

Date: 03/20/2023-03/26/2023

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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**

**(2007) APPRAISER II: FULL TIME (INTERNAL)**

Under limited general supervision, performs responsible, professional and technical work of considerable difficulty assessing complex residential and agricultural real property, including the less complex commercial/industrial and tax exempt properties. 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. Supervision may be exercised over subordinate appraisers as assigned. **Minimum Qualifications:** High School Diploma or equivalent, preferably graduation from an accredited two (2) year college or university with major coursework in real estate, business management, or economics with three (3) years of experience in the real estate environment; 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 attend and successfully complete advanced IAAO Course 101 and 102, or an equivalent combination of training and experience. Must attend a standards and ethics workshop; encouraged to obtain a professional state licensed residential real estate appraiser's license. Encouraged to obtain a professional designation (RES/CAE) in the assessment field. **Salary: \$53,869.41 - \$70,030.24 Annually Deadline: 03/21/2023**

**(1997) ASSISTANT POOL MANAGER: SEASONAL**

Under general supervision, in absence of Pool Manager, is responsible for managing the day to day operations of the swimming pool. This includes managing the staff schedule, training new and returning staff, supervising lifeguards, pool admissions staff and swim lesson instructors. Enforcing facility safety rules and policies, inspecting equipment and facility for potential damage and safety issues, and request repairs and maintenance when necessary. Complete pool operator duties hourly. Complete daily records and reports. In addition, will be scheduled as a Lifeguard as needed. May be scheduled as a swim lesson instructor on a substitute basis. Responsibilities include all matters pertaining to business management, pool safety, directing, scheduling, supervising the pool staff, and sanitation. **Minimum Qualifications:** High School Diploma or equivalent; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. At least 3 months experience in pool operations and equipment required. Must be 18 years of age or older. Must possess valid certifications in ARC Lifeguard Training & CPR for the Professional Rescuer (CPR/First Aid/AED). A valid certification as an Aquatic Facility Operator (AFO) or a nationally recognized Pool Operator course preferred. American Red Cross Water Safety Instructor Certification (WSI) preferred. Experience in teaching swim lessons or coaching swim team preferred. Must complete in-house swim lesson instructor training upon hire. Complete and maintain required trainings to include but not limited to: New Employee Orientation, In-service, Bloodborne Pathogens, and Sexual Harassment upon hire. Satisfactory completion of a criminal background check and drug screen. **Salary: \$18.00 - \$18.36 Hourly 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**

**(2013) ELIGIBILITY WORKER I: FULL TIME**

Under general 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. 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, or closely related field; supplemented by one (1) year 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: \$46,534.43 - \$60,494.75 Annually Deadline: 04/02/2023**

**(2014) ELIGIBILITY WORKER II: FULL TIME**

Under limited 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. **Minimum Qualifications:** Bachelor's Degree in Social Services, Sociology, Human Services, or closely related field; supplemented by two (2) 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. Must possess and maintain a valid Virginia driver's license. **Salary: \$48,861.15 - \$63,519.49 Annually Deadline: 04/02/2023**

**(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**

**(1999) ENVIRONMENTAL INSPECTOR I: FULL TIME**

Under general supervision, performs technical work inspecting local construction projects to ensure compliance with County and State codes and regulations regarding erosion control and storm water maintenance under direction of the Deputy of Environmental Code. Work includes inspecting construction projects to ensure that materials and methods meet County, State and Federal specifications; and investigating construction activities and recommending changes when necessary. Employee is also responsible for preparing a variety of reports on construction projects. Employee must exercise initiative and independent judgment in performing inspections. Employee must also exercise considerable tact, courtesy, firmness and professionalism in frequent contact with property owners, developers, contractors and the general public. **Minimum Qualifications:** High School Diploma or equivalent, and one (1) to two (2) years of experience in the construction site inspections; or any equivalent combination of training and experience which provide the required skills, knowledge and abilities. State DEQ Erosion and Sediment Control Inspector and Stormwater Inspector certifications preferred or must be obtained within one (1) year of employment. Possession of a valid driver's license issued by the Commonwealth of Virginia. **Salary: \$46,534.43 - \$60,494.75 Annually Deadline Until Filled**

