

Date: 06/06/2022-06/12/2022

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**(1804) ANIMAL SERVICES PROGRAM ASSISTANT: PART TIME**

Under general supervision of the Captain and/or Shelter Manager of the Division of Animal Control, certain Program Assistant positions will be assigned for the recruiting, coordination, supervision, and training of volunteers for the Animal Shelter and community outreach programming. 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, experience in supervising volunteers, photography, social media, or similar experience. **Salary: \$37,313.83 - \$48,507.98 Annually Deadline: 07/01/2022**

**(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**

**(1816) APPRAISER TRAINEE: FULL TIME**

Under close general supervision, the primary role of this position is to perform field inspections of residential new construction permits. Work involves gathering property assessment data at owner premises, verifying data against previously recorded data, and recording discrepancies. Requires the ability to measure improvements and calculate square footage accurately. Employee is responsible for contacting property owners; photographing and sketching layouts of structures; and determining the size, type of construction, grade of materials, quality of workmanship and other related appraisal data needed to arrive at the assessed value. Employee must exercise initiative and independent judgment in completing appraisals of properties. Employee must also exercise tact and courtesy in frequent contact with property owners, contractors and the general public. This is a professional entry-level position. **Minimum Qualifications:** High School Diploma or equivalent and one (1) year of experience in real estate appraisal environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must possess of a valid driver's license issued by the Commonwealth of Virginia. Must complete a basic real property appraisal course for local assessing officials given by the Virginia Department of Taxation; and a professional standards and ethics workshop. **Salary: \$37,313.83 - \$48,507.98 Annually Deadline: 06/11/2022**

**(1811) ASSISTANT COMMONWEALTH'S ATTORNEY: FULL TIME**

Under limited supervision, performs professional legal work prosecuting criminal suspects on behalf of the Commonwealth of Virginia. Work involves performing legal research in the preparation of criminal trials; prosecuting jury and non-jury trials in misdemeanor and felony criminal cases including trial of drug cases and/or negotiating settlements; and preparing Appellate Court and other legal briefs, as necessary. Employee is also responsible for providing legal advice and counsel to public officials, law enforcement officials, victims of crime and the general public. Employee must exercise considerable initiative and independent judgment in determining the proper course of action in a variety of legal cases and situations. Employee must also exercise tact, courtesy and discretion in frequent contact with crime victims, suspects, law enforcement and judicial officials, public officials, and the general public. **Minimum Qualifications:** Juris Doctorate Degree and one (1) to five (5) years of experience in the practice of criminal law, including courtroom trial experience; or any equivalent combination of training and experience which provides the required skill, knowledge and ability. **Salary: \$85,523.98 - \$111,181.17 Annually Deadline: 06/17/2022**

**(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**

Spotsylvania County Building Office is looking to fill two vacancies with individuals with experience in Plumbing and/or Mechanical trades. Applicants with a Master Plumbers or Master Mechanical License are preferred but all levels of experience will be considered. 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**

**(1806) COMMUNICATIONS OFFICER: FULL TIME**

Under general supervision, receives and prioritizes non-emergency and E911 calls from the public for law enforcement, fire, rescue, and other emergency services. Employee dispatches emergency personnel and public safety officials to emergency situations throughout the County. Employee also receives incoming phone calls to the communications center including emergency and non-emergency calls. 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, supplemented by computer keyboard training, and must have served a minimum of one (1) year as a Communications Operator and six (6) months as a released operator and/or commensurate dispatch experience with an outside E911 agency. Must possess valid certification in the following courses: Virginia Department of Criminal Justice Services (DCJS) communications Basic course and/or Emergency communications dispatch Course, Virginia Criminal Information Network/National Crime Information Center (VCIN/NCIC and CPR certification). Must have a minimum typing speed of 35 wpm. Must successfully pass a polygraph examination, background check, and drug screening. **ADDITIONAL REQUIREMENTS:** Must have DCJS Certification as a Communications Officer within two years. Must have ICS-200 and ICS 800 within one (1) year. Must have successfully completed all on-the-job training standards. Must obtain Emergency Medical Dispatch certification and Emergency Fire Dispatch certification. Employee must receive an "Meets Standards" rating on their previous employee evaluation at the time of application. No disciplinary action within the past twelve (12) months at the time of application. **Salary: \$40,050.81 - \$53,585.21 Annually**  
**Deadline: 06/20/2022**

