

Date: 04/04/2022-04/10/2022

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(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**

(1758) APPRAISER II: REGULAR FULL-TIME (NON-EXEMPT)

Under limited general supervision, performs responsible, professional and technical work of considerable difficulty assessing complex residential and agricultural real property, including the less complex commercial/industrial and tax exempt properties. Work involves gathering property assessment data at owner premises, verifying data against previously recorded data, and recording discrepancies. Employee is responsible for contacting property owners; photographing and sketching layouts of structures; and determining the size, type of construction, grade of materials, quality of workmanship and other related appraisal data needed to arrive at the assessed value. Employee must exercise initiative and independent judgment in completing appraisals of properties. Employee must also exercise tact and courtesy in frequent contact with property owners, contractors and the general public. Supervision may be exercised over subordinate appraisers as assigned. **Minimum Qualifications:** High School Diploma or equivalent, preferably graduation from an accredited two (2) year college or university with major coursework in real estate, business management, or economics with three (3) years of experience in the real estate environment; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Must possess a valid driver's license issued by the Commonwealth of Virginia. Must attend and successfully complete advanced IAAO Course 101 and 102, or an equivalent combination of training and experience. Must attend a standards and ethics workshop; encouraged to obtain a professional state licensed residential real estate appraiser's license. Encouraged to obtain a professional designation (RES/CAE) in the assessment field. **Salary: \$52,504.30 - \$68,255.59 Annually Deadline: 04/08/2022**

(1768) ASSISTANT POOL MANAGER: SEASONAL

Under general supervision, in absence of Pool Manager, is responsible for complete management of the pool where he/she is assigned. This includes all matters pertaining to business management, pool safety, directing, scheduling, supervising the pool staff, and sanitation. **Minimum Qualifications:** High School Diploma or equivalent; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Extensive experience in pool operations and equipment. Must be 18 years of age. Must have current certifications: American Red Cross or YMCA Lifeguard, CPR/PR, American Red Cross First Aid and Aquatic Facility Operator/ Pool Operator. **Salary: \$11.01 - \$14.32 Hourly Deadline: 04/15/2022**

(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**

(1761) BATTALION CHIEF: FULL TIME

As a member of FIRE management and under general supervision, employee shall provide general leadership for all assigned staff in support of County and Department mission, policies, and directives. Employee may be assigned to provide leadership and management of all aspects of administrative program(s) as assigned within the Department of Fire, Rescue & Emergency Management (FREM) of Spotsylvania County. Work involves planning, organizing, directing and coordinating personnel, developing budget recommendations, managing fiscal responsibilities, recommending and developing policies and procedures and ensuring compliance with federal, state, local, and Departmental regulations. Work may also involve directing and controlling station administration and emergency response operations, ensuring proper deployment of personnel and equipment, sizing up emergency incident scenes, developing incident action plans, and managing resources to safely mitigate natural and man-made incidents from an all-hazards perspective. Employee confers with the Fire Chief and Deputy Chief on difficult fire department situations, important administrative decisions and on significant exceptions from established practices. Employee must exercise considerable initiative and independent judgment in coordinating and directing fire, EMS, and specialty units during emergency operations. Employee must also exercise tact, courtesy and firmness in contact with the public. Employee is subject to the normal hazards of emergency rescue and firefighting work, depending on functional assignment. Person(s) in this position will encounter sensitive information in the performance of their duties and is expected to maintain that information confidentially. This position is responsible for the management of multiple stations in a geographic area, and the

management of personnel and resources within them. This position also maintains a primary responsibility for personnel leadership, management, and development; serving as a mentor and coach to company officers (Fire Lieutenants and Fire Captains). This position manages and carries out various administrative functions and coordination of projects, teams, committees, or other areas of responsibility. Based upon assignment, personnel in this position may be responsible for the operational management and functions of a division (Training, Prevention, Emergency Management, EMS/Health and Safety), and the management of personnel and resources within them. 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 with time in grade under the Public Safety Step Pay Scale. **Minimum Qualifications:** Must have and maintain a valid driver's license.

