

Date: 10/10/2022-10/16/2022

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**(1904) ADMINISTRATIVE ASSISTANT I: FULL TIME**

Under general supervision, performs a variety of administrative, clerical, and accounting duties in the Department. Work involves independently preparing, composing, and typing a variety of documents, including correspondence, memoranda, reports, and forms. The employee is also responsible for receiving and responding to a variety of inquiries by telephone and in person and maintaining a variety of confidential records and files. The employee must exercise judgment, discretion, and initiative in completing assignments, providing information or assistance, or referring inquiries to appropriate personnel. The employee is in frequent contact with the public, requiring considerable tact, courtesy, and knowledge of County and State policies, procedures, and programs. **Minimum Qualifications:** High school diploma or GED; supplemented by college level course work or vocational training in general office work and personal computer operations; supplemented by one (1) year of previous experience and/or training involving administrative work and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. **Salary: \$33,071.15 - \$42,992.49 Annually Deadline: Until Filled**

**(1905) ADMINISTRATIVE MANAGER: FULL TIME**

Under limited supervision, performs supervisory work in overseeing a variety of administrative work involving preparation and maintenance of records for the Social Services Department. Work involves supervising administrative staff, coordinating department new hire requisitions and training, and coordinating various personnel administrative, and clerical functions. Employee in this position must exercise initiative and independent judgment, and tact in dealing with all department employees, other County departments, 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:** High School Diploma or equivalent; supplemented by college level course work or vocational training in office administration and personal computer operations; supplemented by five (5) years of previous experience and/or training that includes office administration, computer software/hardware operations, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities. **Salary: \$62,360.58 - \$81,068.76 Annually Deadline: 10/19/2022**

**(1901) APPRAISER I: PART TIME**

Under close general supervision, performs responsible, professional technical work of routine difficulty appraising less complex residential, agricultural, and tax exempt real property. Work involves gathering property assessment data at owner premises, verifying data against previously recorded data, and recording discrepancies. Employee is responsible for contacting property owners; photographing and sketching layouts of structures; and determining the size, type of construction, grade of materials, quality of workmanship and other related appraisal data needed to arrive at the assessed value. Employee must exercise initiative and independent judgment in completing appraisals of properties. Employee must also exercise tact and courtesy in frequent contact with property owners, contractors and the general public. **Minimum Qualifications:** High School Diploma or equivalent, preferably graduation from an accredited two (2) year college, supplemented by college level course in real estate, with 1 year experience in the real estate appraisal environment; or equivalent combination of training and experience which provides the required skills, knowledge and abilities. Must possess a valid driver's license issued by the Commonwealth of Virginia. Must attend and successfully complete advanced IAAO Course 101 or an equivalent combination of training and experience; must attend a professional standards and ethics workshop; encouraged to obtain professional state real estate appraiser's license and professional designation (RES/CAE) in the assessment field. May be required to complete additional training or course work in real estate appraisal or a related field. **Salary: \$21.31 - \$27.70 Hourly Deadline: 10/24/2022**

**(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**

**(1896) BUILDING OFFICE ASSISTANT: FULL TIME**

Under general supervision, provides a variety of technical, administrative and accounting duties for the Department of Building Safety. Work involves composing and typing correspondence, answering telephone calls, preparing and updating spreadsheets, coordination of meetings, preparing invoices, correspondences, memorandums, reports and forms. Work also involves processing elevator certificates for all commercial buildings, process research/FOIA requests and coordinate with other departments; assisting the public, co-workers and taking messages as needed. Employee will also assist in the Permit Center, if needed. Employee is also responsible for maintaining a variety of records and files. Employee must exercise independent judgment and initiative in completing assignments. Employee must also exercise considerable tact and courtesy in contact with the general public. Reports to the Officer Manager II. **Minimum Qualifications:** High School Diploma or equivalent with two (2) years of previous administrative experience with strong computer skills. Two (2) years of experiences with the permitting process is desirable or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess or be able to obtain