**(1651) COMMUNICATIONS OPERATOR: FULL TIME**

Under general supervision, receives incoming phone calls to the communications center including emergency and non-emergency calls. Duties include prioritizing calls; obtaining essential information; determining proper method of handling calls; and preparing records of calls and dispatch information. Receives complaints and requests for information and assistance; provides general information and refers callers to appropriate agency or staff. This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions and/or when general County offices are closed. Salary is commensurate on knowledge, skills, abilities and years of experience based on the Public Safety Step Pay Scale. **Minimum Qualifications:** High School Diploma or equivalent. Requires one (1) to two (2) years of experience as a receptionist in an environment with a high volume of calls and performing duties requiring typing or data entry; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Minimum typing speed of 35 wpm. Must successfully pass a polygraph examination, background check, and drug screening. **Salary: \$34,981.93 - \$44,270.23 Annually**  
**Deadline: Until Filled**

**(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**

**(1817) DEPUTY CLERK II: FULL TIME**

Performs customer service and administrative functions in the Department. Work involves considerable data entry, assisting the general public, and preparing and maintaining files and records. Employee must exercise considerable tact and courtesy in frequent contact with taxpayers and

the general public. Employee must also exercise some independent judgment and initiative in performing assigned tasks. **Minimum Qualifications:** **Circuit Court:** High School Diploma or equivalent, supplemented by business school or college level courses or training in business administration or a related field, and considerable experience in the Office of the Clerk of the Circuit Court. Requires general knowledge of the circuit court system and its operations and the ability to maintain confidentiality of information. **Salary: \$37,313.83 - \$48,507.98 Annually Deadline: 06/17/2022**

**(1770) DSS IT/SECURITY SUPERVISOR: FULL TIME**

Under limited supervision, the DSS IT/Security Supervisor's role is to oversee all DSS IT/Security Officer staff and ensure that end users are receiving the appropriate assistance. This includes the responsibility of managing all procedures related to identification, prioritization and resolution of incidents, including the monitoring, tracking and coordination of Service Desk functions. The DSS IT/Security Supervisor is also responsible for planning, designing, and analyzing the organization's service desk according to best practices, while ensuring high levels of customer service quality and availability. This individual will develop, implement, and oversee policies and procedures to ensure consistent service levels and quick resolutions. The DSS IT/Security Supervisor is also responsible for staffing capacity planning, service process design, performance analysis, and developing proactive resolution plans. They will also contribute to escalated problem resolution by giving in-person, hands-on support to end users when necessary. The DSS IT Security Supervisor is also responsible for performing Application Life Cycle Management, which includes IT/Security related project management including the implementation of vendor-supplied applications from the planning and implementation phases and on-going in operation application support using standard project management techniques; develops, executes, and supports the complete application life cycle. Works with all areas of Information Services and Security, to include audits; as well as department management and vendors. This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions and/or when general County offices are closed. **Minimum Qualifications:** Associate Degree in Computer Science, or a related field, and five (5) years or more of relevant IT experience; or any equivalent combination of training, industry certifications and experience which provides the required skills, knowledge and abilities. Possession of a valid driver's license issued by the Commonwealth of Virginia. Certifications including the following: A+, Microsoft Technology Associate, ITIL Foundation, ITIL Intermediate, ITIL Experts, MS Active Directory, Networking Basics, MSC- Desktop Infrastructure, CCNA. Project Management Training is required. **Salary: \$55,129.52 - \$80,000.00 Annually Deadline: Until Filled**

