



## County of Frederick

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**Michael J. Marciano**  
Director of Human Resources

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TO: Human Resources Committee and Board of Supervisors  
FROM: Michael J. Marciano  
DATE: February 5, 2021  
SUBJECT: HR Committee Agenda

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The HR Committee will meet in the First Floor Boardroom Room at 107 North Kent Street on **Friday, February 12, 2021** at 9:00 a.m.

The agenda for the meeting is as follows:

1. **Request for Range and Title Change** – Presentation by Department Representative
  - a. Parks & Recreation – Change the title and salary range of its Park Technician (Range 3) to Assistant Park Manager (Range 5)
2. **Employee of the Month Recognition – Employee Nomination**

# **Exhibit A**

**Request for Range and Title Change by  
Parks & Recreation Department**  
February 12, 2021 HR Committee Meeting



## COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678

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[www.fcprd.net](http://www.fcprd.net)

### M E M O R A N D U M

TO: Human Resource Committee

FROM: Jason Robertson  
Director

SUBJ: Range and Title Change

DATE: January 20, 2021

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The Parks and Recreation Commission is requesting to change the Park Technician Range 3 to Assistant Park Manager Range 5 positions. The reason for the increase in range and the title change is to increase job responsibility and meet identified operational needs. The need for the proposed change is based on the evolving scope of park maintenance operations. Frederick County Parks and Recreation maintains two regional parks and amenities, three neighborhood parks and amenities, a walking trail around the lake at the Bowman Library, the grounds and athletic fields of three Frederick County Public School (FCPS) high schools and four FCPS Middle Schools, grounds at twelve FCPS elementary schools and four additional FCPS properties, the Frederick County Public Safety Building, and Frederick County Sheriff's Office training range.

Within this scope, the past four years has seen the

addition of Rose Hill Park, Stonewall Park, and the walking trail around the lake at Bowman Library. The department has also converted Frederick Heights Park from an underutilized to a well-used neighborhood park.

All parks are open 8am to dark (or last game) seven days a week, every day of the year including holidays. Park staff members not only provide all ground and field maintenance during this time but also deliver much needed customer support to our park patrons.

Having increased presence of supervisory staff during operating hours increases customer service and decreases incident occurrence. The Assistant Park Managers will assist the current Park Managers in providing a management level of oversight to full and part-time staff, helping fill a much-needed evening and weekend gap of supervision.

Please find attached the job description for the Park Technician and Assistant Park Manager positions with changes highlighted. Also attached are Winchester City, Warren County, and Loudoun County position pay scales with very similar essential duties and responsibilities. Please note on the Frederick County Salary Administration Program the Assistant Animal Shelter Manager with a Range 6 classification.

## Proposed title change from Park Technician to Assistant Park Manager

<u>Locality</u>	<u>Title</u>	<u>Starting Pay</u>	<u>Notes</u>
Frederick County	Park Technician Assistant Park Manager	\$31,775 (range 3) \$39,638 (range 5)	Propose to Asst. Mgr
City of Winchester	Assistant Facilities Manager Crew Supervisor	\$57,740 (grade 17) \$48,027 (grade 14)	Attached
Warren County	Assistant Crew Supervisor	Low-mid \$40's	Attached
Loudoun County	Assistant Park Manager	\$ Mid - upper 40's	Attached

## County of Frederick, Virginia

### Position Details

Position: Assistant Park Manager		Date Position Created:
Department: Parks and Recreation		Reports To: Park Manager
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Date Prepared: 01/19/2021	Prepared By: Cory Smith
Range: 5	Grade:	Salary:

G/L Line Item:

### Job Description

**Job Purpose:** Performs responsible skilled work in caring for and maintaining the County's park buildings and grounds. Exercises supervision over skilled and semi-skilled personnel. Oversees operations in the absence of the Park Manager. Performs related duties as assigned.

Work is performed with little or no supervision of the Park Manager.

