

Date: 11/21/2022-11/27/2022

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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**

(1935) ASSISTANT TO COUNTY ADMINISTRATION: FULL TIME

Under limited supervision, performs complex, skilled clerical, technical and responsible administrative work that requires an awareness of all aspects of the operations of the County Administrator's Office. Position is responsible to independently prepare routine correspondence; compile information for reports; maintain files of a variety of records, reports, documents, and correspondence; coordinate County Administration and Board of Supervisors' schedules; and supervise office administrative personnel. Position also involves considerable public contact in providing information and receiving inquiries or complaints. Position must exercise independent judgment, strict confidentiality and initiative in completing assignments. Position must also exercise considerable tact and courtesy in frequent contact with the general public. **Minimum Qualifications:** Associate's Degree from a college or vocational/technical school with major course work in business science, and three (3) to five (5) years of experience in administrative work, in a government setting; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. **Salary: \$51,304.10 - \$66,695.47 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**

(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**

(1919) 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: \$40,198.19 - \$52,257.64 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**

(1916) COMMUNICATIONS OFFICER: FULL TIME

Under general supervision, receives and prioritizes non-emergency and E911 calls from the public for law enforcement, fire, rescue, and other emergency services. Employee dispatches emergency personnel and public safety officials to emergency situations throughout the County. Employee also receives incoming phone calls to the communications center including emergency and non-emergency calls. This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions and/or when general County offices are closed. Salary is commensurate on knowledge, skills, abilities and years of experience based on the Public Safety Step Pay Scale. **Salary: \$41,092.13 - \$53,585.21 Annually Deadline: 12/06/2022**

(1651) COMMUNICATIONS OPERATOR: FULL TIME

Under general supervision, receives incoming phone calls to the communications center including emergency and non-emergency calls. Duties include prioritizing calls; obtaining essential information; determining proper method of handling calls; and preparing records of calls and dispatch information. Receives complaints and requests for information and assistance; provides general information and refers callers to appropriate agency or staff. This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions and/or when general County offices are closed. Salary is commensurate on knowledge, skills, abilities and years of experience based on the Public Safety Step Pay Scale. **Minimum Qualifications:** High School Diploma or equivalent. Requires one (1) to two (2) years of experience as a receptionist in an environment with a high volume of calls and performing duties requiring typing or data entry; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Minimum typing speed of 35 wpm. Must successfully pass a polygraph examination, background check, and drug screening. **\$35,891.46 - \$45,421.26 Annually Deadline: Until Filled**

(1923) CONSTRUCTION INSPECTOR: FULL TIME

Under general supervision, inspects the water and sanitary sewer line work of contractors on construction projects to ensure compliance with plans and specifications listed; does related work as required. Work must be performed in accordance with the Spotsylvania County Department of Utilities Inspection Manual. This is technical and skilled work in inspection of utility department, contractors' and developers' construction projects prior to, during, and after completion to ensure compliance with approved plans and specifications. This work calls for the application of basic engineering knowledge and skills, providing for independent planning of work details and some latitude for limited technical determinations. Supervision is received from the Utilities Development Services Manager. 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, preferably supplemented by college courses in civil engineering or construction, and sub-professional engineering experience in construction of roads and/or utility projects; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Valid Adult CPR/AED Certification card. Valid First Aid Certification. Must have and maintain a valid drivers' license issued by the Commonwealth of Virginia. **Salary: \$44,318.50 - \$70,909.60 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

(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**

(1912) ELIGIBILITY WORKER III: FULL TIME

Under minimal supervision, determines eligibility of individuals and families for assistance through various benefit programs administered by the Social Services Department, such as financial assistance, medical assistance, food stamps, or other programs. Work involves processing benefit applications, interviewing applicants, explaining benefit programs, assisting applicants in completing necessary forms, determining eligibility for assistance, and maintaining records. Employee is also responsible for verifying completeness and accuracy of information received from applicants and detecting and reporting cases of fraud. This position is essential. **NOTE: This position is with our Long Term Care team. Our agency operates on a 50% telework schedule.** **Minimum Qualifications:** Bachelor's Degree in Social Services, Sociology, Human Services, or closely related field; supplemented by three (3) years of previous experience and/or training involving public assistance program administration, program eligibility evaluation, social work, customer interaction, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. **Salary: \$51,304.20 - \$66,695.47 Annually** **Deadline: 12/09/2022**

(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**

(1934) ENVIRONMENTAL SPECIALIST I: FULL TIME (INTERNAL)