Required to possess and maintain a valid CPR certification for Healthcare Providers, National Registry/Virginia Paramedic or National Registry/Virginia EMT-Intermediate, Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS) or equivalent certifications. Ability to successfully obtain and maintain an International Trauma Life Support (ITLS) or Pre-Hospital Trauma Life Support (PHTLS) certification within 12 months of obtaining an ALS certification. *Employees not bound by the Special Conditions of Employment are exempt from the requirement to obtain and maintain advanced life support certifications and the ability to practice such level of care. Must meet the requirements and fulfill the job responsibilities of the Fire Captain position. Must have five years of experience in the position of Fire Captain within FREM. Personnel with at least 100 semester hours of college work with a minimum grade of "C" or approved transfer credit, including any combination of two approved three credit English writing, Speech, or Communications courses, may reduce the required years of experience in the Fire Captain position by two years. Must possess Officer III and NIMS IS 400 certification. Must meet and maintain NFPA Medical Guidelines as a condition of employment. May be required to possess and maintain additional certifications relevant to assignment of administrative functions. Must comply with the current Special Conditions for Public Safety Employment. **Salary: \$89,417.40 - \$104,219.61 Annually Deadline: 04/16/2022**

(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**

(1765) CONCESSION WORKER: SEASONAL

Under general supervision, assists in operation of Concession Stand and Admission Gate at pool area. **Minimum Qualifications:** Must be 16 years of age or older. Must have knowledge of the fundamentals of financial record keeping and methods of performing basic business mathematic calculations or any combination of education and experience providing the required skill and knowledge for successful performance. Familiar with cashier duties requiring independent judgment with speed and accuracy; maintaining records; posting data and making arithmetic calculations with speed and accuracy. **Salary: Paid Per Game Deadline: 05/02/2022**

(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**

(1770) DSS IT/SECURITY SUPERVISOR: FULL TIME

Under limited supervision, the DSS IT/Security Supervisor's role is to oversee all DSS IT/Security Officer staff and ensure that end users are receiving the appropriate assistance. This includes the responsibility of managing all procedures related to identification, prioritization and resolution of incidents, including the monitoring, tracking and coordination of Service Desk functions. The DSS IT/Security Supervisor is also responsible for planning, designing, and analyzing the organization's service desk according to best practices, while ensuring high levels of customer service quality and availability. This individual will develop, implement, and oversee policies and procedures to ensure consistent service levels and quick resolutions. The DSS IT/Security Supervisor is also responsible for staffing capacity planning, service process design, performance analysis, and developing proactive resolution plans. They will also contribute to escalated problem resolution by giving in-person, hands-on support to end users when necessary. The DSS IT Security Supervisor is also responsible for performing Application Life Cycle Management, which includes IT/Security related project management including the implementation of vendor-supplied applications from the planning and implementation phases and on-going in operation application support using standard project management techniques; develops, executes, and supports the complete application life cycle. Works with all areas of Information Services and Security, to include audits; as well as department management and vendors. 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 Degree in Computer Science, or a related field, and five (5) years or more of relevant IT experience; or any equivalent combination of training, industry certifications and experience which provides the required skills, knowledge and abilities. Possession of a valid driver's license issued by the Commonwealth of Virginia. Certifications including the following: A+, Microsoft

Technology Associate, ITIL Foundation, ITIL Intermediate, ITIL Experts, MS Active Directory, Networking Basics, MSCE- Desktop Infrastructure, CCNA. Project Management Training is required **Salary: \$55,129.52 - \$80,000.00 Deadline: 04.09.2022**

(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**

(1730) FAMILY SERVICES WORKER II (FOSTER CARE): 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. **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**