### Essential Functions

- Advanced skill-level position to assist the Park Manager with the complete facilities and grounds maintenance program, as well as related work necessary to maintain assigned County owned facilities.
- Plan and participate in varied phases of maintenance and repair, including such work as: electrical wiring and repair, installing and repairing plumbing, replacing roofs and playground equipment.
- Oversees Park Ranger program.
- Serve as Park Manager in Park Manager's absence.
- Assist in scheduling of personnel (full and part time).
- Mows, trims, seeds, and sods turf areas.
- Operates the Department's vehicles and equipment to include front end loader, backhoe, dump truck and trailer, batwing mower, bush hog, tractor, man lifts, Z-turn mower, aerators, trimmers, leaf vacuums, blowers, and 1 ton truck.
- Assists in turf maintenance and irrigation program.
- Plants and maintains bedding plants, shrubs and trees.
- Inspects and maintains playground areas; Performs building and grounds maintenance work as required.
- Performs janitorial duties as required and supervises custodial/maintenance tasks of subordinate personnel.
- Repairs drives and walkways, fencing and gates.
- Opens and secures park and facilities as required.
- Assists in electrical and plumbing repairs as needed.
- Assists in rough carpentry, and painting.
- Assists in repairing equipment and vehicles.
- Prepares athletic fields for school and recreational activities.
- Performs pool maintenance as required.
- Maintains records of work performed, time and materials spent, and equipment utilized.
- Supervises part-time labor.
- Services and makes minor repairs and adjustments on equipment.
- Other duties as assigned.

### Job Requirements:

**Education:** Graduation from high school or vocational school with considerable experience in building and grounds maintenance and, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**Experience:** Must possess valid driver's license. Relevant park maintenance experience required. Ability to acquire Certified Pool Operators Certificate, Certified Playground Safety Inspector Certificate and Commercial Pesticide Applicator License.

**Knowledge/Skills:**

Technical knowledge and use of safety precaution applicable to the duties of the class. Skilled in the care and operation of several types of trucks and specialized maintenance and construction equipment. Ability to follow oral and written instructions. Ability to use standard hand tools. Some skills acquired through on-the-job experience and training. Duties are frequently routine but are normally performed with some degree of independence. Ability to establish and maintain effective working relationships with co-workers and communicate well with the general public.

**Working Conditions:**

**Physical Demands:** Walking, talking, stooping, kneeling, bending, reaching, and gripping. Ability to work in unfavorable weather conditions, emergency situations and work flexible schedules including holidays / weekends. Must be able to lift at least 70 lbs.

**Supervisory Responsibilities:**

**Number of Employees Supervised: 12**

**Number of Subordinate Supervisors Reporting to Job: 0**

**Approvals:**

Department Director:

Date:

HR Director:

Date:

Finance Director:

Date:

County Administrator:

Date:

Board of Supervisors Approval:

Date:

## County of Frederick, Virginia

### Position Details

Position Title: Park Technician		Date Position Created:
Department: Parks and Recreation		Reports To: Park Manager
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Date Prepared: 2/1/2016	Prepared By: Melissa Banks
Range: 3	Grade:	Salary:
G/L Line Item: 7103-1001-000-076;7103-1001-000-075		

### Job Description

**Job Purpose:** Performs responsible work in the supervising and performing building and mechanical maintenance duties. May exercise supervision over skilled and semi-skilled personnel. Oversees operations in the absence of the Park Manager. Performs related duties as assigned. Work is performed with limited supervision of the Park Manager or his/her designee.

### Essential Functions

- Operates the department's vehicles and equipment performing special projects;
- Performs carpentry, painting, plumbing, electrical and mechanical tasks;
- Supervises skilled and semi-skilled workers in the performance of building and grounds maintenance tasks;
- Keeps department supplied with necessary cleaning supplies, repair and maintenance supplies and equipment;
- Opens and secures park and facilities as required;
- May work days, evenings, nights, or weekends as weather and field parameters dictate;
- Checks prices and quality of materials purchased in conformity of needs;
- Keeps records of incoming and outgoing stock;
- Maintains and repairs maintenance equipment and vehicles;
- Maintains and repairs swimming pool equipment;
- Keeps records of all work performed, time and materials spent and equipment utilized;
- Maintains control records on non-expendable County property;
- Supervises part-time labor;
- Maintains playground and park amenities.
- May drive a County vehicle; valid driver's license and clean driving record required

### Job Requirements:

**Education:** Graduation from high school or vocational school.

**Experience:** Extensive experience in facilities and equipment maintenance operations work or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Knowledge/Skills:**

Thorough technical knowledge and use of building maintenance practices, swimming pool maintenance, equipment and vehicle maintenance practices, materials and tools. Thorough knowledge and use of occupational hazards and safety precautions. Ability to train and supervise subordinate personnel. Ability to prepare detailed reports. Ability to establish and maintain effective working relationships with co-workers and communicate well with the general public. Have the ability to obtain a Certified Playground Safety Inspector License and a Certified Pool Operators License.

### Working Conditions:

**Physical Demands:** Walking, talking, stooping, kneeling, bending, reaching and gripping. Ability to work in unfavorable weather conditions and be dependable. Must be capable of lifting at least 70 lbs.