Under general supervision, performs technical work assisting and reviewing site improvements for the Code Compliance Department. Work involves providing field assistance, reviewing site development plans, best management practices, and water dependent facility plans for compliance with County regulations that relate to Chesapeake Bay flood plains, erosion control, storm water management and performing follow-up inspections. Work also involves verifying and determining resource protection areas. Employee is also responsible for making determinations on water dependent proposals, Chesapeake Bay Preservation Act, stormwater management, and erosion and sediment control issues. Employee must exercise considerable initiative and independent judgment in performing duties. Employee must also exercise tact, courtesy, firmness and professionalism in contact with the general public and contractors. **Minimum Qualifications:** Associates Degree in Civil or Environmental Engineering, Landscape Architecture, Biology, or a related field, and one (1) to two (2) years of experience with wetlands, stormwater management, CBPA issues, erosion and sediment control, or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Must possess a valid driver's license issued by the Commonwealth of Virginia. Virginia ESC and/or SWM Plan Reviewer or Inspector Certification preferred or have work related experience. Must have or be able to obtain dual plan reviewer and inspector certifications for stormwater management and erosion and sediment control within 18 months. **Salary: \$46,534.43 - \$60,494.75 Annually**
Deadline: 11/30/2022

(1914) EXPERIENCED FIREFIGHTER: FULL TIME

Under general supervision, performs skilled technical work in operating a mobile medical unit, rescuing victims, and administering emergency medical care to patients during transport to medical facilities. Work involves responding to emergency/non-emergency calls, administering advanced/basic life support treatment to sick/injured persons, and transporting patients to medical facilities. Work also involves performing

general firefighting duties. Employee is responsible for performing in accordance with established emergency medical procedures and techniques, but must exercise considerable independent judgment in diagnosing a victim's condition and in applying life sustaining medical care. Employee is subject to the normal hazards of emergency rescue and firefighting work, including risk of exposure to infectious diseases. Person(s) in this position will encounter sensitive information in the performance of their duties and is expected to maintain that information confidentially. 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 with time in grade under the Public Safety Step Pay Scale. **Minimum Qualifications:** High School Diploma or equivalent; supplemented by vocational/technical training in firefighting and emergency medical technician programs; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Required to possess and maintain a valid CPR for Healthcare Providers, National Registry/Virginia EMT-Paramedic or National Registry/Virginia EMT-Intermediate, Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS) or equivalent certifications. Ability to successfully obtain and maintain an International Trauma Life Support (ITLS) or Pre-hospital Trauma Life Support (PHTLS) certification within 12 months of acquiring an ALS certification. Employees not bound by the Special Conditions of Employment are exempt from the requirement to obtain and maintain advanced life support certifications and the ability to practice such level of care. Valid driver's license with appropriate endorsements. Must successfully complete all components of the County's Fire, Rescue & Emergency Management (FREM) Recruit Academy or equivalent, and complete and maintain all certificates contained within the FREM Recruit Academy curriculum. Curriculum includes, but is not limited to: Firefighter I, Firefighter II, Mayday Awareness and Operations; Hazardous Material Awareness and Operations, Emergency Vehicle Operation Course II/III (EVOC), National Fire Academy Incident Command System (NFA ICS), Traffic Incident Management Responder Course, Vehicle Rescue Operations, Rural Water Supply, ICS 100, 200, 700 and 800. Ability to successfully obtain and maintain Driver Pump Operator certification within 60 months of employment. Must meet and maintain NFPA Medical Guidelines as a condition of employment. Must comply with current Special Conditions of Employment for Public Safety Employees. **Salary: \$55,347.09 - \$73,500.12 Annually Deadline: 12/31/2022**

(1913) FACILITY ATTENDANT: PART TIME

Under general supervision position is responsible for seeing that the facilities are kept clean and rules are obeyed. Responsible for recording scores.

Minimum Qualifications: Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Knowledge of the game required. Must be 16 years of age or older. Must be able to work evenings and weekends. **Salary: \$11.29 - \$14.69 Hourly Deadline: Until Filled**

(1929) FAMILY SERVICES WORKER I (ADULT PROTECTIVE SERVICES): FULL TIME

Under direct 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, adult abuse/neglect with lead role responsibilities in cases involving criminal abuse/neglect or sexual abuse, 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. 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. 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 Social Services, Sociology, Human Services, Psychology or closely related field accompanied by a minimum of one (1) to two (2) years' experience in a human services related area or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for the position. Must possess and maintain a valid Commonwealth of Virginia driver's license. **Salary: \$53,869.41 - \$70,030.24 Annually Deadline: 11/23/2022**