Notary Public Certification within 30 days of hire. Valid driver's license in the Commonwealth of Virginia. **Salary: \$40,198.19 - \$52,257.64 Annually**  
**Deadline: Until Filled**

**(1866) BUILDING PLAN REVIEWER TECHNICIAN: FULL TIME**

Under general direction, reviews building permit applications for completeness, performs plan review for proposed construction of accessory projects such as decks, swimming pools, signs, and use applications to ensure compliance with applicable codes and guide lines. Work involves reviewing building permit applications, building plans and construction documents for completeness, identify missing documents, deficiencies in applications and building plans, discussing problems and deficiencies with permit applicants, and providing technical expertise and information. Employee is also responsible for interpreting, explaining and researching applicable codes relating to construction projects. Reports to the Deputy Building Official. **Minimum Qualifications:** Vocational/technical training in construction plan review, general building construction or building inspection supplemented by three (3) years of previous experience and/or training that includes construction plan review, general building construction and code interpretation or any equivalent combination of education training, and experience which provides the requisite knowledge, skills, and abilities. Must possess or have the ability to possess the following certifications from the Department of Housing and Community Development within 18 month of hire - Building 1 and 2 Family and Residential Building Plan Review. Must possess a valid driver's license from the Commonwealth of Virginia. **Salary: \$46,534.43 - \$60,494.75 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**

**(1868) COMMERCIAL DRIVER: FULL TIME**

Under general supervision, perform specialized skilled work in the operation of several types of motorized heavy vehicles used in the collection and transfer of refuse, recyclables, debris, construction materials, compost and wastewater residuals for the Utilities/Public Works Department. Work involves operating such equipment as roll offs, hook lifts, snow plows, and dump trucks, 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 zero (0) to three (3) years of experience in operating Class B commercial vehicles; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Possess a valid commercial driver's license, Class B, issued by the Commonwealth of Virginia with an air-brake endorsement. Successfully complete and pass pre-employment DOT drug screen and DOT physical. Obtain a fork lift certification within six (6) months of hire. Basic Computer and Technical skills. Valid Adult CPR/AED Certification or must obtain with 90 days of hire. Valid First Aid Certification or must obtain with 90 days of hire. Complete all assigned internal and OSHA (Occupational Health and Safety) trainings as required by the County. Training includes but is not limited to: OSHA 10 Hour-Construction/Industry, Control of Hazardous Energy (Lock out/tag out), Confined space awareness, Blood borne pathogens, Container loading/unloading, Stationary compactor operation, Equipment specific competency training, and Safe driving. **Salary: \$46,217.60 - \$64,317.10 Annually** **Deadline: Until Filled**

**(1873) COMMERCIAL DRIVER II: FULL TIME**

Under general supervision, perform specialized skilled work in the operation of several types of motorized heavy vehicles used in the collection and transfer of refuse, recyclables, debris, construction materials, equipment, compost and wastewater residuals for the Utilities/Public Works Department. Work involves operating such equipment as tractor trailers, walking floor trailers, tanker trailers, semi-dump trailers, roll-offs, hook lifts, snow plows, forklifts, portable/non-portable pumps and dump trucks with trailers, 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 one (1) to three (3) years of experience in operating Class B and/or Class A commercial vehicles; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Possess a valid commercial driver's license, Class A, issued by the Commonwealth of Virginia with an air-brake endorsement. Tanker endorsement must be obtained within six (6) months of hire. Successfully complete and pass pre-employment DOT drug screen and DOT physical. Obtain a fork lift certification within six (6) months of hire. Basic Computer and technical skills. Valid Adult CPR/AED Certification or must obtain with 90 days of hire. Valid First Aid Certification or must obtain with 90 days of hire. Complete all assigned internal and OSHA (Occupational Health and Safety) trainings as required by the County. Training includes but is not limited to: OSHA 10 Hour-Construction/Industry, Control of Hazardous Energy (Lock out/tag out), Confined space awareness, Blood borne pathogens, Container

loading/unloading, Stationary compactor operation, Safe driving, Equipment specific competency training, and Heavy Equipment experience is desirable. **Salary: \$48,526.40 - \$67,532.95 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: \$56,562.89 - \$73,531.75 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. **\$35,891.46 - \$45,421.26 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**