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<b>Supervisory Responsibilities:</b>	
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<b>Number of Employees Supervised: 6</b>	<b>Number of Subordinate Supervisors Reporting to Job: 0</b>
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<b>Approvals:</b>	
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Department Director:	Date:
HR Director:	Date:
Finance Director:	Date:
County Administrator:	Date:
Board of Supervisors Approval:	Date:



## Frederick County, VA Salary Administration Program

Title	Department	Range
1st LIEUTENANT	SHERIFF'S OFFICE	9
ACCOUNT ANALYST	TREASURER'S OFFICE	6
ACCOUNT CLERK	FREDERICK COUNTY	3
ACCOUNTING SUPERVISOR	FINANCE	9
ACCOUNTING TECHNICIAN	NRADC	4
ADMINISTRATIVE ASSISTANT	FREDERICK COUNTY	6
ADMINISTRATIVE INVESTIGATOR	FREDERICK COUNTY	8
AIRPORT EXECUTIVE DIRECTOR	WINCHESTER REGIONAL AIRPORT	NC
ANIMAL CARETAKER	PUBLIC WORKS/ANIMAL SHELTER	2
ANIMAL SHELTER MANAGER	PUBLIC WORKS/ANIMAL SHELTER	8
ASAP CASE MANAGER	NRADC/DCS	5
ASAP CASE MANAGER ASSISTANT	NRADC/DCS	4
ASSESSOR I	COMMISSIONER OF THE REVENUE	7
ASSESSOR II	COMMISSIONER OF THE REVENUE	8
ASSESSOR III	COMMISSIONER OF THE REVENUE	9
ASSISTANT FIRE CHIEF	FIRE & RESCUE	12
ASSISTANT ANIMAL SHELTER MANAGER	PUBLIC WORKS/ANIMAL SHELTER	6
ASSISTANT COMMONWEALTH'S ATTORNEY	COMM ATTORNEY'S OFFICE	10
ASSISTANT CONVENIENCE SITE SUPER	PUBLIC WORKS/LANDFILL	4
ASSISTANT COUNTY ADMINISTRATOR	COUNTY ADMINISTRATION	NC
ASSISTANT COUNTY ATTORNEY	COUNTY ATTORNEY'S OFFICE	10
ASSISTANT COURT SERVICES DIRECTOR	NRADC/DCS	9
ASSISTANT FINANCE DIRECTOR	FINANCE	12
ASSISTANT NURSING DIRECTOR	NRADC	8
ASSISTANT PLANNING DIRECTOR	PLANNING & DEVELOPMENT	12
ASSISTANT PUBLIC WORKS DIRECTOR	PUBLIC WORKS/ADMINISTRATION	11
ASSISTANT REGISTRAR	REGISTRAR'S OFFICE	4
ASSISTANT SUPERINTENDENT	NRADC	12
ASSISTANT TRANSPORTATION DIRECTOR	PLANNING & DEVELOPMENT	12
AUDITOR	COMMISSIONER OF THE REVENUE	8
BASICREC COORDINATOR	PARKS & RECREATION	5
BASICREC MANAGER	PARKS & RECREATION	7
BENEFITS ADMINISTRATOR	HUMAN RESOURCES	6
BLDG OFFICIAL CODE ADMIN	PUBLIC WORKS/INSPECTIONS	10
BOOKING TECHNICIAN	NRADC	3
BUSINESS DIVISION/CHIEF ADMIN	COMMISSIONER OF THE REVENUE	8
BUSINESS MANAGER	NRADC	8
BUSINESS RETENTION MANAGER	EDA	9
CAPTAIN	SHERIFF'S OFFICE/NRADC	10
CASE OFFICER	NRADC/DCS	4
CASHIER	TREASURER'S OFFICE	3
CERTIFIED MEDICATION AIDE (CMA)	NRADC	2
CHIEF COMMUNITY CORRECTIONS	NRADC/DCS	10
CIRCUIT COURT CLERK	CLERK'S OFFICE	NC
CIVIL ENGINEER	PUBLIC WORKS/ADMINISTRATION	9
COLLECTOR	TREASURER'S OFFICE	8
COMMISSIONER OF THE REVENUE	COMMISSIONER OF THE REVENUE	NC
COMMONWEALTH'S ATTORNEY	COMM ATTORNEY'S OFFICE	NC
COMMUNICATION OFFICER I	PUBLIC SAFETY COMMUNICATIONS	4
COMMUNICATION OFFICER II	PUBLIC SAFETY COMMUNICATIONS	5
COMMUNICATION OFFICER III	PUBLIC SAFETY COMMUNICATIONS	6