(1760) FIREFIGHTER RECRUIT: FULL TIME

Under direct supervision, trains to perform emergency response work involving firefighting, emergency medical care, specialized rescue, and hazardous material response. Preparation involves training in fire suppression, emergency rescue, and/or hazardous material containment or cleanup work in response to alarms, operating associated equipment and apparatus. A Firefighter Recruit must demonstrate the ability to use fire suppression and emergency medical service skills in accordance with FREM standards. Employee is also responsible for inspecting and maintaining equipment, and performing various maintenance and custodial duties at the assigned fire station or training center. Employee is subject to the normal hazards of emergency rescue and firefighting work. Reports to the assigned FREM Recruit Academy Coordinator or Lead Instructor. Successful graduates of the FREM Recruit Academy will be promoted to Firefighter. 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. Person(s) in this position will encounter sensitive information in the performance of their duties and is expected to maintain that information confidentially. Salary is commensurate with time in grade under the Public Safety Step Pay Scale. **Minimum Qualifications:** High School Diploma or GED; Must have and maintain a valid driver's license. Must have the ability to successfully obtain and maintain all certificates contained within the County's Fire, Rescue, & Emergency Management (FREM) Recruit Academy curriculum. Curriculum includes, but is not limited to: EMT-B, CPR, Firefighter I, Firefighter II, Mayday Awareness and Operations; Hazardous Material Awareness and Operations, Emergency Vehicle Operation Course II/III (EVOC), National Fire Academy Incident Command System (NFA ICS), Vehicle Rescue Operations, Rural Water Supply, ICS 100, 200, 700 and 800. Must successfully complete all components of the County's Fire, Rescue & Emergency Management (FREM) Recruit Academy. Must successfully obtain and maintain a Driver Pump Operator certification within 60 months of employment. Non-ALS certified recruit academy graduates must complete approved EMT-1 or EMT-P, ACLS, PALS, PHTLS or ITLS certifications, and successfully complete the FREM ALS precepting program within 48 months of completing the recruit academy. ALS certified recruit academy graduates must complete the FREM ALS precepting program within the designated time period and complete PHTLS or ITLS within 12 months. Upon obtaining ALS certification and ability to practice, that ability must be maintained for the duration of employment. Must meet and maintain NFPA Medical Guidelines as a condition of employment. Must comply with current Special Conditions of Employment for Public Safety Employees. **Salary: \$49,071.27 - \$64,814.96 Annually Deadline: 04/30/2022**

(1767) FREM INSTRUCTORS: TEMPORARY PART TIME

Under direction of the Training Division Chief, this position performs duties that include the completion of essential elements of course coordination, provides accurate and up-to-date learning objectives and maintains various required training records. Areas of instruction includes EMT-B of ALS, BLS, VDFP I, II, III or Adjunct. Instructors are responsible for providing professional quality work conducting and teaching courses

within the prescribed curriculum for study. Position is also responsible for maintaining training aids and equipment and may provide instruction in any of the above based on level of certification. Training Person(s) in this position will encounter sensitive information in the performance of their duties and is expected to maintain that information confidentially. **Minimum Qualifications:** Any Bachelor's Degree in Fire Science or related field or any combination of education and experience equivalent to a Bachelor's Degree in Fire Science or a related field and/or experience in Fire/Emergency Medical Services training and education. Five years directly related experience. Must possess a valid driver's license issued by the Commonwealth of Virginia. Candidates for Fire Instructor must also have NFPA 1041 Instructor I. Candidates for EMS Instructor must also have one of the following certifications: VAOEMS EMT-B Evaluator, VAOEMS EMT-B Instructor, CPR Instructor, ACLS Instructor, PALS Instructor, PHTLS Instructor, LCFR AED/KING Airway/ResQPod Instructor. PREFERRED (not mandated): Candidates for fire instructor given preference for the following – VDFP Fire Officer I, II, III, IV Train the Trainer, VDFP Fire Instructor I, II, III Train the Trainer, VDFP Drive/Operator-Pumper Train the Trainer, VDFP Driver/Operator-Aerial Train the Trainer, VDFP Mayday Firefighter down Train the Trainer, VDFP HTR Vehicle Rescue, Confined Space Rescue, Rope Rescue or Rope Rescue Train the Trainer, VDFP/NFPA 1403 Compliance Officer, and VDFP National Fire Academy Hands-Off course Train the Trainer. Must maintain all required certifications and licenses. Successful candidates will receive a conditional offer of employment contingent upon the successful completion of background investigation, which includes a driving record check. Personnel who elect to be Fire Instructors and enter into an IDLH (live fire) condition must also successfully pass a NFPA 1582 Medical Evaluation and Respiratory Protection Fit Test. **Salary: \$0.00 Deadline: 04/16/2022**

(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: \$13.00 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

