

Date: 05/09/2022-05/15/2022

SPOTSYLVANIA COUNTY, VIRGINIA  
EMPLOYMENT OPPORTUNITIES  
Apply online at [www.spotsylvania.va.us/careers](http://www.spotsylvania.va.us/careers)

**(1798) ACCOUNT CLERK: FULL TIME (INTERNAL)**

Under general supervision, performs a combination of administrative and accounting duties in the Treasurer's Office. Duties include researching tax accounts and performing a variety of inquiries to gather the necessary information to prepare liens, distress warrants and other related collection areas. Employee must exercise independent judgment, discretion, and initiative in completing assignments, providing information or assistance, or referring inquiries to appropriate personnel. **Minimum Qualifications:** High School Diploma or equivalent supplemented by college level course work or vocational training in accounting and personal computer operations supplemented by three (3) years of previous experience and/or training that includes accounting/bookkeeping, real estate tax billing/processing, mortgage company escrow account administration, customer service, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. May require possession and maintenance of valid Virginia Appointment of Notary Public certification. **Salary: \$39,179.52 - \$50,933.37 Annually Deadline: 05/16/2022**

**(1793) AMERICAN SIGN LANGUAGE INTERPRETER: SEASONAL**

Under direct supervision, facilitates communication between hearing and deaf or hard of hearing individuals in sports and / or activity related programs using American Sign Language or other manual sign system. Serves as a liaison between deaf or hard of hearing participants and instructors and performs related work as required. **Minimum Qualifications:** Associate's Degree from an accredited college or university; at least two (2) years of experience in Sign Language with demonstrated proficiency in American Sign Language. Prefer an American Sign Language (ASL) certification, through State Board for Evaluation of Interpreters (BEI) or National Registry Interpreter for the Deaf (RID). **Salary: \$20.00 - \$30.00 Hourly Deadline: 05/28/2022**

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

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

**(1790) ASSESSMENT TECHNICIAN: FULL TIME**

Under limited supervision, the purpose of the position is to provide customer service, clerical, and administrative support to the Office of Real Estate Assessment and Commissioner's Office and to provide service, direction, and assistance to customers, general public, developers, appraisers, attorneys and speculators by answering questions; providing information regarding Department policies and procedures; and directing to appropriate staff members. Employees in this classification perform technical and office support work. Position is responsible for sketching houses using the CAD system; entering a variety of data into the computer system; composing and typing correspondence; answering incoming calls; and maintaining filing system. Performs related work as directed. **Minimum Qualifications:** High School Diploma or equivalent; supplemented by vocational/technical training in computers, secretarial science, or CAD design; supplemented by two (2) to three (3) years previous experience and/or training involving real estate knowledge, computer skills, CAD design, and secretarial procedures; or an equivalent combination of education, training, and experience. **Salary: \$37,313.83 - \$48,507.98 Annually Deadline: 05/14/2022**

**(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**

**(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: Until Filled**

**(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**

**(1791) DEPUTY CLERK IV – REAL ESTATE: FULL TIME**

Under minimum supervision, performs administrative and customer service functions in support of the Commissioner of the Revenue's Department. Work involves providing customer service tot taxpayer and customers, assisting customers in completing tax relief applications, distributing real estate information, interpreting tax maps, and conducting research on ownership of parcels. Work also involves processing completed tax relief applications, processing building construction assessments, data entry into computer, auditing/prooing information, printing and distributing reports, and maintaining records regarding land, splits, wills, deeds, etc. Reports to the Real Estate Supervisor. **Minimum Qualifications:** High School diploma or GED; supplemented by college level course work or vocational training in business administration, office administration, or customer service, supplemented by four (4) years previous experience and / or training that includes real estate records management, property assessment/billing, office administration, and customer service; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for the position. A valid driver's license in the Commonwealth of Virginia is required. **Salary: \$52,504.30 - \$68,255.59 Annually**  
**Deadline: 05/10/2022**

**(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**

**(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**

**(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**

**(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**

**(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**

**(1792) REAL ESTATE SUPERVISOR: FULL TIME**

Under general supervision, supervises the real estate division staff and programs in the office of the Commissioner of the Revenue. Work involves supervising and engaging in the maintenance of real estate records and in administering the Land Use Program. Supervises staff providing clerical and technical support to maintain accurate files of real estate ownership in the County. Works to resolve any problems with staff and/or general

public. Receives and processes Land Use applications, maintains records on property in the Land Use program. **Minimum Qualifications:** High School Diploma or equivalent with additional course work in real estate, public administration or a related field. Requires three (3) to five (5) years of experience performing real estate record management or land use work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Possession of a valid driver's license issued by the Commonwealth of Virginia. **Salary: \$50,004.10 - \$65,005.33 Annually Deadline: 05/10/2022**

**(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**

**(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 Flagger 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**

**(1795) ZONING PLANS REVIEWER I: FULL TIME**

Under general supervision, the duties of the position include review of commercial and residential site plans, including new commercial and residential permit applications. Employees in this classification perform technical plan review, support code enforcement and permitting processes and provide assistance to management as needed. Position is responsible for ensuring site plans comply with all aspects of zoning regulations set forth in the zoning ordinance, design standards manual, and subdivision ordinance. **Minimum Qualifications:** High School Diploma or equivalent; supplemented by at least two (2) years of previous experience and/or training that includes computers, mapping and site plan symbols, land use principles, and planning theory and statutory laws; or an equivalent combination of education, training, and experience. Certified Zoning Official (CZO) certification through the Virginia Association of Zoning Officials (VAZO) is preferred. **Salary: \$47,622.95 - \$61,909.84** **Annually Deadline: Until Filled**

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/>**

**Spotsylvania does not discriminate on the basis of race, color, national origin, religion, gender, age, or disability in employment or provision of services.**