**(1902) CUSTODIAN TECHNICIAN I: 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 moving furniture, 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. Reports to the Custodial Supervisor. 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: \$15.14 - \$19.69 Hourly Deadline: Until Filled**

**(1874) DEPUTY COUNTY ATTORNEY: FULL TIME**

The County Attorney's Office seeks an energetic Deputy County Attorney who enjoys the varied challenges of a fast paced, high volume, local government practice. Under limited supervision, the Deputy County Attorney will be responsible for pursuit/defense of complex civil litigation,

including but not limited to erroneous assessment cases, transportation/construction contract claims, land use matters, etc. The Deputy County Attorney will also perform legal research; prepare legal opinions and briefs; review bonds, contracts, and planning documents; and provide legal advice to various county departments, committees, and commissions. This position requires the use of considerable initiative and independent judgment in various phases of work and provides limited supervision of attorneys and support staff. The County offers an excellent benefits package, including membership in the Virginia Retirement System and the opportunity to work remotely. When submitting an on-line County employment application, please also include your resume, writing sample, case information highlighting litigation experience, and law school transcripts. Salary offered will be based upon qualifications. Spotsylvania County is an equal opportunity employer. **Minimum Qualifications:** Licensed to practice law in the Commonwealth of Virginia and at least five (5) or more years of experience in the practice of local government law, including a minimum of three (3) years of trial experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. **Salary: \$96,741.73 - \$154,786.77 Annually Deadline: Until Filled**

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

Under general supervision, performs general law enforcement work in order to preserve public peace and order; to protect lives, property and rights of the public, and to enforce the laws of the United States of America, the Commonwealth of Virginia and the County of Spotsylvania. Assures appropriate custody and control of prisoners; protects and assists the courts and serves civil process. Work involves patrolling County streets and neighborhoods to deter crime or apprehend and/or arrest violators or suspects; responds to calls for law enforcement assistance and gathers information for criminal investigations. A Deputy may be assigned to any division of the Sheriff's Office as needed. Employee is subject to the usual hazards of law enforcement work. This position is essential. Personnel occupying this position may be scheduled to work irrespective of weather conditions and/or when general county offices are closed. Salary is commensurate on knowledge, skills, abilities and years of experience based on the Public Safety Step Pay Scale. **Minimum Qualifications:** High School Diploma or equivalent. Must be 21 years or older of age. Must pass the Virginia Department of Criminal Justice Services Basic Law Enforcement Certification test as administered through an accredited police academy. Must possess and maintain a valid Virginia driver's license. **Salary: \$50,347.09 - \$65,031.67 Annually Deadline: Until Filled**

**(1844) ENGINEER: FULL TIME**

Under general supervision, this position performs engineering and project management, and other related assignments. Work involves water and sewer utilities project planning, design, design review, construction administration, distribution and collection system evaluation, data analysis, and preparing a variety of technical reports and documents. Employee must exercise initiative and independent judgment. **Minimum Qualifications:** Bachelor's or Associate's Degree in civil engineering, environmental engineering or related field required with related work experience preferred – OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable. College level course work in hydraulic engineering is preferred. Possession of a valid driver's license issued by the Commonwealth of Virginia. Engineer in Training Certification in the Commonwealth of Virginia is desirable. **Salary: \$59,391.03 - \$95,025.65 Annually Deadline: Until Filled**

**(1672) FINANCIAL SYSTEM ANALYST: FULL TIME**

The Financial System Analyst is responsible for assisting and providing backup support to the Financial Systems Administrator in the technical and administrative oversight of the County's Financial Management System. Work involves supporting the technical design, development and maintenance of the System, including conversions, interfaces, upgrades and enhancements; training and associated administrative work in the development of standards, procedures, policies, and structures. Work is performed under the general direction of the Financial System Administrator. **Minimum Qualifications:** Any combination of education and experience equivalent to an Associate's degree in Finance, Accounting, Business Administration, Information Systems/Technology or related field; dual finance and IT education a plus. Experience in a programming language preferred; VBScript experience a plus. Understanding of basic database structure. Experience in report writing software to include database development, report creation and system maintenance; IBM Cognos Analytics 11 experience a plus. Advanced Microsoft Excel experience preferred; SQL Server Management Studio(SSMS) experience a plus. Experience creating functional and technical documentation. Must possess a valid driver's license. **Salary: \$62,360.58 - \$81,068.76 Annually Deadline: Until Filled**