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

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

**(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: Until Filled**

**(2012) FACILITIES MAINTENANCE FOREMAN: FULL TIME**

Under limited supervision, performs skilled work in the maintenance of County facilities for the General Services Department oversees the performance of full time, part-time and seasonal employees. Work involves overseeing maintenance activities at County facilities and delegating routine work orders; assisting in renovation and relocation projects and coordinating the work of outsourced vendors and contractors as related to facilities maintenance. This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions and/or when general county offices are closed. **Minimum Qualifications:** High School Diploma or equivalent, and three (3) to five (5) years of experience in performing and supervising work requiring a knowledge of facilities maintenance; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. OSHA 30 Certification is required to be obtained within two weeks of employment. Possession of a valid driver's license issued by the Commonwealth of Virginia. Current certifications required for Fork Lift, Ariel and Bucket Truck. Experience in general facilities maintenance and repair. Areas of concentration include, but are not limited to: general construction, plumbing, electrical and mechanical work. Employee in this position is required to wear safety shoes. **Salary: \$51,304.20 - \$66,695.47 Annually Deadline: 04/03/2023**

**(2028) FAMILY SERVICES IN-HOME PREVENTION WORKER: 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: 03/31/2023**

**(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**

**(2020) 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: \$93,847.22 - \$115,504.27 Annually Deadline: 03/24/2023**

**(2022) FOSTER CARE FAMILY SERVICES WORKER I: 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: 03/24/2023**

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

Under general supervision, performs a variety of tasks in support of the Public Works Department. Work involves monitoring the recycling and disposal of residential waste, along with maintenance of buildings. Employee is also responsible for ensuring that users comply with the rules and regulations of the facility set forth by the Operations Manager. **Minimum Qualifications:** Some experience performing custodial related work or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. **Salary: \$12.00 - \$15.42 Hourly Deadline: Until Filled**

**(2011) 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**

**(1971) IT PROJECT APPLICATION ANALYST – TREASURER & COR: FULL TIME**

This position reports to the IT Program Manager for project management and application support and will be the primary liaison between Information Services and the Commissioner of the Revenue and Treasurer's offices. This will include learning the business processes of the Commissioner of the Revenue and Treasurer's offices, resolve application and process issues, and look for opportunities to improve application and processes. Provides technical support to existing applications residing on an IBM iSeries AS/400 environment, various interfaces between systems, and implementation projects to replace existing Commissioner of the Revenue and Treasurer's application systems. Perform implementation projects of vendor-supplied software packages including the installation, customization, deployment, maintenance and on-going support. Develop functional specifications for software development projects and resolves complex application use issues. Plan and coordinate department involvement in completion of related information services projects. Works with all levels of department management, administration, elected officials, vendors, and contractors. 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. This position may be required to be on call 24/7 and be available for emergency response either remotely or onsite, depending on the role assigned. **Minimum Qualifications:** Bachelor's Degree in Computer Science, Information Systems, Analysis and Design, Project Management, or closely related field; supplemented by three (3) to five (5) years of previous experience and/or training that includes systems analysis, design and implementation, programming, or project management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. A valid Commonwealth of Virginia Driver's License required. Knowledge of the Commissioner of the Revenue and Treasurer's offices business processes is required. Project Management experience may be required on various projects, depending on role assigned. AS400/i-Series system, RPG and Synon programming experience is required. **Salary: \$62,360.58 - \$81,068.76 Annually Deadline: Until Filled**