Frederick County Salary Administration Program - December 2020

Title	Department	Range
COMMUNICATIONS SHIFT SUPERVISOR	PUBLIC SAFETY COMMUNICATIONS	7
COMMUNITY OUTREACH COORDINATOR	SHERIFF'S OFFICE	5
CONVENIENCE SITE ATTENDANT	PUBLIC WORKS/LANDFILL	1
CONVENIENCE SITE SUPERVISOR	PUBLIC WORKS/LANDFILL	5
CORRECTIONAL INVESTIGATOR	NRADC	5
CORRECTIONAL NURSE I	NRADC	7
CORRECTIONAL NURSE II	NRADC	7.5
CORRECTIONAL NURSE III	NRADC	8
CORRECTIONAL OFFICER I	NRADC	5
CORRECTIONAL OFFICER II	NRADC	6
CORRECTIONAL OFFICER III	NRADC	7
CORRECTIONAL SYSTEM TECHNICIAN	NRADC	5
CORRECTIONAL SYSTEMS OFFC	NRADC	7
COUNTY ADMINISTRATOR	COUNTY ADMINISTRATION	NC
COUNTY ATTORNEY	COUNTY ATTORNEY'S OFFICE	NC
COURT SERVICES DIRECTOR	NRADC/DCS	10
CRIME ANALYST	SHERIFF'S OFFICE	6
CSA ACCOUNT SPECIALIST	CHILDREN'S SERVICES	4
CSA COORDINATOR	CHILDREN'S SERVICES	8
CSR (CUSTOMER SVC REP-NON AIRPORT)	FC-ALL DEPT'S EXCEPT AIRPORT	2
CUSTODIAN	MAINTENANCE	1
CUSTODIAL SUPERVISOR	MAINTENANCE	3
CUSTOMER SERVICE REP(AIRPORT ONLY)	WINCHESTER REGIONAL AIRPORT	2
CUSTOMER SERVICE TECHNICIAN	PARKS & RECREATION	3
DATA COLLECTOR	COMMISSIONER OF THE REVENUE	4
DATABASE ADMINISTRATOR/DEVELOPER	INFORMATION TECHNOLOGY	8
DEPUTY CHIEF	FIRE & RESCUE	11
DEPUTY CLERK TO BOARD OF SUPERVISORS	COUNTY ADMINISTRATION	10
DEPUTY CLERK/OPERATIONS	CLERK'S OFFICE	6
DEPUTY COMMONWEALTH'S ATTORNEY	COMM ATTORNEY'S OFFICE	12
DEPUTY DIRECTOR IT-SECURITY	INFORMATION TECHNOLOGY	11
DEPUTY COUNTY ADMINISTRATOR	COUNTY ADMINISTRATION	NC
DEPUTY I	SHERIFF'S OFFICE	5
DEPUTY II	SHERIFF'S OFFICE	6
DEPUTY III	SHERIFF'S OFFICE	7
DEPUTY REGISTRAR	REGISTRAR'S OFFICE	5
DEPUTY TREASURER	TREASURER'S OFFICE	12
DEPUTY TREASURER / COMPLIANCE	TREASURER'S OFFICE	10
DEPUTY TREASURER OPS	TREASURER'S OFFICE	12
DESIGN REVIEW SPECIALIST	PUBLIC WORKS/INSPECTIONS	6
DIRECTOR ELECTIONS/GEN REGISTRAR	REGISTRAR'S OFFICE	NC
EDA DIRECTOR	EDA	NC
EMS BILLING MANAGER	FIRE & RESCUE	4
EMS BILLING SPECIALIST	FIRE & RESCUE	2
ENVIRONMENTAL INSPECTOR	PUBLIC WORKS/ADMINISTRATION	5
ENVIRONMENTAL MANAGER	PUBLIC WORKS/LANDFILL	9
ENVIRONMENTAL PROGRAM ADMINISTRATOR	PUBLIC WORKS/ADMINISTRATION	8
ENVIRONMENTAL SAFETY TECHNICIAN	PUBLIC WORKS/LANDFILL	6
EVIDENCE CLERK	SHERIFF'S OFFICE	4
EXTENSION TECHNICIAN	VIRGINIA COOP EXTENSION	5
F&R BATTALION CHIEF	FIRE & RESCUE	10
F&R CAPTAIN	FIRE & RESCUE	9
F&R LIEUTENANT	FIRE & RESCUE	8
F&R SPECIALIST	FIRE & RESCUE	7