**(1906) FOSTER CARE FAMILY SERVICES SUPERVISOR: FULL TIME**

Under limited supervision, performs supervisory work in coordinating various social services programs offered by the County's Social Services Department. Employee is responsible for supervising administration of social services programs, coordinating program activities with other departments and outside agencies, assisting courts during emergency situations, and consulting with court officials and legal personnel. Employee is also responsible for assigning caseload to Family Service Worker, providing case management support and assisting with cases as needed, and preparing various case records, reports, and other documentation. This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions and/or when general county offices are closed. **Minimum Qualifications:** Bachelor's Degree in Social Services, Sociology, Human Services, Psychology, or closely related field; supplemented by five (5) years of previous experience and/or training that includes social services work, case management, and supervision or basic management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. **Salary: \$72,190.17 - \$93,847.22 Annually Deadline: 10/19/2022**

**(1677) GATE ATTENDANT: PART TIME**

Under general supervision, performs a variety of tasks in support of the Public Works Department. Work involves monitoring the recycling and disposal of residential waste, along with maintenance of buildings. Employee is also responsible for ensuring that users comply with the rules and regulations of the facility set forth by the Operations Manager. **Minimum Qualifications:** Some experience performing custodial related work or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. **Salary: \$11.86 - \$15.42 Hourly Deadline: Until Filled**

**(1889) GIS ANALYST I: FULL TIME**

Under general supervision, Responsible for the professional maintenance, continuance and further development of the County's Geographic Information System (GIS) through the use of computer aided/automated (manual if required) cartographic mapping work and other various means. Work involves analyzing spatial and tabular data, proposing modifications to structure of spatial and tabular datasets, and identifying sources of data for incorporation into geographical information system (GIS). Work also involves composing and executing programming, proposing and executing design enhancements to GIS programs/interfaces, and coordinating location of global positioning system (GPS). 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, GIS, or closely related field; supplemented by three (3) years or more previous experience and/or training that includes computerized mapping, geographical information system (GIS) operations, computer aided drafting/design (CAD), script programming, advanced programming logics, and global positioning system (GPS) operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. **Salary: \$48,861.15 - \$63,519.49 Annually + (DOQ) Deadline: Until Filled**

**(1872) HEAVY EQUIPMENT AND TRUCK MECHANIC: 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 for diagnosis. Reports to the Manager, Operations, Manager, Landfill or Manager, Compost. 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 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. Must possess and maintain at minimum a valid Virginia Commercial Driver's License (CDL) Class B including appropriate endorsement(s). Successfully complete and pass pre-employment DOT drug screen and DOT physical. Obtain a fork lift certification within six (6) months of hire. Basic Computer and Technical skills. Valid Adult CPR/AED Certification or must obtain within 90 days of hire. Valid First Aid Certification or must obtain within 90 days of hire. Complete all assigned internal and OSHA (Occupational Health and Safety) trainings as required by the County. Training includes but is not limited to: OSHA 10 Hour-Construction/Industry, Control of Hazardous Energy (Lock out/tag out), Confined space awareness, Blood borne pathogens, Container loading/unloading, Stationary compactor operation, Equipment specific competency training, Safe driving, Welding experience and endorsements preferred. Applicable ASE Certifications are preferred. **Salary: \$46,534.43 - \$60,494.75 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 Annually Deadline: Until Filled**