**(2016) LEGAL ASSISTANT I: FULL TIME**

Under general supervision, performs receptionist/secretarial duties of a legal nature in the Commonwealth's Attorney's Office. Work involves independently preparing routine legal documents and composing and typing a variety of legal and routine documents. Work also involves receiving, screening, and responding to a variety of inquiries by telephone and in person and providing information or assistance or referring inquiries to the appropriate personnel. Employee is responsible for maintaining a variety of confidential and routine files and records. Employee is also responsible for ordering and assembling criminal histories, driving records, conviction records, probation records, etc. Employee must exercise

independent judgment, discretion and initiative in completing assignments. Employee must also exercise considerable tact and courtesy in frequent contact with the public, victims, and witnesses. **Minimum Qualifications:** Vocational/Technical School completion, with major course work in legal secretarial science, and one (1) to three (3) years of experience in legal secretarial/administrative work, experience in public law enforcement office preferred; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess or be able to obtain VCIN operator certification. **Salary: \$40,198.19 - \$52,257.64 Annually Deadline: 04/03/2023**

**(1993) LIFEGUARD: SEASONAL**

Under general supervision, the primary responsibility as a lifeguard is to prevent drowning and other injuries from occurring. Ensures the safety of all patrons in the aquatic facility. Responsible for the safety and cleanliness in the aquatics facility. Reports to the Pool Manager/ Assist. Pool Manager on duty. **Minimum Qualifications:** Must be 15 years of age or older. Must possess valid Certifications in ARC Lifeguard Training & CPR for the Professional Rescuer (CPR/First Aid/AED). Complete and maintain required trainings to include but not limited to: New Employee Orientation, In-service, Bloodborne Pathogens and Sexual Harassment upon hire. Satisfactory completion of a criminal background check and drug screen. **Salary: \$15.00 - \$15.30 Hourly Deadline: Until Filled**

**(1977) MECHANIC I: FULL TIME**

Under general supervision, performs skilled maintenance and repair of mechanical equipment for all Utilities/Public Works facilities including water treatment, wastewater treatment, compost, sanitary sewer pump stations and water booster stations. Work involves installing, maintaining, and repairing pumps, motors, valves and other associated mechanical equipment. Employee is also responsible for documenting work responsibilities, repairs, and inspections in the County's computerized maintenance management system, CityWorks. Employee must exercise some independent judgment in completing assigned tasks. Reports to Manager, Plant Maintenance. 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. Offering sign on bonus up to \$2,500 based on experience! **Minimum Qualifications:** High School Diploma or equivalent and one (1) year of experience in mechanical maintenance and repair 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 obtain Forklift Certification within one (1) year of hire. Must conform to OSHA regulations that may require removal of some facial hair. Must obtain OSHA 10 Hour certification within one (1) week of hire.

Additional safety training includes: Arc Flash – NFPA 70E Arc Flash – NFPA 70E, Aerial lift / Bucket Truck / Scissors Lift, Asbestos Awareness, Bloodborne Pathogens, Compressed Gas Safety, Chain Saw Safety, Confined Space, CPR / First Aid / Bleeding Control, Service Truck Crane, Electrical Contact Release, Electrical Safety, Emergency Action Plan, Fall Prevention, Fall Protection, Fire Extinguishers / Prevention, Flammable Liquids, Hand and power tool Safety, Hazard Communication / GHS, Hearing Conservation, Heat Awareness, Ladder Safety, Lock Out / Tag Out, Machine Guarding, Mechanical Press, Personal Protective Equipment, Portable Grinders, Respirable Silica, Respirator Use – Voluntary, Spill Training / Hazmat / OSHA II First Responder Operations Level, Tree Trimming, Walking / Working Surfaces, Trenching and Excavation, Welding / Cutting / Brazing, Arc Welding and Cutting. **Salary: \$44,318.50 - \$70,909.60 Annually Deadline: Until Filled**

**(2009) MUSEUM SPECIALIST: PART TIME**

Under limited supervision, develops and oversees educational programming and exhibitions at the museum to enhance the understanding and appreciation of Spotsylvania County history. Work involves accessioning and maintaining permanent records on museum collections; collecting, classifying and caring for the collections; planning, constructing and interpreting exhibits and displays; conducting research for programs and collections, as well as providing information to museum visitors. Reports to the Tourism Manager. **Minimum Qualifications:** Bachelor's Degree in Museum Studies, Historic Preservation, History or closely-related field. Progressive experience working in a museum encompassing exhibition planning, development, design, installation and artifact preservation. Some management experience preferred. **Salary: \$46,534.43 - \$60,494.75 Annually Deadline: Until Filled**

