

Date: 04/25/2022-05/01/2022

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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**

**(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**

**(1786) CLERK: FULL TIME**

Under direct supervision, performs clerical and customer service work in support of various department activities. Work involves greeting visitors/callers, answering telephone calls, maintaining log of callers/visitors, scheduling appointments, providing requested forms/documentation, preparing or processing documentation, and maintaining records. Employee is also responsible for retrieving information from computer programs and entering data into computer. **Minimum Qualifications:** High School Diploma or equivalent; supplemented by college level course work or vocational training in customer service and personal computer operations; supplemented by one (1) year of previous experience and/or training involving general office work, reception work, customer service work, and personal computer operations; 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: \$33,844.74 - \$43,998.16 Annually Deadline: 05/08/2022**

**(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: Until Filled**

**(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: \$11.00 hrly Deadline: 05/02/2022**

**(1721) 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 Qualifications:** High School Diploma or equivalent. Must be 21 years or older of age. Must possess and maintain a valid Virginia driver's license. Must have certification for The Virginia Department of Criminal Justice Services Court / Civil Law process officer. **Salary: \$22.05 Hourly Deadline: Until Filled**

**(1789)CSA PROGRAM ADMINISTRATOR: FULL TIME**

Under limited supervision, provides programmatic and administrative supervision for community assessment teams to ensure consistency, appropriateness, and cost-effectiveness in the inter-agency planning and funding of services to at-risk children and their families. Work involves coordinating utilization management efforts for CPMT and FAPT teams, facilitating meetings, and coordinating/providing training to case managers and other individuals. Performs supervisory work for staff of CSA program and IVE ensuring adherence to all program guidelines as well as federal, state, and local policies, procedures, and mandates. Work also involves preparing grant proposals, monitoring grant funding, and preparing required reports. **Minimum Qualifications:** Bachelor's Degree in Sociology, Psychology, Counseling, Human Services, or closely related field; supplemented by five (5) years of previous experience and/or training that includes human service delivery systems, work with at-risk population, counseling, program/project coordination, grant writing, training or public speaking, and personal computer operations, with at least one of those years in a supervisory capacity; 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: \$60,780.29 - \$79,014.38 Annually Deadline: 04/30/2022**

**(1776) ELIGIBILITY WORKER I: FULL TIME**

Under general 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. 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, or closely related field; supplemented by one (1) year 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: \$45,355.19 - \$58,961.75 Annually Deadline: 05/02/2022**

**(1777) ELIGIBILITY WORKER II: FULL TIME**

Under limited 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 two (2) 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. Must possess and maintain a valid Virginia driver's license. **Salary: \$47,622.95 - \$61,909.84 Annually Deadline: 05/02/2022**

**(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: 05/02/2022**

**(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**

**(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**

**(1778) FARMER'S MARKET ASSISTANT MANAGER: PART TIME (UNDER 20/HRS. WEEK)**

Under limited supervision, employee is primarily responsible for supporting the management of the Spotsylvania County Farmers' Market (SCFM) at assigned locations. Responsibilities include efficiently and effectively operating the market, coordinating SCFM social media presence, and maintaining vendor and customer relations. **Minimum Qualifications:** High School Diploma or equivalent with a background in customer service and good written and verbal communication skills; basic computer skills with Microsoft Office software (Word, Excel, Power Point) and basic accounting abilities are required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Experience with social media is preferred. Experience with Farmers' Markets is preferred. **Salary: \$12.85 Hourly Deadline: 06/27/2022**

**(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**

**(1779) DEPUTY SHERIFF: FULL TIME**

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. 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. Must be 21 years or older of age. Must pass the Virginia Department of Criminal Justice Services Basic Law Enforcement Certification test as administered through an accredited police academy. Must possess and maintain a valid Virginia driver's license. **Salary: \$49,071.24 - \$64,814.93 Annually Deadline: 05/21/2022**

**(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**

**(1781) HEAVY EQUIPMENT OPERATOR I: FULL TIME**

Under general supervision, performs specialized skilled work in the operation of one or more types of motorized heavy equipment used in the composting process for the Utilities/Public Works Department. Work involves operating such heavy equipment as tractors, loaders, trommel screens, grinders, dump trucks and road tractors to create and distribute Livingston's Blend Compost. Employee is responsible for operating equipment with considerable skill, precision and constant attention to safety of operation in order to prevent accidents. Employee is also responsible for performing minor preventive maintenance on equipment. 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 three (3) to five (5) 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. Must have a valid Class B Virginia Commercial Driver's License or obtain within six (6) months of date of hire. Participation in County sponsored safety training to include First Aid and CPR/AED Certification. 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. Maintaining certification and licensing is a condition of continued employment. **Salary: \$39,179.52 - \$50,933.37 Annually Deadline: 06/30/2022**