(1762) OFFICE MANAGER I: FULL TIME

Under general supervision, provides staff support for the Department. Work involves entering data, preparing invoices, correspondences and memorandums. Work also involves answering the telephone, ordering necessary supplies, assisting the general public, taking messages as needed. Employee is responsible for tracking project expenditures, reporting and processing time sheets, as well as performance reviews. Responsibilities also include maintaining and preparing a variety of reports, records and files. Employee must exercise considerable tact and courtesy in contact with the general public. **Minimum Qualifications:** Associate's Degree with course work emphasis in Business Administration, Secretarial Science, Accounting, or a related field; supplemented by three (3) years of previous experience and/or training that includes secretarial, office management, bookkeeping, accounting, supervision, customer service, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities required for this job. Must have working knowledge with grant writing.

Salary: \$43,195.42 - \$56,154.05 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: \$12.50 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: \$15.00 Hourly Deadline: Until Filled**

(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**

(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**

(1771) PLANT OPERATOR III: FULL TIME

Under general supervision, performs responsible technical work in the operation and minor maintenance of equipment at the water treatment 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; and one (1) to two (2) years of experience in water treatment operations; **OR any equivalent combination of training and experience which provides the required skills, knowledge and abilities.** **Salary: \$39,179.52 - \$50,933.37 Annually Deadline: 04/30/2022**

(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**

(1763) PROGRAM ASSISTANT: FULL-TIME (EXEMPT)

Under general supervision, performs administrative work involving the maintenance of a variety of records files for the Sheriff's Department to include but not limited to grant research, grant maintenance and accreditation. Position ensures the department's participation and compliance with Virginia State Law, DCJS and VLEPSC. Position is also responsible for processing and completing all submissions as required by the County, finance, grant manager, DCJS and VLEPSC. Work also involves coordinating work activities, ensuring quality of work, compiling statistical data, maintaining office supplies, community calendars, unit events and other tasks as needed in ASD. Responsible for updating and maintaining various social media sites. **Minimum Qualifications:** High School Diploma or equivalent; supplemented by college level course work or vocational training in criminal justice, grant research, grant maintenance and accreditation supplemented by three (3) to five (5) years previous experience and/or training in above topics, workflow coordination, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. For certain Program Assistant positions, must possess and maintain knowledge and training in grant research, grant maintenance and accreditation. For certain Program Assistant positions, must possess and maintain knowledge and training in grant research, grant maintenance and accreditation. For certain Program Assistant positions, experience in supervising volunteers, photography, social media, or similar experience. Must have working knowledge of social media platforms and public speaking. **Salary: \$37,313.83 - \$48,507.98 Annually Deadline: Until Filled**

(1772) PROGRAM ASSISTANT – FLEET MAINTENANCE: PART TIME

Under general supervision, performs administrative work involving the maintenance of a variety of records files for the Sheriff's Department to include but not limited to Virginia State Law, DCJS and VLEPSC. Position is also responsible for processing and completing all submissions as required by the County, finance. Work also involves coordinating work activities, ensuring quality of work, compiling statistical data, maintaining office supplies, community calendars, unit events and other tasks as needed in ASD. Additionally, the fleet manager will be responsible for coordinating service and repairs, assist with purchasing vehicles, process paperwork with DMV, process accidents reports, advise department of vehicle recall, and prepare paperwork for seized vehicles. **Minimum Qualifications:** High School Diploma or equivalent; supplemented by college level course work or vocational training in criminal justice, grant research, grant maintenance and accreditation supplemented by three (3) to five (5) years previous experience and/or training in above topics, workflow coordination, 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: \$17.93 - \$23.32 Hourly Deadline: 04/19/2022**

(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: \$13.50 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**

(1766 SWIM LESSON COORDINATOR: SEASONAL

Under general supervision from the Special Events Coordinator, responsibility is to ensure the swim lesson program offers quality swimming lessons to all swim participants, ages 6 month through adult. Responsible for successfully demonstrating service, integrity and pride while working with the general public. **Minimum Qualifications:** High School Diploma and experience providing the required swimming skills and knowledge to perform swim lesson coordination. Must be 18 years of age or older. **Salary: \$15.49 Hourly Deadline: 04/15/2022**

(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: \$14.35 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**

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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