**(1809) ENVIRONMENTAL PLAN REVIEWER I: FULL TIME**

Under general supervision, performs technical work within the Environmental Codes Division to ensure compliance with applicable design standards, codes, and regulations that relate to Erosion and Sediment Control, Stormwater Management, and the Chesapeake Bay Preservation Act. Employee must provide status updates and plan review information to contractors, architects, engineers, and the general public; must be able to communicate with tact, courtesy, and professionalism. Employee must be willing to take the initiative and practice independent judgement while performing their daily job duties. **Minimum Qualifications:** Associates Degree in Civil or Environmental Engineering, Biology, or a related field; supplemented by one (1) to two (2) years of experience in environmental plan review or any equivalent combination of training and experience which provides the required knowledge, skill, and abilities. Must possess and maintain a valid Commonwealth of Virginia driver's license. Must possess or have the ability to obtain within one (1) year of hire and maintain valid certifications from Virginia DEQ for Plan Reviewer in Erosion and Sediment Control, and Stormwater Management. **Salary: \$45,355.19 - \$58,961.75 Annually Deadline: Until Filled**

**(1803) ENVIRONMENTAL SPECIALIST I: FULL TIME (INTERNAL)**

Under general supervision, performs technical work assisting and reviewing site improvements for the Code Compliance Department. Work involves providing field assistance, reviewing site development plans, best management practices, and water dependent facility plans for compliance with County regulations that relate to Chesapeake Bay flood plains, erosion control, storm water management and performing follow-up inspections. Work also involves verifying and determining resource protection areas. Employee is also responsible for making determinations on water dependent proposals, Chesapeake Bay Preservation Act, stormwater management, and erosion and sediment control issues. Employee must exercise considerable initiative and independent judgment in performing duties. Employee must also exercise tact, courtesy, firmness and professionalism in contact with the general public and contractors. **Minimum Qualifications:** Associates Degree in Civil or Environmental Engineering, Landscape Architecture, Biology, or a related field, and one (1) to two (2) years of experience with wetlands, stormwater management, CBPA issues, erosion and sediment control, 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. Virginia ESC and/or SWM Plan Reviewer or Inspector Certification preferred or have work related experience. Must have or be able to obtain dual plan reviewer and inspector certifications for stormwater management and erosion and sediment control within 18 months. **Salary: \$47,622.95 - \$61,909.84 Annually Deadline: 06/04/2022**

**(1807) FAMILY SERVICE WORKER III – CPS: FULL TIME**

Under limited supervision, performs social work and case management in the provision of social services for individuals in need of assistance. Employee is responsible for investigating allegations of abuse or exploitation of elderly/disabled adults, investigating cases of suspected child abuse/neglect with lead role responsibilities in cases involving criminal abuse/neglect or sexual abuse, assisting clients in achieving self-sufficiency, or implementing activities associated with other social services. Work involves performing case management, providing crisis intervention and/or counseling, assessing client needs, coordinating provision of needed services, and maintaining case records. Work may regularly involve two or more program areas. This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions and/or when general County offices are closed. If chosen for this position, the employee will be required to be part of an on-call rotation that includes evenings, weekends, overnight visits, and holiday hours that may require immediate response into the field. **Minimum Qualifications:** Bachelor's Degree in Social Services, Sociology, Human Services, Psychology, or closely related field and a minimum of three (3) years of appropriate and related experience in a Human Services area to include relevant, direct experience in two (2) or more service areas of social services work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for

this job. A Master's degree in a related field may be substituted for one year of the required experience. Must possess and maintain a valid Virginia driver's license. **Salary: \$57,885.99 - \$75,251.79 Annually Deadline: 06/02/2022**

**(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**

**(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**

**(1797) GIS TECHNICIAN: FULL TIME**

Under general supervision, the purpose of the position is to maintain and update maps, records and associated data for the County GIS System. Employees in this classification perform administrative and technical support work. Duties also include assisting with special GIS projects. Performs related work as directed. This position is essential. Personnel occupying this position may be scheduled to work regardless of weather condition and/ or when general county offices are closed. **Minimum Qualifications:** Associate's Degree with course work emphasis in Geography or Computer Applications; supplemented by three (3) to five (5) years previous experience and/or training in data entry, CAD and GIS, and mapping; or an equivalent combination of education, training, and experience. **Salary: \$41,138.50 - \$53,480.04 Annually 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**