**(1968) OFFICE TECHNICIAN: PART-TIME**

Under minimum supervision, is responsible for the daily clerical-administrative functions in the Department. Performs administrative work planning, organizing and coordinating the bonds, securities program and records management program. Independently resolves a variety of routine and non-routine situations, tasks, and inquiries by telephone and in person on a daily basis. Takes direction from the senior staff and provides direct support to the department. Work involves performing a variety of technical administrative duties and assignments. Employee must exercise initiative and independent judgment in completing assignments. Employee must also exercise tact and courtesy in contact with the general public. Reports to the Office Manager II. **Minimum Qualifications:** Associate's Degree; supplemented by three (3) years of previous experience and/or training in office administration, accounting, construction or real estate; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities. **Salary: \$38,283.99 - \$49,769.18 Annually Deadline: Until Filled**

**(1981) PARK ATTENDANT: SEASONAL**

Under general supervision, performs semi-skilled and unskilled work in the maintenance and construction needs of the County Parks and Recreation Department. Work involves performing a variety of labor-intensive tasks such as maintaining parks and athletic fields and repairing equipment and recreational facilities. **Minimum Qualifications:** Some experience in grounds maintenance required. Possession of valid driver's license issued by the Commonwealth of Virginia. **Salary: \$13.20 Hourly Deadline: Until Filled**

**(1983) PARK LABORER: SEASONAL**

Under general supervision, performs semi-skilled labor for operations of the Parks & Recreation Department. Work involves litter pickup, general landscape duties, operating light machinery and using hand tools, etc. Employee must exercise some independent judgment and initiative in ensuring proper completion of assigned tasks. 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 is preferred but not required.

Possession of a valid driver's license issued by the Commonwealth of Virginia is preferred. Employee must be able to read and communicate verbally. Employee in this position is required to wear safety shoes and uniform provided by the County. Pre-employment drug test will be required (Utilities and Public Works only). May be required to work weekends, holidays, and during inclement weather. **Salary: \$16.00 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**

**(2024) PLANT OPERATOR I: FULL TIME**

Under general supervision, performs responsible technical work in the operation and minor maintenance of equipment at the wastewater treatment or water plant. Work involves collecting and testing water samples and controlling mechanical, electrical, and chemical equipment involved in pumping and/or treating water. Employee is also responsible for adjusting chemical feed as required. Employee must exercise judgment based on training and experience in making decisions and coordinating the proper operation of equipment. This position is essential. Personnel occupying this position may be scheduled to work irrespective of weather conditions and/or when general County offices are closed. **Minimum Qualifications:** High School Diploma or equivalent combination of training with a minimum of four (4) to six (6) years of experience which provides the required skills, knowledge and abilities. **Salary: \$48,861.15 - \$63,519.49 Annually Deadline: Until Filled**

**(2001) PROGRAM ASSISTANT ASD: PART TIME**

Under general supervision, performs administrative work involving the maintenance of a variety of records files for the Sheriff's Department to include but not limited to grant research, grant maintenance and accreditation. Position ensures the department's participation and compliance with Virginia State Law, DCJS and VLEPSC. Position is also responsible for processing and completing all submissions as required by the County, finance, grant manager, DCJS and VLEPSC. Work also involves coordinating work activities, ensuring quality of work, compiling statistical data, maintaining office supplies, community calendars, unit events and other tasks as needed in ASD. Additionally, the fleet manager will be responsible for coordinating service and repairs, assist with purchasing vehicles, process paperwork with DMV, process accidents reports, advise department of vehicle recall, and prepare paperwork for seized vehicles. Under general supervision of the Captain and/or Shelter Manager of the Division of Animal Control, certain Program Assistant positions will be assigned for the recruiting, coordination, supervision, and training of volunteers for the Animal Shelter and community outreach programming. Responsible for updating and maintaining various social media sites. **Minimum Qualifications:** High School Diploma or equivalent; supplemented by college level course work or vocational training in criminal justice, grant research, grant maintenance and accreditation supplemented by three (3) to five (5) years previous experience and/or training in above topics, workflow coordination, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. For certain Program Assistant positions, must possess and maintain knowledge and training in grant research, grant maintenance and accreditation. For certain Program Assistant positions, experience in supervising volunteers, photography, social media, or similar experience. **Salary: \$18.41 - \$23.93 Hourly Deadline: Until Filled**