**(1824) LITTER TECHNICIAN: PART TIME**

Under limited supervision the employee shall assist the Public Works Environmental Coordinator in coordination, implementation, and promotion of various County wide environmental programs as they relate to waste resource management, litter prevention, and litter pickup. Duties shall include participation in, coordination with and supervision of outside agencies and groups to perform removal of litter from the County's roadsides and illegal dumping sites. **Minimum Qualifications:** High School Diploma or equivalent with experience in environmental education, litter control and/or recycling programs; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. **Salary: \$13.73 - \$17.86 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: \$14.42 - \$18.75 Hourly Annually Deadline: Until Filled**

**(1903) MECHANICAL FOREMAN, PLANT MAINTENANCE: FULL TIME (INTERNAL)**

Under limited supervision, this position will perform installation, testing, maintenance, and repair of mechanical equipment of all Utility Assets. This position is responsible for supervision and training of all mechanical staff. This position is responsible for documenting equipment repairs, inspections, and preventative maintenance through the County's computerized maintenance management system. Employee must exercise some independent judgment in completing assigned tasks. Base salary starting at \$53,869.41; DOQ. 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 four (4) to six (6) years of experience in mechanical repair work; or any equivalent combination of training and experience that provides knowledge of equipment, standards, and practices of the trade. Must have diagnostic knowledge of PC's, SCADA and PLC's. Must obtain forklift certification within six (6) months of date of hire. Must obtain valid Class A Virginia Commercial driver's (CDL) license with Tanker endorsement within 12 months of date of hire. Must obtain Virginia Cross Connection and Backflow Device Inspection Certification within 12 months of date of hire. Must obtain First Aid and CPR certifications within 90 days of date of hire. Employee must complete applicable OSHA and internal trainings to include but not limited to: OSHA 30-Industry/Construction, LOTO Program, Confined Space Entry and Work, Bloodborne Pathogens, NFPA 70e/Arc Flash, Hot Work Training, Bucket and Aerial Lift Operation, Service Truck Crane Operation. Must conform to OSHA regulations that may require removal of some facial hair. Welding experience or certifications preferred. Electrical experience or certifications preferred. **Salary: \$53,869.41; DOQ Deadline: 10/17/2022**

**(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**

**(1893) PROCUREMENT OFFICER II: FULL TIME**

Under general supervision, performs professional and administrative work of intermediate difficulty in the Procurement Division of Finance Department. Work involves developing Invitations for Bids (IFBs) and Requests for Proposals (RFPs) for professional services, non-professional services, goods and services which may be funded with state and federal monies, needed by the County. Employee must exercise independent judgment and initiative. **Minimum Qualifications:** Associate's Degree with coursework in business administration, procurement, or related field; and two (2) to three (3) years of procurement experience in a public sector environment; or an equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must be a Certified Professional Public Buyer (CPPB) or have the ability to obtain certification within first two (2) years in position. Virginia Contracting Officer (VCO) preferred or the ability to obtain within first year in position. **Salary: \$56,562.89 - \$73,531.75 Annually Deadline: Until Filled**

**(1867) PROJECT MANAGER II: FULL TIME**

Under general direction, administers and coordinates construction projects and contracts. Work involves coordinating activities, reviewing project designs, monitoring and inspecting construction work, and representing the department on design issues. Employee is also responsible for providing customer service to residents impacted by construction activities. **Minimum Qualifications:** Associate's Degree with course work emphasis in Civil Engineering, Construction Management, or a related field and two (2) years of project management experience, or; Bachelor's degree with course work emphasis in Civil Engineering, Construction Management, or a related field and three years satisfactory performance as a Project Manager I and successful completion of 12 credit hours of applicable pre-approved Math, Engineering or PM coursework or three (3) or more years of previous experience and/or training that includes construction management, engineering, project inspection, and contract administration; or any equivalent combination of education, training, and experience which provides the required skills, knowledge, and abilities. **Salary: \$53,869.41-\$70,030.24 Deadline: 10/03/2022**

**(1892) SAFETY OFFICER: 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. Work is performed with a high degree of accuracy and independence under the general supervision of the Risk Manager / Safety. **Minimum Qualifications:** Associates degree in related industry required. Minimum 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. Experience with online training management tools preferred. Employee shall complete the following minimum trainings: OSHA 30 within 60 days of hire, First aid, and CPR certification within 90 days of hire. **Salary: \$53,869.41 - \$86,191.06 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**