**(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**

**(1784) IT SUPPORT SPECIALIST I: FULL TIME**

Under limited supervision, IT Support Specialist 1 (ITSS1) performs technical work for the Information Services Department. Under general supervision, an ITSS1 provides technical support to customers ensuring proper setup and maintenance of the County's Information Technology (IT) resources including: hardware, software applications and data storage. An ITSS1 troubleshoots and provides first-line diagnosis for all IT platforms. ITSS1's works primarily as a service desk team member. From the Service Desk, they resolve the County Staff's technology related issues over the phone, by remote entry into their computer or in person as required. ITSS1's perform related work as required. As a regular duty, ITSS1's provide technical services and assistance to information system users. Work involves operating the County's computer systems, printing, performing backups, responding to system messages, implementing technology solutions, requesting quotes from vendors and creating purchase orders. Work also involves assisting users in the operation of personal computers, communications devices and the County's computer system. An ITSS1 is also responsible for installing computer hardware, applications and related software, peripheral equipment and computer options, performs minor repairs to printers and sets up cellular devices. Employee must exercise tact and courtesy in frequent contact with system users, employ initiative and use judgment in completing tasks. ITSS1's are assigned to the Information Services Operations Section. ITSS1's report to the IT- Service Desk Supervisor. This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions or other occasions when general county offices are closed. **Minimum Qualifications:** College or Technical School coursework in Computer Science, or a related field. At least 1 to 3 years of personal computer and computer systems experience. Possession of a valid driver's license. Participation as a team member on projects requiring the delivery of services and equipment. Desired Certifications include A+, ITIL Foundation, Microsoft Technology Associate, Microsoft Active Directory. **Salary: \$37,313.83 - \$48,507.98 Annually Deadline: 06/04/2022**

**(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**

**(1787) MAINTENANCE TECHNICIAN I – FACILITIES: FULL TIME**

Under general supervision, performs lead worker, skilled work in the maintenance and repair of County facilities. Work involves applying drywall, painting, cement work, moving furniture and equipment maintenance and repair. Employee is also responsible for maintaining inventory records. 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 two (2) to three (3) years of experience in maintenance work; 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. Valid Adult CPR/AED Certification, First Aid Certification. Must complete FEMA ICS 100 and 700 level courses (or proof of completed courses). Employee in position is required to wear safety shoes. **Salary: \$32,233.09 - \$41,903.01 Annually Deadline: 05/13/2022**

**(1759) MAINTENANCE WORKER – CUSTODIAL: PART TIME**

Under limited supervision, performs a variety of custodial duties in the care and maintenance of County buildings, grounds and facilities. Work may involve routine custodial functions such as sweeping, mopping, washing walls and fixtures, etc., and performing physically strenuous activities such

as mowing, pruning trees, moving furniture, minor equipment repair, heavy floor stripping, and operating waxing and buffing equipment. Duties fluctuate slightly within the job title according to assignment and specific needs of area of assignment. Employee must exercise some independent judgment in completion of assigned tasks. 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 labor-intensive maintenance work; or any 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. Employees in this position are required to wear safety shoes for some departments. **Salary: \$14.06 - \$18.27 Hourly 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**

**(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: Until Filled**

**(1724) 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: 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**

**(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**

**(1788) SENIOR FAMILY SERVICES WORKER (CPS): FULL TIME**

Under general supervision, serves as lead worker in performing 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 providing direction to other Family Services Worker, assigning cases to co-workers, 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 irrespective 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; supplemented by three (3) years of previous experience and/or training that includes social services work and case management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. **Salary: \$60,780.29 - \$79,014.38 Annually Deadline: 04/29/2022**

**(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: \$14.35 Hourly Deadline: Until Filled**

**(1725) UMPIRE: SEASONAL**

Under general supervision of Recreation Programmer and administrative staff, position is responsible for seeing that games are officiated and rules are obeyed. To ensure proper conduct among players, coaches and fans. **Minimum Qualifications:** Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Must be 15 years of age or older. **Salary: NOT DISPLAYED Deadline: 05/31/2022**

**(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 - \$80,006.56 (The selected individual will receive a sign on bonus of \$2,500 as well) Annually Deadline: 05/31/2022**

Please submit on-line County application at [www.spotsylvania.va.us/careers](http://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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