**(1810) INFORMATION SECURITY OFFICER: FULL TIME**

Under minimal supervision, and at the direction of the Chief Information Officer (CIO), the Information Security Officer's role is to provide vision and leadership for developing and supporting technical security initiatives. The Information Security Officer will direct the planning and implementation of enterprise IT system, business operation, and facility defenses against security breaches and vulnerability issues. This individual is also responsible for auditing existing systems, while directing the administration of security policies, activities, and standards. 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 Computer Science, Information Systems, Computer Programming, Business Administration, MIS (Management Information Systems) or closely related field; supplemented by a minimum of ten (10) years of previous experience and/or

training that includes Information Security, Network Management, Program Management, computer programming, software configuration, computer application development, data analysis and design, and computer operations/maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Certified Information Systems Security Professional (CISSP) is required and the candidate will have one year from the date of hire to complete the certification. Other certifications but not limited to the following would be preferred but not required: CISM- Certified Information Security Manager SSCP - Systems Security Certified Practitioner CISA- Certified Information Systems Auditor CompTIA Security+ certification CWSP- Certified Wireless Security Professional. **Salary: \$77,572.77 - \$100,844.60 Annually Deadline: Until Filled**

**(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**

**(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**

**(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: 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: SEASONAL PART-TIME**

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**

**(1814) PUBLIC WORKS FOREMAN: FULL TIME**

Under general supervision, coordinates and supervises activities involving solid waste disposal, refuse collection operations, landfill operations, mulching operations, and general public works facility maintenance operations. Work involves coordination and scheduling of staffing to support assigned operations, maintaining inventory, performing field work, and performing administrative tasks. This position is a working foreman position as the foreman is expected to be directly involved in the work assigned and will rotate on schedules as determined by their supervisor. Reports to the Landfill Manager or Operations Manager. **Minimum Qualifications:** Vocational/Technical degree with training emphasis in solid waste collection, mulching operations, and heavy equipment operation; supplemented by three (3) years previous experience and/or training that includes solid waste collection/transport, landfill operations, processing of solid waste or recyclable materials, mulching operations, heavy equipment operation, and supervision; 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: 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**

**(1808) REVENUE RECOVERY TECHNICIAN: FULL TIME**

Under general supervision, performs a variety of clerical, technical, and administrative support for the Department of Fire, Rescue, and Emergency Management. Work involves answering telephones, providing stellar customer service, performing data entry, typing a variety of documents, and maintaining confidential records and files such as training records, revenue recovery reports, etc. Works independently and prioritizes tasks. Employee must exercise independent judgment, discretion, and initiative in completing assignments and handling public contact situations requiring considerable tact and knowledge of County policies, procedures, and programs. **Minimum Qualifications:** High School Diploma / GED with one (1) to two (2) years of experience in clerical and administrative work, and two (2) to three (3) years of experience and/or training in personal computer operations and customer service, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must complete HIPAA and NIMS training, as required, after hire. Must hold and maintain CPR certification. **Salary: \$37,313.83 - \$48,507.98 Annually Deadline: 06/12/2022**

**(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**

**(1815) SOLID WASTE EQUIPMENT OPERATOR: 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, grinders, 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; three (3) years of previous experience and/or training involving heavy equipment operation, truck driving, mulching operations, welding/fabrication, and general maintenance work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. **Salary: \$43,680.00 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**

**(1812) UTILITIES FIELD 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 - \$65,005.33 Annually Deadline: 06/16/2022**

**(1813) UTILITIES FIELD CREW FOREMAN (WATER FOREMAN): FULL TIME (INTERNAL)**

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 Annually Deadline: 06/16/2022**

**(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: \$7.34 - \$16.31 Hourly Deadline: Until Filled**

**(1800) WW 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: Until Filled

**(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/>

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