(1926) FAMILY SERVICES WORKER (IN HOME PREVENTION): FULL TIME

Under direct 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, adult abuse/neglect with lead role responsibilities in cases involving criminal abuse/neglect or sexual abuse, 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. 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. 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 Social Services, Sociology, Human Services, Psychology or closely related field accompanied by a minimum of one (1) to two (2) years' experience in a human services related area or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for the position. Must possess and maintain a valid Commonwealth of Virginia driver's license. **Salary: \$53,869.41 - \$70,030.24 Annually Deadline: 11/24/2022**

(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: \$62,360.58 - \$81,068.76 Annually Deadline: Until Filled**

(1928) 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: 11/24/2022**

(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**

(1918) GIS TECHNCIAN: FULL TIME

Under general supervision, the purpose of the position is to maintain and update maps, records and associated data for the County GIS System. Employees in this classification perform administrative and technical support work. Duties also include assisting with special GIS projects. Performs related work as directed. This position is essential. Personnel occupying this position may be scheduled to work regardless of weather condition and/ or when general county offices are closed. **Minimum Qualifications:** Associate's Degree with course work emphasis in Geography or Computer Applications; supplemented by three (3) to five (5) years previous experience and/or training in data entry, CAD and GIS, and mapping; or an equivalent combination of education, training, and experience. **Salary: \$42,208.10 - \$54,870.52 Annually 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**

(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**

(1917) MAINTENANCE TECHNICIAN I: 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. Must complete OSHA 10 immediately after being hired. 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: \$33,071.15 - \$42,992.49 Annually**
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: Until Filled

(1927) RESOURCE FAMILY TRAINING SPECIALIST: FULL TIME

Under general supervision, provides in-home services, training, certification, and on-going education to parents, foster/adoptive parents; Develops and designs appropriate training curriculum for delivery to foster parents/adoptive parents, staff, and other community organizations; Coordinates activities for parents, foster/adoptive parents to enhance and support them in the performance of their duties; Maintains an appropriate level of communication with approved foster parents to provide individualized education and support; Develops and implements methods for recruitment and retention of parents, foster/adoptive parents; Provides community education regarding family care to the general public; Work also involves gathering statistical data, processing a variety of documentation, maintaining program records, and completing all required reports for the Virginia Department of Social Services. **Minimum Qualifications:** Bachelor's Degree in Social Work, Sociology, Psychology, Education, or closely related field; supplemented by three (3) years of previous experience and/or training that includes social work, training/teaching, curricula development, supervision, 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: \$53,869.41 - \$70,030.24 Annually**
Deadline: 11/23/2022

(1925) SENIOR FAMILY SERVICES WORKER (FOSTER CARE): FULL TIME

Under general supervision, serves as lead worker in performing social work and case management in the provision of social services for individuals in need of assistance. Employee is responsible for investigating allegations of abuse or exploitation of elderly/disabled adults, investigating cases of suspected child abuse/neglect, assisting clients in achieving self-sufficiency, or implementing activities associated with other social services. Work involves providing direction to other Family Services Worker, assigning cases to co-workers, performing case management, providing crisis intervention and/or counseling, assessing client needs, coordinating provision of needed services, and maintaining case records. This position is essential. Personnel occupying this position may be scheduled to work irrespective of weather conditions and/or when general county offices are closed. **Minimum Qualifications:** Bachelor's Degree in Social Services, Sociology, Human Services, Psychology, or closely related field; supplemented by three (3) years of previous experience and/or training that includes social services work and case management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. **Salary: \$62,360.58 - \$81,068.76 Annually**
Deadline: 11/24/2022

(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**

(1930) ZONING MANAGER: FULL TIME (INTERNAL)

Under the Zoning Administrator's supervision, the Zoning Manager performs professional and supervisory work in directing and coordinating zoning staff assignments, technical codes plan review, and all zoning project and permit activities of the Zoning Division. Employee is responsible for assigning, directing, reviewing, and participating in the workforce activities of technical zoning customer service. Employee must exercise considerable tact, courtesy, firmness and professionalism in dealing with staff, contractors, property owners and the general-public. **Minimum Qualifications:** Bachelor's Degree in Urban and Regional Planning, or a closely related field, and a minimum of five (5) years of plan review, plan design, land use planning, comprehensive planning, GIS, or related work experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. **Salary: \$65,478.61 - \$85,122.19 Annually Deadline: 11/29/2022**

Please submit on-line County application at 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.