Frederick County Salary Administration Program - December 2020

Title	Department	Range
F&R TECHNICIAN	FIRE & RESCUE	6
FINANCE DIRECTOR	FINANCE	NC
FINANCE SPECIALIST	FINANCE	6
FINANCE TECHNICIAN	AIRPORT	3
FIRE & RESCUE CHIEF	FIRE & RESCUE	NC
FIREFIGHTER/EMT	FIRE & RESCUE	5
FLIGHT LINE TECHNICIAN	WINCHESTER REGIONAL AIRPORT	4
FOOD SERVICES MANAGER	NRADC	8
FOOD SERVICES SUPERVISOR	NRADC	3
GAS PLANT OPERATOR	PUBLIC WORKS/LANDFILL	7
GIS ANALYST	COMMISSIONER OF THE REVENUE	9
GIS ANALYST/PROGRAMMER	INFORMATION TECHNOLOGY	9
GIS MANAGER	INFORMATION TECHNOLOGY	10
GIS TECHNICIAN	INFORMATION TECHNOLOGY/PLANNING	6
HEAD CUSTODIAN	MAINTENANCE	2
HEAVY EQUIPMENT MECHANIC	PUBLIC WORKS/LANDFILL	8
HR ASSISTANT	HUMAN RESOURCES	3
HR DIRECTOR	HUMAN RESOURCES	NC
HR GENERALIST	HUMAN RESOURCES	6
HR MANAGER	HUMAN RESOURCES	10
HR SPECIALIST	HUMAN RESOURCES	4
INMATE PROGRAM SPECIALIST	NRADC	5
INMATE PROGRAMS COORD	NRADC	6
INSPECTOR	PUBLIC WORKS/INSPECTIONS	7
INVESTIGATOR	SHERIFF'S OFFICE	8
IT DIRECTOR	INFORMATION TECHNOLOGY	NC
LABORER	PUBLIC WORKS/LANDFILL SHAWNEELAND	2
LANDFILL MANAGER	PUBLIC WORKS/LANDFILL	10
LANDFILL OPERATIONS MANAGER	PUBLIC WORKS/LANDFILL	8
LANDFILL OPERATIONS SUPERVISOR	PUBLIC WORKS/LANDFILL	7
LANDFILL SPOTTER	PUBLIC WORKS/LANDFILL	3
LANDFILL TECHNICIAN	PUBLIC WORKS/LANDFILL	4
LEGAL SECRETARY	COMM ATTY/CNTY ATTORNEY'S OFFICE	4
LIDS TECH/RECORDS SUPV	NRADC	8
LIEUTENANT	NRADC/SHERIFF'S DEPT	9
LITIGATION SUPPORT MANAGER	COMM ATTORNEY'S OFFICE	9
MAINTENANCE MECHANIC ASST	WINCHESTER REGIONAL AIRPORT	4
MAINTENANCE SPECIALIST	PARKS & REC/MAINTENANCE	6
MAINTENANCE SUPERVISOR	MAINTENANCE/NRADC	8
MAINTENANCE SUPERVISOR ASSISTANT	MAINTENANCE	7
MAINTENANCE TECHNICIAN	AIRPORT/NRADC	4
MAINTENANCE WORKER	MAINTENANCE	3
MAJOR/CHIEF DEPUTY	SHERIFF'S OFFICE	11
MARKETING COORDINATOR	PARKS & RECREATION	6
MARKETING MANAGER	EDA	9
MENTAL HEALTH CONSULTANT	NRADC	7
MENTAL HEALTH DIRECTOR	NRADC	9
MIS DIRECTOR	INFORMATION TECHNOLOGY	NC
MIS PROGRAMMER	MIS DEPARTMENT	11
MORTGAGE SPECIALIST	TREASURER'S OFFICE	7
MOTOR EQUIP OPERATOR	PUBLIC WORKS/SHAWNEELAND	4
NETWORK ADMINISTRATOR	INFORMATION TECHNOLOGY	9
NETWORK OPERATIONS MANAGER	INFORMATION TECHNOLOGY	10
NURSING DIRECTOR	NRADC	9