**(1898) SENIOR FINANCIAL ANALYST: FULL TIME**

Under limited supervision, performs complex financial analysis work involving developing and using complex spreadsheets and financial models to analyze, project and report financial information. Work also involves assisting in coordination, preparation, development, implementation, monitoring and reporting of the County's operating and capital improvement budgets. Work may involve developing revenue projections, coordinating the preparation of the Capital Improvement Plan (CIP) and managing aspects of the financial implementation of capital projects. Employee must be able to make independent decisions by frequently applying knowledge of budgeting and accounting principles and practices.

**Minimum Qualifications:** Bachelor's Degree in Business Administration, Finance, Economics, Public Administration or a related field, and at least five (5) years of experience in the public sector financial field with emphasis on budget preparation and analysis; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities in a public sector setting. Employee must demonstrate superior assessment abilities and logical reasoning skills. **Salary: \$68,752.54 - \$89,378.30 Annually Deadline: Until Filled**

**(1897) STRUCTURAL ENGINEER: FULL TIME**

Under minimal supervision, performs structural plan reviews and structural building inspections. Work involves assisting with the creation of policies, training staff on structural issues, and performing quality control on work done by other staff on structural code issues. Employee must exercise independent judgment and initiative. Reports to the Deputy Building Official. **Minimum Qualifications:** Bachelor's Degree in Structural Engineering and three (3) to five (5) years of experience in structural engineering; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must have valid Commonwealth of Virginia driver's license. Must possess and maintain the following certifications from VA Department of Housing and Community Development: Residential Building Inspector, Commercial Building Inspector, Residential Building Plans Examiner, Commercial Building Plans Examiner; or have the ability to obtain them within 18 months of hire date. Professional Engineer (PE) License preferred. **Salary: \$68,752.54 - \$89,378.30 Annually 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**

**(1849) UTILITIES WORKER EASEMENT & DAM MAINTENANCE: FULL TIME**

Under general supervision, performs unskilled work in the maintenance of the County's easements, reservoir dams, and/or wastewater treatment plants and other Utility facilities. Work involves performing general housekeeping of buildings, grounds, and equipment. Employee is also responsible for performing basic landscaping duties and removing snow and ice. Employee operates tractors, mowers, grass trimmers, fork trucks, vehicles, and various other powered and non-powered equipment and tools. Work also involves operating bio-solids dewatering equipment. Employee assists the maintenance department with preventive maintenance or repairs when needed. Employee must exercise some independent judgment and initiative in all phases of work. Employee must adhere to Spotsylvania County Safety Policies and Regulations. 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 able to demonstrate the ability to perform the essential functions of the job; or any equivalent combination of training and experience that provides the required skills, knowledge and abilities. Must have a valid driver's license issued by the Commonwealth of Virginia. Must obtain First Aid/CPR certification within six (6) months of hire. Pesticide technician's license issued by the Commonwealth of Virginia must be obtained within 18 months of employment. **Salary: \$29,996.51 - \$38,995.46 Annually Deadline: Until Filled**

**(1882) UTILITY LOCATOR I: FULL TIME**

Under general supervision, performs specialized skill work in locating and inspecting County fiber optic, electrical, telecommunication, water and sanitary sewer facilities. Reports to the Utility Location Crew Leader. This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions and/or when general County offices are closed. **Minimum Qualifications:** High School Diploma or equivalent, and zero (0) to two (2) years of experience in general construction work, utility line locating; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. **Additional Required Certifications:** Staking University or approved equal basic certification in underground utility marking obtained within 12 months employment. Employee must pass a field location test set forth

by the Department within six (6) months of hire date. Valid CPR/AED Certification Card obtained within six (6) months of employment. Valid First Aid Certification obtained within six (6) months of employment. OSHA 10 Hour Construction Safety obtained within 12 months of employment.  
**Salary: \$40,198.19 - \$64,317.10 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.**