

Date: 12/26/2022-01/01/2023

SPOTSYLVANIA COUNTY, VIRGINIA
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(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: 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 Community Operations Department 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 Community Operations; 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**

(1933) BATTALION CHIEF 24/7: FULL TIME

As a member of FREM management and under general supervision, employee shall provide general leadership for all assigned staff in support of County and Department mission, policies, and directives. Employee may be assigned to provide leadership and management of all aspects of administrative program(s) as assigned within the Department of Fire, Rescue & Emergency Management (FREM) of Spotsylvania County. Work involves planning, organizing, directing and coordinating personnel, developing budget recommendations, managing fiscal responsibilities, recommending and developing policies and procedures and ensuring compliance with federal, state, local, and Departmental regulations. Work may also involve directing and controlling station administration and emergency response operations, ensuring proper deployment of personnel and equipment, sizing up emergency incident scenes, developing incident action plans, and managing resources to safely mitigate natural and man-made incidents from an all-hazards perspective. Employee confers with the Fire Chief and Deputy Chief on difficult fire department situations, important administrative decisions and on significant exceptions from established practices. Employee must exercise considerable initiative and independent judgment in coordinating and directing fire, EMS, and specialty units during emergency operations. Employee must also exercise tact, courtesy and firmness in contact with the public. Employee is subject to the normal hazards of emergency rescue and firefighting work, depending on functional assignment. 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 responsible for the management of multiple stations in a geographic area, and the management of personnel and resources within them. This position also maintains a primary responsibility for personnel leadership, management, and development; serving as a mentor and coach to company officers (Fire Lieutenants and Fire Captains). This position manages and carries out various administrative functions and coordination of projects, teams, committees, or other areas of responsibility. 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:** Must have and maintain a valid driver's license. The following courses and / or certifications are required: IS 100, IS 200; IS 700, IS 700, IS 800, ICS 300, and ICS 400; CPR Certification; EMT

Certification; SHRP2 Traffic Incident Management Responder Course, NFPA 472 HazMat Awareness; NFPA 472 HazMat Operations; Firefighter I; Mayday Awareness; Mayday Operations; Firefighter 2; EVOC Class 3; NFPA 1002 Drive Pump Operator; Rural Water Supply; Vehicle Rescue Awareness **OR** ITR Module I; HTR Vehicle Rescue Operations **OR** Vehicle Rescue I; Instructor II; Fire Officer III; and Mass Casualty Incident Management I & II. Must possess a minimum of ten (10) years of experience in a career fire and EMS department, with at least eight (8) years of progressive supervisory experience. The required years of supervisory experience may be reduced by two (2) years for those with at least 100 semester hours of college coursework. Must possess Officer III and NIMS IS 400 certification. Must meet and maintain NFPA Medical Guidelines as a condition of employment. Must successfully complete the Candidate Physical Ability Test (CPAT). May be required to possess and maintain additional certifications relevant to assignment of administrative functions. Must comply with the current Special Conditions for Public Safety Employment. **Salary: \$91,742.22 - \$114,111.29 Annually Deadline: 12/29/2022**

(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**

(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. **Minimum Qualifications:** High School Diploma or equivalent, supplemented by computer keyboard training, and must have served a minimum of one (1) year as a Communications Operator and six (6) months as a released operator and/or commensurate dispatch experience with an outside E911 agency. Must possess valid certification in the following courses: Virginia Department of Criminal Justice Services (DCJS) communications Basic course and/or Emergency communications dispatch Course, Virginia Criminal Information Network/National Crime Information Center (VCIN/NCIC and CPR certification). Must have a minimum typing speed of 35 wpm. Must successfully pass a polygraph examination, background check, and drug screening. **Additional Requirements** Must have DCJS Certification as a Communications Officer within two years. Must have ICS-200 and ICS 800 within one (1) year. Must have successfully completed all on-the-job training standards. Must obtain Emergency Medical Dispatch certification and Emergency Fire Dispatch certification. Employee must receive an "Meets Standards" rating on their previous employee evaluation at the time of application.