Frederick County Salary Administration Program - December 2020

Title	Department	Range
OPERATIONS MANAGER	PARKS & RECREATION	8
OPERATIONS SUPERINTENDENT	PARKS & RECREATION	9
OPERATIONS SUPERVISOR	AIRPORT/Public Safety Communications	9
P&R ASSISTANT DIRECTOR	PARKS & RECREATION	10
P&R DIRECTOR	PARKS & RECREATION	NC
P&R MARKETING MANAGER	PARKS & RECREATION	7
P&R PROGRAM COORDINATOR	PARKS & RECREATION	5
PARK & STEWARDSHIP PLANNER	PARKS & RECREATION	8
PARK CARETAKER	PARKS & RECREATION	2
PARK MANAGER	PARKS & RECREATION	8
PARK TECHNICIAN	PARKS & RECREATION	3
PARKS SUPERINTENDENT	PARKS & RECREATION	9
PAYROLL MANAGER	FINANCE	10
PC TECHNICIAN	INFORMATION TECHNOLOGY	4
PERMIT MANAGER	PUBLIC WORKS/INSPECTIONS	7
PERMIT TECHNICIAN	PUBLIC WORKS/INSPECTIONS	4
PERSONAL PROPERTY SUPV	COMMISSIONER OF THE REVENUE	8
PLANNER	PLANNING & DEVELOPMENT	9
PLANNING DIRECTOR	PLANNING & DEVELOPMENT	NC
POST DISPOSITIONAL CASE MANAGER	JUVENILE PROBATION OFFICE	4
PROBATE CLERK	CLERK'S OFFICE	9
PROBATION OFFICER	NRADC/DCS	5
PROGRAM COORDINATOR	INFORMATION TECHNOLOGY	10
PROGRAM SUPERVISOR	PARKS & RECREATION	7
PROJECT MANAGER	PUBLIC WORKS/ADMINISTRATION	8
PROPERTY CLERK	NRADC	3
PTS CASE MANAGER	NRADC/DCS	5
PTS/PROBATION OFFICER	NRADC/DCS	5
PUBLIC INFORMATION OFFICER	COUNTY ADMINISTRATION	9
PUBLIC SAFETY COMMUNICATIONS DIR	PUBLIC SAFETY COMMUNICATIONS	NC
PUBLIC WORKS DIRECTOR	PUBLIC WORKS/ADMINISTRATION	NC
PURCHASING MANAGER	FINANCE	10
REAL EST ASSESS CHIEF ADMIN	COMMISSIONER OF THE REVENUE	11
RECORDS CLERK	FREDERICK COUNTY	3
RECORDS CLERK II	SHERIFF'S OFFICE	4
RECREATION SUPERINTENDENT	PARKS & RECREATION	9
RECREATION TECHNICIAN	PARKS & RECREATION	3
RESEARCH MANAGER	EDA	8
REVENUE ANALYST	TREASURER'S OFFICE	7
RISK MGR BUDGET ANALYST	FINANCE	9
SANITARY DISTRICT MANAGER	PUBLIC WORKS/SHAWNEELAND	8
SCALE OPER/CONVEN SITE ASST	PUBLIC WORKS/LANDFILL	4
SCALE OPERATOR	PUBLIC WORKS/LANDFILL	5
SCANNING TECHNICIAN	CLERK'S OFFICE	4
SECRETARY	FREDERICK COUNTY	3
SERGEANT	SHERIFF'S OFFICE/NRADC	8
SHERIFF	SHERIFF'S OFFICE	NC
SOLID WASTE COORDINATOR	PUBLIC WORKS/LANDFILL	7
SOLID WASTE MANAGER	PUBLIC WORKS/LANDFILL	8
SR ACCOUNT ANALYST	TREASURER'S OFFICE	7
SR ACCOUNT CLERK	FREDERICK COUNTY	4
SR ANIMAL CARETAKER	PUBLIC WORKS/ANIMAL SHELTER	4
SR ASAP CASE MANAGER	NRADC/DCS	7
SR COLLECTOR	TREASURER'S OFFICE	10

Frederick County Salary Administration Program - December 2020

Title	Department	Range
SR DESIGN REVIEW SPECIALIST	PUBLIC WORKS/INSPECTIONS	8
SR INSPECTOR	PUBLIC WORKS/INSPECTIONS	8
SR LANDFILL TECHNICIAN	PUBLIC WORKS/LANDFILL	5
SR LEGAL SECRETARY	COMM ATTY/CNTY ATTORNEY'S OFFICE	5
SR MOTOR EQUIP OPERATOR	PUBLIC WORKS/SHAWNEELAND	5
SR PERMIT TECHNICIAN	PUBLIC WORKS/INSPECTIONS	5
SR PLANNER	PLANNING & DEVELOPMENT	10
SR PROBATION CASE OFFC	NRADC/DCS	4
SR PROGRAM COORDINATOR	INFORMATION TECHNOLOGY	11
SR PROJECT MANAGER	PUBLIC WORKS/ADMINISTRATION	10
SR RECORDS CLERK	FREDERICK COUNTY	5
SR SECRETARY	FREDERICK COUNTY	4
SUPERINTENDENT	NRADC	NC
TIMBROOK ACHV CENTER COORDINATOR	JUVENILE PROBATION OFFICE	4
TREASURER	TREASURER'S OFFICE	NC
VW PROGRAM ASSISTANT MANAGER	VICTIM/WITNESS PROGRAM	5
VW PROGRAM MANAGER	VICTIM/WITNESS PROGRAM	7
VW PROGRAM OFFICE ASSISTANT	VICTIM/WITNESS PROGRAM	3
WORK RELEASE SPECIALIST	NRADC	5
ZONING ADMINISTRATOR	PLANNING & DEVELOPMENT	8
ZONING INSPECTOR	PLANNING & DEVELOPMENT	5