**(1992) POOL ADMISSIONS WORKER: SEASONAL**

The pool admissions worker is primarily responsible for collecting admission fees at the swimming pool facility. Hours will vary and will require evening and weekend shifts. Minimum Qualifications: Must be 16 years of age or older. CPR for the Professional Rescuer CPR/CP (AED) preferred. Will train. Complete and maintain required trainings to include but not limited to: New Employee Orientation, In-service, Bloodborne Pathogens, and Sexual Harassment upon hire. Satisfactory completion of a criminal background check and a drug screen. Must have knowledge of the fundamentals of financial record keeping and methods of performing basic business mathematic calculations or any combination of education and experience providing the required skill and knowledge for successful performance. Familiar with cashier duties requiring independent judgment with speed and accuracy; maintaining records; posting data and making arithmetic calculations with speed and accuracy. **Salary: \$12.00-\$12.24 Hourly Deadline: Until Filled**

**(1998) POOL MANAGER: SEASONAL**

Under limited supervision, position is responsible for managing the day to day operations of the swimming pool. This includes managing the staff schedule, training new and returning staff, supervising lifeguards, pool admissions staff and swim lesson instructors. Enforcing facility safety rules and policies, inspecting equipment and facility for potential damage and safety issues, and request repairs and maintenance when necessary. Complete pool operator duties hourly. Complete daily records and reports. In addition, may be scheduled as a swim lesson instructor on a substitute basis. Responsibilities to include all matters pertaining to business management, pool safety, directing, scheduling, supervising the pool staff, and sanitation. **Minimum Qualifications:** Graduation from high school, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Thorough knowledge of pool operations and maintenance practices, knowledge of occupational hazards and safety precautions; ability to train and supervise the work of others; ability to establish and maintain effective working relationships with other employees; ability to prepare detailed reports. Strong communication skills. Must be 18 years of age or older. Must possess valid certification in ARC Lifeguard Training & CPR for the Professional Rescuer (CPR/First Aid/AED). Must possess a valid certification as an

Aquatic Facility Operator (AFO) or nationally recognized pool operator course (CPO) or enroll and complete certification upon hire. Certification must be completed prior to mid-May. American Red Cross Water Safety Instructor Certification (WSI) preferred. Experience in teaching swim lessons or coaching swim team preferred. Must complete in-house swim lesson instructor training upon hire. Complete and maintain required trainings to include but not limited to: New Employee Orientation, In-service, Bloodborne Pathogens and Sexual Harassment upon hire. Satisfactory completion of a criminal background check and drug screen. **Salary: \$19.50-19.89 Hourly Deadline: Until Filled**

**(1982) RESERVOIR ATTENDANT: SEASONAL**

Under general supervision responsible for boat rental service, bank fishing program, park maintenance and the enforcement of rules and regulations. This is labor-related work. **Minimum Qualifications:** High School Diploma or equivalent combination of experience and training which provides the required skills, knowledge, and abilities. **Salary: \$15.00 Hourly Deadline: Until Filled**