No disciplinary action within the past twelve (12) months at the time of application. **Salary: \$41,092.13 - \$53,585.21 annually Deadline: 02/01/2023**

(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**

(1949) DEPUTY CLERK II: FULL TIME

Performs customer service and administrative functions in the Department. Work involves considerable data entry, assisting the general public, and preparing and maintaining files and records. Employee must exercise considerable tact and courtesy in frequent contact with taxpayers and the general public. Employee must also exercise some independent judgment and initiative in performing assigned tasks. **Minimum Qualifications:** High School Diploma or equivalent, supplemented by business school or college level courses or training in business administration or a related field, and considerable experience in the Office of the Clerk of the Circuit Court. Requires general knowledge of the circuit court system and its operations and the ability to maintain confidentiality of information. **Salary: \$38,283.99 Annually Deadline: 01/05/2023**

(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**

(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 (EVO), 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**

(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**

(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 TECHNICIAN: FULL TIME

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

(1944) IT PROJECT MANAGER: FULL TIME

Under minimal supervision, performs Application Life Cycle Management, which includes the related project management including the implementation of vendor-supplied COTS applications from the planning and implementation phases and on-going in operation application support. Using standard project management techniques develops and executes and supports the complete application life cycle. Works with all areas of Information Services as well department management and vendors. This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions and/or when general county offices are closed. **Minimum Qualifications:** Bachelor's Degree in Computer Science, Information Systems, Analysis and Design, Project Management, or closely related field; supplemented by five (5) or more years of previous experience and/or training that includes project management, systems analysis, design and implementation, and programming; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. **Salary: \$68,752.54 - \$89,378.30 Annually Deadline: Until Filled**

(1941) IT SUPPORT SPECIALIST I: FULL TIME

Under limited supervision, IT Support Specialist 1 (ITSS1) performs technical work for the Information Services Department. Under general supervision, an ITSS1 provides technical support to customers ensuring proper setup and maintenance of the County's Information Technology (IT) resources including: hardware, software applications and data storage. An ITSS1 troubleshoots and provides first-line diagnosis for all IT platforms. ITSS1's works primarily as a service desk team member. From the Service Desk, they resolve the County Staff's technology related issues over the phone, by remote entry into their computer or in person as required. ITSS1's perform related work as required. As a regular duty, ITSS1's provide technical services and assistance to information system users. Work involves operating the County's computer systems, printing, performing backups, responding to system messages, implementing technology solutions, requesting quotes from vendors and creating purchase orders. Work also involves assisting users in the operation of personal computers, communications devices and the County's computer system. An ITSS1 is also responsible for installing computer hardware, applications and related software, peripheral equipment and computer options, performs minor repairs to printers and sets up cellular devices. Employee must exercise tact and courtesy in frequent contact with system users, employ initiative and use judgment in completing tasks. ITSS1's are assigned to the Information Services Operations Section. ITSS1's report to the IT- Service Desk Supervisor. This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions or other occasions when general county offices are closed. **Minimum Qualifications:** College or Technical School coursework in Computer Science, or a related field. At least 1 to 3 years of personal computer and computer systems experience. Possession of a valid driver's license. Participation as a team member on projects requiring the delivery of services and equipment. Desired Certifications include A+, ITIL Foundation, Microsoft Technology Associate, Microsoft Active Directory. **Salary: \$38,283.99 - \$49,769.18 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**

(1943) PART TIME RECORDS CLERK: PART TIME

Under direct supervision, performs clerical and administrative work for the purpose of maintaining the Department records. Performs a variety of receiving, recording and file maintenance duties; prepares reports from Department records and related activities; and provides general assistance with several Department functions such as preparing No Trespass orders, performing criminal background checks and assisting the general public. **Minimum Qualifications:** High School Diploma or equivalent, supplemented by training in clerical or office management practices. Requires one (1) to two (2) years of experience providing customer service, clerical support, performing data entry, or maintaining files; or any equivalent

combination of training and experience which provides the required knowledge, skills and abilities. **Salary: \$15.14 - \$19.69 Hourly Deadline: Until Filled**

(1939) PERMIT TECHNICIAN FULL TIME

Under general supervision, performs technical administrative duties for the Community Development Department; including but not limited to the Building, Erosion, Chesapeake Bay, Zoning and Planning Divisions. Work involves assisting the general public in completing building; erosion, zoning and planning permit applications and assembling appropriate attachments. Work also involves processing inspection requests. Employee is also responsible for receiving and responding to a variety of inquiries and citizen complaints by telephone and in person; and maintaining a variety of records and files. Employee must exercise independent judgment, discretion and initiative in completing assignments and handling public contact situations requiring considerable tact and knowledge of County policies, procedures and programs. **Minimum Qualifications:** High School Diploma or equivalent. Two (2) to three (3) years of previous experience and/or training that includes customer service, public relations, knowledge of construction trades, administrative experience, and computers; or an equivalent combination of education, training, and experience. **Salary: \$38,283.99 - \$49,769.18 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**

(1942) SCADA ENGINEER: 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 required. Experience utilizing CAD software for the generation of panel drawings and BOM is required. 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. Must obtain OSHA 10 Certification within 15 days of employment. **Salary: \$68,752.54 - \$110,004.07 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**

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.