SALARY RANGES					
<i>Adopted July 2020</i>					
Range	Minimum	Progress	Midpoint	Advance	Maximum
13	\$103,620	\$119,130	\$134,640	\$150,152	\$165,662
12	\$92,202	\$106,097	\$119,884	\$133,671	\$147,566
11	\$82,723	\$95,110	\$107,497	\$119,884	\$132,271
10	\$70,875	\$81,538	\$92,202	\$102,865	\$113,529
9	\$61,288	\$70,552	\$79,707	\$88,862	\$98,126
8	\$53,964	\$62,042	\$70,121	\$78,199	\$86,278
7	\$48,686	\$56,010	\$63,334	\$70,660	\$77,984
6	\$43,516	\$49,978	\$56,549	\$63,119	\$69,582
5	\$39,638	\$45,563	\$51,487	\$57,411	\$63,334
4	\$34,791	\$40,069	\$45,239	\$50,410	\$55,687
3	\$31,775	\$36,514	\$41,254	\$45,993	\$50,733
2	\$27,790	\$31,991	\$36,191	\$40,392	\$44,593
1	\$23,913	\$27,574	\$31,129	\$34,683	\$38,346



**Assistant Facilities Manager  
Facilities Maintenance Division  
Public Services Department**

EXEMPT

SALARY LEVEL: **Grade 17**

JOB CODE: PS-29

DATE: 07/01/2018

**SUMMARY:** Performs difficult technical and administrative work overseeing the comprehensive program of Maintenance, Parking, and Custodial Services to provide and maintain, in an efficient and economical manner, the Facilities, Parking Garages, Grounds, Equipment, and furnishings of the City of Winchester so that all staff, the public, citizens, business owners, visitors, and tourists are assured of a clean, safe, attractive, and healthy place in which to work, live and visit. Supervises the performance of difficult technical and administrative work, with an emphasis on customer service for our internal and external clients, overseeing the operation, construction, maintenance and repair of City of Winchester buildings, parking garages, facilities, grounds, and the Loudoun Street Mall. Work is performed under the direction of the Facilities Maintenance & Parking Division Manager. Limited supervision is exercised over a small to medium size group of personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. Other duties may also be assigned.

- Assists as the direct supervisor of the Facilities Maintenance, Parking Garage, and Custodial Services;
- Assists in leading, organizing, managing, supervising and scheduling all maintenance, custodial operations, of the City of Winchester, Virginia in compliance with all applicable federal, state, and local laws and City-specific regulations and established policies and procedures;
- Assist in development and implementation of the fiscal year comprehensive maintenance plan that is both corrective and preventive for the upkeep of all facilities, parking garages, grounds, Loudoun Street Walking Mall, and the major facilities systems (HVAC, mechanical, plumbing, electrical, structural, along with specialized equipment (i.e. fountains and splash pad) of the City of Winchester;
- Provide and maintain an efficient work order system for repairs of facilities and equipment that ensures that all maintenance, repairs and special event set-ups/take-downs are completed in a timely fashion, and provide regular work order status reports as requested;
- Provides recommendations for facility improvements and modernizations to improve the systems, equipment and facilities of the City of Winchester;
- Develop a custodial services plan for each building that outlines the tasks of and expectations for custodial employees, indicating a detailed daily and periodic schedule for cleaning and simple repairs of the facilities;
- Assist in supervising the personnel management program for the Facilities Maintenance & Parking Division that includes recruitment-selection process, a written evaluation process and recommends the continued employment, discipline or dismissal of all Facilities Maintenance & Parking Division Personnel;
- Monitor and approve time records of all Facilities Maintenance & Parking Division personnel and approve all overtime using established procedures and budgets;
- Provide and monitor a system of regular building, equipment, parking garages, grounds and Loudoun Street Mall inspections to meet all federal, state and local requirements;
- Conduct regular inspections of all facilities, parking garages, grounds, equipment, and the Loudoun Street Mall to ensure that high standards for cleanliness, attractiveness and safety are maintained. Recommend any improvements needed;
- Monitor and recommend systems and procedures to ensure the security of all facilities;
- Recommend and offer input on the Facilities Maintenance & Parking Authority Budget including operations, capital projects-needs and personnel;
- Maintain current drawings and engineering records describing all City of Winchester facilities, parking garages, equipment, grounds and the Loudoun Street Mall;
- Approve the specifications and recommend contractors to perform maintenance and repair services, using established City of Winchester procedures. Supervise and inspect the work performed and recommend payment upon satisfactory completion of work;
- Supervise removal of snow and ice so that safe conditions exist in and around all City facilities including (but not limited to) walkways, sidewalks, parking garages, and the Loudoun Street Mall;

