

Date: 07/04/2022-07/11/2022

SPOTSYLVANIA COUNTY, VIRGINIA  
EMPLOYMENT OPPORTUNITIES

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

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

**(1827) ASSET MANAGEMENT/GIS MANAGER: FULL TIME**

Under limited supervision, this position performs professional, technical and administrative work participating in the planning, advancement, integration, maintenance and operations of Spotsylvania County's Cityworks Enterprise Asset Management System. Cityworks is a GIS-centric asset management platform that is used to create Service Requests, Work orders and Inspections. Cityworks is used to track a variety work activities across several Departments within the County. Community Operations includes many divisions within the County, which include; Water and Sewer Utilities, Public Works, Facilities Management and Parks & Recreation. An employee in this position shall plan, configure, maintain and perform upgrades to the Cityworks Enterprise Asset Management System, which includes the Cityworks software application & mobile app; supporting databases (SQL Server), ArcGIS asset enterprise database (SQL Server). In addition, this position will configure and maintain other related or integrated software, including Esri ArcGIS, Esri ArcGIS Online, ITPipes for CCTV Pipe Inspections, Trimble Unity, Telog for Remote Monitoring and future Customer Information System (CIS). This is a technical and functional position, requiring experience with enterprise application administration, strong communication skills and effect collaboration abilities across various vendors, departments, divisions and key stakeholders. The successful candidate is also responsible for configuring and testing new configurations and migration from testing to production environments. The ability to provide training, demonstrations and guidance to others on the capabilities of Cityworks, GIS and other integrated or related software is a requirement. This position is essential. Personnel occupying this position may be scheduled to work irrespective of weather conditions and/or when general County offices are closed. **Minimum Qualifications:** Bachelor's Degree in Information Technology, GIS, Urban Planning, Computer Science, Engineering or a closely related field with five (5) to seven (7) years of progressively responsible GIS/Information technology experience, or equivalent combination of education and experience sufficient to perform the essential duties of the job. Three (3) to five (5) years of supervisory experience, or an equivalent combination of education and experience. Two (2) years of direct experience in configuring and maintaining enterprise-level applications. Direct experience administering an enterprise asset management or work management application such as Cityworks. Direct experience with Esri ArcGIS Sever Enterprise Software including ArcGIS Server, ArcMap, ArcGIS Pro, ArcCatalog, Portal for ArcGIS and/or ArcGIS Online. Experience or knowledge of management of an Amazon Web Server (AWS) cloud-computing environment; web-server and database-server or equivalent. Experience with SQL Server database management and SQL Server Management Studio. Basic scripting or programming experience (Python, Arcade, SQL, XML and/or HTML). Operational knowledge of all or some of the following systems: water distribution, sanitary sewer collections systems and various Public Works systems within an ESRI Enterprise GIS geodatabase. Possession of a valid driver's license issued by the Commonwealth of Virginia. **Salary: \$79,589.66 - \$103,466.56 Annually Deadline: Until Filled**

**(1403) AUXILIARY DEPUTY SHERIFF: VOLUNTEER**

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

**(1834) BUDGET ANALYST I: FULL TIME**

Under general supervision, performs analytical and budgetary control work for the County's Office of Budget & Grants. Work involves assisting in the coordination, preparation, development, implementation, monitoring and reporting of the County's operating and capital improvement budgets. Duties include assisting in: budget formulation, presentation, analysis reporting, research, development and preparation of budget-related documents. Employee is responsible for monitoring revenue and expenditure patterns and recommending corrective actions. Budget Analyst positions are part of a career-ladder structure. Reports to the Budget Manager and / or Chief Financial Officer. **Minimum Qualifications:** Bachelor's Degree in Business Administration, Finance, Economics, or a related field. Two (2) years of responsible experience performing budget development, analysis, and reporting in a public sector environment and experience developing performance measures for varied programs and services is preferred, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. This is an ideal entry level position for a recent college graduate. Budget Analyst positions are part of a career-ladder structure with growth potential intentionally built in as the employee learns and grows within the public finance field. **Salary: \$53,869.41 - \$70,030.24 Annually Deadline: Until Filled**

**(1833) CODE ENFORCEMENT OFFICER I: FULL TIME**

Under general supervision, conducts field inspections of nonresidential and residential establishments and construction projects to ensure compliance with State, Federal and County Codes and ordinances. Conducts criminal and civil code investigations in response to complaints of possible County Codes violations; performs inspections and determines compliance or non-compliance with applicable code, standards, and ordinances; identifies and remediates violations; prepares written notices of violations; reports findings and identifies needed corrective actions, including testifying in General District or Circuit Court for adjudication of such notices of violation. Work involves researching and responding to a wide range of complaints, to include investigation and abatement of County Codes Chapter 23, Zoning Code; Chapter 19, Solid Waste Code, and Chapter 14 Miscellaneous Code violations. **Minimum Qualifications:** High School Diploma or equivalent; and one (1) to three (3) years of experience involving public contact in performing inspections of buildings and construction projects for the purpose of ensuring compliance; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Requires possession of a valid driver's license issued by the Commonwealth of Virginia. Certification as a Certified Zoning Officer through Virginia Association of Zoning Officials (VAZO) preferred. **Salary: \$48,861.15 - \$63,519.49 Annually 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**