**(1996) SWIM LESSON COORDINATOR: SEASONAL**

Under general supervision of the Special Events and Leisure Programmer, this position is responsible for overseeing the Lorieella Pool Learn to Swim Program, offering quality swimming lessons to all participants, age 6 mos. through adult. Employee is responsible for the safety of class participants, planning, implementing and delivering effective and qualitative programs for customers of all ages and ability. Must successfully demonstrate service, integrity and pride while working with the general public. Hours will vary Mon – Fri. 8 a.m. – 12p.m. / 6 – 8 p.m. May – August. **Minimum Qualifications:** High School Diploma and experience providing the required swimming skills and knowledge to perform swim lesson coordination. Must be 18 years of age or older. American Red Cross (ARC) Water Safety Instructor Certification (WSI) preferred or comparable experience in teaching swim lessons or coaching swim team is required. Must complete in-house swim lesson instructor training upon hire. Must possess valid certification in ARC Lifeguarding & CPR for the Professional Rescuer (CPR/First Aid/AED). Complete and maintain required trainings to include but not limited to: New Employee Orientation, In-service, CPR/PR (AED), Bloodborne Pathogens, and Sexual Harassment upon hire. Satisfactory completion of a criminal background check and drug screen. High School Diploma and experience providing the required swimming skills and knowledge to perform swim lesson coordination. Must be 18 years of age or older. Must hold current certification in American Red Cross Water Safety Instructor. **Salary: \$18.00 - \$18.36 Hourly Deadline: Until Filled**

**(1994) SWIM LESSON INSTRUCTOR I: SEASONAL**

Under general supervision of Swim Lesson Coordinator /Special Events & Leisure Programmer, this position is responsible for teaching swimming lessons according to class level to program participants. Employee is responsible for the safety of class participants, planning, implementing and delivering effective and qualitative programs for customers of all ages and ability; must successfully demonstrate service, integrity and pride while working with the general public. Reports to the Swim Lesson Coordinator / Special Events & Leisure Programmer. May – Aug. Swim Lesson schedule will vary between Mon – Fri. 8 a.m. – 12 p.m. / 6 – 8 p.m. **Minimum Qualifications:** Must be 16 years of age or older. American Red Cross Water Safety Instructor Certification (WSI) preferred. Experience in teaching swim lessons or coaching swim team preferred. Must complete in-house swim lesson instructor training upon hire. Certifications in American Red Cross CPR for the Professional Rescuer or Community CPR/First Aid/AED required, but will train. Complete and maintain required trainings to include but not limited to: New Employee Orientation, In-service, Bloodborne Pathogens, and Sexual Harassment upon hire. Satisfactory completion of a criminal background check and drug screen. Any combination of education and experience providing the required skill and knowledge for successful performance that would prove extensive knowledge and /or training in swimming strokes, techniques in teaching the strokes; demonstrates ability to teach others. Certification in American Red Cross Water Safety Instructor is preferred. Swim Team experience or the ability to demonstrate skill is required. Must be able to perform all skills taught in lessons for levels in which you instruct. **Salary: \$16.00 - \$16.32 Hourly Deadline: Until Filled**

**(1995) SWIM LESSON INSTRUCTOR II: SEASONAL**

Under general supervision of Swim Lesson Coordinator, Special Events & Leisure Programmer. Position is responsible for teaching swimming lessons according to class level to program participants. In addition, will be scheduled as a Lifeguard during pool operating hours. Employee is responsible for the safety of class participants, planning, implementing and delivering effective and qualitative programs for customers of all ages and ability. Must successfully demonstrate service, integrity and pride while working with the general public. Reports to Swim Lesson Coordinator, Special Events & Leisure Programmer or Pool Manager on duty. May – Aug. Swim Lesson schedule will vary between Mon – Fri. 8 a.m. – 12 p.m. / 6 – 8 p.m. May – Sept. Lifeguard schedule will vary between Sun - Sat 12 p.m. – 6 p.m. **Minimum Qualifications:** Must be 16 years of age or older. **\*\*If you are not a certified ARC Lifeguard, please apply for the Swim Instructor I position\*\*** Swim Instructor II must possess a valid certificate in ARC Lifeguarding, CPR/PR for the Professional Rescuer. American Red Cross Water Safety Instructor Certification (WSI) preferred. Experience in teaching swim lessons or coaching swim team preferred. Must complete in-house swim lesson instructor training upon hire. Complete and maintain required trainings to include but not limited to: New Employee Orientation, In-service, Bloodborne Pathogens and Sexual Harassment upon hire. Satisfactory completion of a criminal background check and drug screen. Any combination of education and experience providing the required skill and knowledge for successful performance that would prove extensive knowledge and /or training in swimming strokes, techniques in teaching the strokes; demonstrates ability to teach others. Certification in American Red Cross Water Safety Instructor is preferred. Swim Team experience or the ability to demonstrate skill is required. Must be able to perform all skills taught in lessons for levels in which you instruct. Must complete in-house training upon hire. Must work minimum of 20 hours a week, 3 of the 4 sessions as scheduled and may supplement additional hours as a Lifeguard. Primary responsibility is to the Learn to Swim Program. **Salary: \$17.00 - \$17.34 Hourly Deadline: Until Filled**

