealth of Virginia within a six (6) months of hire. Heavy Equipment Operation Certification desirable. **Salary: \$39,179.52 - \$50,933.37 Annually Deadline: Until Filled**

(1735) SWIM LESSON INSTRUCTOR: SEASONAL

Under general supervision of Swim Lesson Coordinator, position is responsible for teaching swimming lessons according to class level to program participants. Must be 15 years of age or older. Employee is responsible for the safety of class participants. Must successfully demonstrate service, integrity and pride while working with the general public. Reports to the Lead Swim Lesson Instructor. **Minimum Qualifications:** Any combination of education and experience providing the required skill and knowledge for successful performance that would prove extensive knowledge and /or training in swimming strokes, techniques in teaching the strokes; demonstrates ability to teach others. Certification in American Red Cross Water Safety Instructor is preferred. Swim Team experience or the ability to demonstrate skill is required. Must be able to perform all skills taught in lessons for all levels. **Salary: \$15.06 Hourly Deadline: Until Filled**

(1639) UTILITIES FIELD CREW WORKER I: FULL TIME

Under limited supervision, performs a variety of skilled duties required in the operation, installation, and maintenance of water distribution and wastewater collection systems. Work involves the excavation, repair/replacement, and installation of water/wastewater mains and service lines, manhole construction, repairing malfunctioning water/wastewater meters, adjustment of valves to proper grade, repairing/installing asphalt and concrete, servicing fire hydrants, and installing water/sewer service connections. Employee must exercise initiative and some independent judgment in completing assigned tasks. Employee must also exercise tact, courtesy and firmness when in contact with customers and the general public. These positions are essential. Personnel occupying these positions may be scheduled to work irrespective of weather conditions and/or when general county offices are closed. A criterion is specifically detailed for FC Worker I, FC Worker II, FC Worker III, and FC Worker IV. In order to move up the worker must meet/or exceed the responsibilities set in the criteria of the higher worker position. Field Crew Worker IV is the highest position. **Minimum Qualifications:** For UFCW I must possess a valid Virginia Class A Commercial Driver's License obtained within six months of employment, Tanker Endorsement preferred. DOT Medical card required. Tanker Endorsement required. Valid VDOT Flagger Certification, Class B Backhoe certification or certifications must be obtained within six months of initial employment. To be eligible for hire at UFCW II-IV, applicant must meet minimum qualifications of UFCW I in addition to the specific qualifications outlined for those respective positions. Valid Adult CPR/AED Certification card and First Aid Certification within one (1) year of employment. Attendance of OSHA required annual training is a condition of

continued employment; must conform to OSHA regulations that may require removal of some facial hair and obtain a baseline hearing test. **Salary: \$46,198.07 - \$65,821.59 Deadline: Until Filled**

(1754) UTILITY FIELD CREW FOREMAN (PUMP STATION CREW FOREMAN): FULL TIME

Under limited supervision, performs supervisory, maintenance and construction duties for the Department of Utilities/Public Works. Employee is responsible for coordinating and supervising diverse groups of subordinates. Work involves the maintenance and operation of the County's water distribution and sewage collection systems. Employee is also responsible for overseeing/performing preventive maintenance on assets, maintaining a variety of records, and preparing reports. Employee must exercise independent judgment in completing assigned tasks.

This position is essential. Personnel occupying this position may be scheduled to work irrespective of weather conditions and/or when general County offices are closed. **Minimum Qualifications:** High School Diploma or equivalent and three (3) to five (5) years of experience in water and sewer maintenance and repair work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Possession of a valid Virginia Class A Commercial Driver's License with Tanker Endorsement. Valid Pesticide Applicators License. Valid Adult CPR/AED Certification card. Valid First Aid Certification; valid VDOT Flagging Certification Valid Fork Lift Certification and Backhoe Certification. Must obtain Competent Person Certification (Trenching and Shoring), within six (6) months of hire or acceptance of position. Must obtain Intermediate Work Zone Certification within six (6) months of hire or acceptance of position. Must obtain Service Truck Crane Certification (STC) to comply with OSHA Standard 1926.1427 within 12 months. Maintaining certification is a condition of continued employment. Attendance of OSHA required annual training is a condition of continued employment; must conform to OSHA regulations that may require removal of some facial hair and obtain a baseline hearing test. **Salary: \$50,004.10 - \$60,004.92 Annually Deadline: 04/14/2022**

(1739) UTILITY LINE LOCATOR: FULL TIME

Under general supervision, performs specialized skill work in locating and inspecting County fiber optic, electrical, telecommunication, water and sanitary sewer facilities. Reports to the Utility Location Crew Leader.

This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions and/or when general County offices are closed. **Minimum Qualifications:** High School Diploma or equivalent, and zero (0) to two (2) years of experience in general construction work, utility line locating; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. **Salary: \$39,179.52 - \$50,933.37 Deadline: Until Filled**

(1728) WATER PLANT OPERATOR: FULL TIME

Under general supervision, performs responsible technical work in the operation and minor maintenance of equipment at the water plant. Work involves collecting and testing water samples and controlling mechanical, electrical, and chemical equipment involved in pumping and/or treating water. Employee is also responsible for adjusting chemical feed as required. Employee must exercise judgment based on training and experience in making decisions and coordinating the proper operation of equipment. This position is essential. Personnel occupying this position may be scheduled to work irrespective of weather conditions and/or when general County offices are closed. **Minimum Qualifications:** High School Diploma or equivalent combination of training with a minimum of four 4 to six (6) years of experience which provides the required skills, knowledge and abilities. **Salary: \$47,622.95 - \$61,909.84 Annually Deadline: Until Filled**

Please submit on-line County application at www.spotsylvania.va.us/careers.

ADDITIONAL APPLICANT INFORMATION

Department of Human Resources: 9104 Courthouse Road, P.O. Box 605, Spotsylvania, VA 22553

Telephone: (540) 507-7290; FAX: (540) 507-7296; TTY: 711;

Web Site: <https://www.governmentjobs.com/careers/spotsy/>

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