**(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**

**(1838) DEPUTY CLERK I: PART-TIME**

Under regular supervision, performs a variety of difficult skilled clerical and technical work in the Office of the Circuit court. **Minimum Qualifications:** Requires a High School Diploma or GED, supplemented by business school or college level courses or training in business administration or a related field with 1 – 2 years' experience. Some experience in legal field, court system or related area required. **Salary: \$16.69 - \$21.70 Hourly Deadline: 07/15/2022**

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

Under general supervision, performs general law enforcement work in order to preserve public peace and order; to protect lives, property and rights of the public, and to enforce the laws of the United States of America, the Commonwealth of Virginia and the County of Spotsylvania. Assures appropriate custody and control of prisoners; protects and assists the courts and serves civil process. Work involves patrolling County streets and neighborhoods to deter crime or apprehend and/or arrest violators or suspects; responds to calls for law enforcement assistance and gathers information for criminal investigations. A Deputy may be assigned to any division of the Sheriff's Office as needed. Employee is subject to the usual hazards of law enforcement work. This position is essential. Personnel occupying this position may be scheduled to work irrespective of weather conditions and/or when general county offices are closed. Salary is commensurate on knowledge, skills, abilities and years of experience based on the Public Safety Step Pay Scale. **Minimum Qualifications:** High School Diploma or equivalent. Must be 21 years or older of age. Must pass the Virginia Department of Criminal Justice Services Basic Law Enforcement Certification test as administered through an accredited police academy. Must possess and maintain a valid Virginia driver's license. **Salary: \$49,071.24 - \$64,814.93 Annually Deadline: 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**

**(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: 07/06/2022**

**(1802) FAMILY SERVICES WORKER II: FULL TIME**

Under general supervision, performs social work and case management in the provision of social services for individuals in need of assistance. Employee is responsible for investigating allegations of abuse or exploitation of elderly/disabled adults, investigating cases of suspected child abuse/neglect, assisting clients in achieving self-sufficiency, or implementing activities associated with other social services. Work involves performing case management, providing crisis intervention and/or counseling, assessing client needs, coordinating provision of needed services, and maintaining case records. This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions and/or when general County offices are closed. Employee must be willing to work in the community emergency shelter in the event of a natural disaster or emergency. 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 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 Commonwealth of Virginia driver's license. **Salary: \$55,129.52 - \$71,668.37 Annually Deadline: 07/06/2022**

**(1822) FINANCIAL REPORTING MANAGER: FULL TIME**

Under limited supervision, plans, organizes, and performs advanced level, accounting, complex financial reporting, accounting process analyses, and department training on accounting processes, internal controls, and governmental accounting standards. May direct and coordinate activities of other accounting staff; and be periodically tasked with interdivisional or interdepartmental responsibility over special projects. Reports to the Chief Accounting Officer. **Minimum Qualifications:** Bachelor's degree in Accounting, Finance, or a closely related field; and five (5) years of

increasingly responsible professional accounting experience and/or accounting/financial operational experience. One (1) year of required experience may be substituted with a professional certification (CPA, CIA, CFE, or CPFO). **Salary: \$79,589.66 - \$103,466.56 Annually Deadline: 07/23/2022**

**(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**

**(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: Until Filled**

**(1640) LABORER: FULL 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: \$27,513.98-30,265.38 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: 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**

**(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**

**(1837) PERMIT TECHNICIAN: FULL TIME**

Under general supervision, performs technical administrative duties for the Community Development Department; including but not limited to the Building, Erosion, Chesapeake Bay, Zoning and Planning Divisions. Work involves assisting the general public in completing building; erosion, zoning and planning permit applications and assembling appropriate attachments. Work also involves processing inspection requests. Employee is also responsible for receiving and responding to a variety of inquiries and citizen complaints by telephone and in person; and maintaining a variety of records and files. Employee must exercise independent judgment, discretion and initiative in completing assignments and handling public contact situations requiring considerable tact and knowledge of County policies, procedures and programs. **Minimum Qualifications:** High School Diploma or equivalent. Two (2) to three (3) years of previous experience and/or training that includes customer service, public relations, knowledge of construction trades, administrative experience, and computers; or an equivalent combination of education, training, and experience. **Salary: \$38,283.99 - \$40,623.99 Annually Deadline: Until Filled**