**(2008) TOURISM MANAGER: FULL TIME**

Under minimal direct supervision, performs responsible administrative work in planning, directing and coordinating tourism programs within Spotsylvania County. Work involves encouraging the expansion of existing programs and fostering the establishment of approved tourism events

in the County. Employee is responsible for implementation of the County's Tourism Strategic Plan, promoting attributes of the area, preparing reports and presentations concerning tourism development activities, and maintaining a database of tourism contacts both inside and outside the state of Virginia. Employee must exercise considerable initiative and independent judgment in developing events, marketing strategies and associated materials. Employee must also exercise considerable tact, courtesy and professionalism in frequent contact with business representatives, tourism liaisons and the general public. Works collaboratively with the Director of Community Engagement and Tourism to develop and implement strategies for comprehensive, effective and proactive communications with County residents, employees, businesses, visitors, and other target audiences. Promotes the County as a desirable tourist destination through advertising, coordination of special events, the Visitor's Center and County Museum. Reports to the Director of Community Engagement. **Minimum Qualifications:** Bachelor's Degree in Advertising, Marketing, Communications, Hospitality Tourism or closely related field and six (6) to nine (9) years of experience in tourism, marketing, public relations management, or a related field; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. A valid driver's license in the Commonwealth of Virginia is required. **Salary: \$68,752.54 - \$89,378.30 Annually**  
**Deadline: Until Filled**

**(02000) UMPIRE: SEASONAL**

Under general supervision of Recreation Programmer and administrative staff, position is responsible for seeing that games are officiated and rules are obeyed. To ensure proper conduct among players, coaches and fans. **Minimum Qualifications:** Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Must be 15 years of age or older. **Salary:** Base Pay 60 Foot Field - Plate - \$38.00, Base - \$32.00 90 Foot Field - Plate - \$44.00, Base - \$38.00. **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**

**(1962) ZONING PLANS REVIEWER I: FULL TIME**

Under general supervision, the duties of the position include review of commercial and residential site plans, including new commercial and residential permit applications. Employees in this classification perform technical plan review, support code enforcement and permitting processes and provide assistance to management as needed. Position is responsible for ensuring site plans comply with all aspects of zoning regulations set forth in the zoning ordinance, design standards manual, and subdivision ordinance. **Minimum Qualifications:** High School Diploma or equivalent; supplemented by at least two (2) years of previous experience and/or training that includes computers, mapping and site plan symbols, land use principles, and planning theory and statutory laws; or an equivalent combination of education, training, and experience. Certified Zoning Official (CZO) certification through the Virginia Association of Zoning Officials (VAZO) is preferred. **Salary: \$48,861.15 - \$63,519.49 Annually** **Deadline: Until Filled**

Please submit on-line County application at [www.spotsylvania.va.us/careers](http://www.spotsylvania.va.us/careers).

**ADDITIONAL APPLICANT INFORMATION**

**Department of Human Resources: 9104 Courthouse Road, P.O. Box 605, Spotsylvania, VA 22553**

**Telephone: (540) 507-7290; FAX: (540) 507-7296; TTY: 711;**

**Web Site: <https://www.governmentjobs.com/careers/spotsy/>**

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