**(1745) PLANNER I: FULL TIME**

Under general supervision, performs professional planning and land development review work for the County's Planning Department. Reviews special use, subdivision and other development proposals to ensure compliance with County codes and the Comprehensive Plan. Assists in updates to the Comprehensive Plan and its implementation. Serves as a team member in work teams engaged in planning projects and or plan reviews. Reviews and analyzes land development requests; interprets and applies relevant ordinances, standards, Code, plans and policies; and presents findings and recommendations to the Planning Commission and the Board of Supervisors. Reports to the Director of Planning, Assistant Director of

Planning or Planning Manager. **Minimum Qualifications:** Bachelor's Degree in Urban Planning, or a closely related field and a minimum of one (1) year of professional level planning experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. **Salary: \$50,004.10 - \$65,005.33 Annually Deadline: 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**

**(1831) RISK MANAGER: FULL TIME**

Under general direction of the Controller this position oversees the County's comprehensive insurance and risk management function, identifying and analyzing risks that could adversely affect the reputation, security, or financial success of the County. Work involves implementing and managing a comprehensive risk and claims management program through proven risk management techniques and monitoring compliance. Lead the County's efforts to ensure all significant risks that may result in financial loss, property loss, injury, or legal liability are identified and proactively managed. Analyze and advise County management of appropriate cost effective measures and alternative courses of action for loss prevention, with the goal of minimizing risk to the County. **Minimum Qualifications:** Bachelor's Degree in risk management, finance, business administration or closely related field; and a minimum of five (5) years insurance/risk management experience or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Extensive knowledge of insurance policy analysis, claims management, and risk assessment. Certification in Risk Management Assurance (CRMA), Certified Risk Analyst (CRA), Financial Risk Manager (FRM), Professional Risk Manager (PRM), or similar certification preferred, but not required. **Salary: \$65,478.61 - \$85,122.19 Annually Deadline: Until Filled**

**(1830) SAFETY OFFICER/CDL TRAINER: FULL TIME**

Under general supervision, performs professional administrative and technical work, coordinating the development, implementation, and administration of policies and procedures for the department's safety, health, risk management, loss control, commercial driver, and heavy equipment training requirements. Work involves developing policies, procedures, monitoring compliance with health/safety regulations, investigating accidents, implementing training programs, providing training, and preparing related documentation. Responsible for assuring that department is compliant with all Federal Motor Carrier Safety Administration and safety requirements for training and documentation. Work is performed with a high degree of accuracy and independence under the general supervision of the Risk Manager / Safety. **Minimum Qualifications:** High School Diploma or GED required. Must comply with Code of Virginia Title 46.2 Chapter 17 Article 2 – Entry-Level Driver Training Providers. Must maintain a Commercial Driver License, Class A with a tanker endorsement; supplemented by three (3) years of responsible experience related to occupational/safety/health program administration, development of oral and written safety programs and inspections or related field. Experience working for a municipality and/or training provider preferred. **Salary: \$53,869.41 - \$70,030.24 Annually Deadline: Until Filled**

**(1829) SCADA TECHNICIAN: FULL TIME**

Under general supervision, assists the County's Utilities and Public Works Departments with the maintenance, expansion and improvements of the Departments' various SCADA systems. These systems are used for control and monitoring of water production, water distribution, wastewater treatment, wastewater collection, and solids handling. Reports to the Engineering SCADA Systems Manager. **Minimum Qualifications:** Bachelor's Degree in an applicable field of study such as industrial controls systems, engineering, engineering technology, IT or comparable; OR any combination of education, training, and experience which provides the required knowledge, skills and abilities. Two (2) to five (5) years of applicable SCADA experience in a hands on industrial controls environment. Advanced degree is preferred. IT experience is preferred. Experience generating PLC code from scratch is preferred. Utilization of CAD software for the generation of panel drawings and BOM is preferred. Experience with the commissioning and configuration of process instrumentation such as magnetic flow meters, differential pressure transducers, ultrasonic & radar level transducers and water quality measuring devices. Experience with both Modbus and DF1 serial protocols. **Salary: \$65,478.61 - \$85,122.19 Annually 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**

**(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**

**(1826) 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: \$7.34 - \$16.31 Hourly Deadline: Until Filled**

**(1823) UTILITIES FIELD CREW WORKER I: FULL TIME**

Spotsylvania County, one of the fastest growing counties in Virginia, is currently looking for motivated individuals seeking a career in water and sewer utilities. The Department of Utilities offers a unique career opportunity with the ability to grow professionally while positively impacting your community. As a Utility Field Crew Worker, you will have access to significant benefits and career perks including the following: •Skill/Certification based career ladder with built in compensation increases•12+ Paid Holidays/year• Average 12 days accrued Personal Leave/year• Average 12 days accrued Sick Leave/year• Access to Virginia Retirement System• Anthem Health Insurance

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 and FC Worker III. 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 III is the highest position. **Minimum Qualifications:** High School Diploma or equivalent and zero (0) months to one (1) year of experience in water and sewer line installation and repair; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. **Salary: \$36,460.94 - \$47,399.22 Annually 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/>**

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