- Assist in development, implementation and monitoring of an energy conservation program, making recommendations for efficiency and reduction of costs of operating the facilities;
- Develop and implement in-service programs and activities for staff members;
- Maintain effective communications with staff, clients, customers, various user groups to elicit support and to seek perceptions and ideas for improvement of the facilities;
- Attend required meetings and serve, as appropriate on staff committees (i.e. Special Events, Shenandoah Valley Apple Blossom, Winchester Parking Authority);
- Notify and assist the administration and appropriate emergency personnel of any emergency and potentially dangerous or unusual situations following established City of Winchester Emergency Management procedures;
- Contributes to a positive work environment and assures other staff members do as well;
- Understand and communicate current developments in the repair, maintenance, custodial, and special event areas through reading, participation in appropriate workshops or meetings or involvement in professional organizations.

**QUALIFICATION REQUIREMENTS:**

**Education and/or Experience:** Any combination of education and experience equivalent to a high school diploma or General Education Diploma (GED) is required. An Associate Degree is preferred.

**Certificates, Licenses, Registrations:** Possession of a valid and appropriate driver's license. Appropriate NIMS trainings: ICS 700, ICS 100, ICS 200 (or ability to obtain within 6 months of hire). Aquatic Facility Operator's license (or ability to obtain with 12 months of hire).

**Language Skills:** Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to effectively present information to top management, public groups and/or boards of directors.

**PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Required Physical Activities:** Ability to perform manual labor for extended periods of time, often under unfavorable weather conditions; Requires light physical effort working almost exclusively with lightweight materials (up to 25 pounds) including but not limited to walking, talking, stooping, kneeling, light lifting, bending, reaching and gripping.

**Vision Requirements:** Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Environmental Conditions:** Work is conducted indoors; frequently works near moving mechanical parts and is frequently exposed to toxic or caustic chemicals. Occasionally works in outside weather conditions and is exposed to wet and/or humid conditions.

**EQUIPMENT ESSENTIAL TO DO THE JOB:** Telephone, computer, copier, fax machine, calculator and analytical equipment utilized in a water/wastewater treatment facility.





**Crew Supervisor  
Streets Division  
Public Services Department**

NON- EXEMPT  
SALARY LEVEL: **Grade 14**

JOB CODE: 233A  
DATE: 07/01/2018

**SUMMARY:** Performs difficult skilled work supervising the operation and maintenance of the streets and street environs (storm sewer, signs, markings, asphalt patching and paving operations, mowing City right-of-way etc.); does related work as required. Work is performed under general supervision. Full supervision is exercised over a medium group of personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may also be assigned.

- Assigns work and supervises crews in the maintenance operations of the street and storm water system and related assets, i.e., trees, sidewalk projects and repair/replacement, curbs, mowing operations, pothole repair, etc.;
- Follows up on assignments performed by subordinate personnel to assure compliance with expected quality and quantity of work;
- Maintains inventory of equipment and equipment repairs;
- Make suggestions and have input on request for necessary supplies and equipment, tool replacement purchases;
- Reports need of major equipment repairs;
- Assists in training of new employees;
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws;
- Assists in appraising employee performance;
- Addresses citizen/employee issues and resolves problems;
- Track cost of miscellaneous projects, purchases, and billing;
- Supervise snow shifts including snow contractors;
- Handle various personnel issues, including documentation for accidents and incidents;
- Organize work plan and weekly schedule;
- Process time cards and timesheets;
- Monitors and assists with the department's budget.

**QUALIFICATION REQUIREMENTS:**

**Education and/or Experience:** Any combination of education and experience equivalent to a High School diploma or General Education Degree (GED) and five years related experience and/or training in street maintenance/construction activities with one year in a supervisory role.

**Certificates, Licenses, Registrations:** Possession of a valid and appropriate driver's license with a minimum class B endorsement.

**Language Skills:** Ability to read and comprehend instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

**Other Knowledge, Skills and Abilities:** Ability to use PC for communications, reports, create spread sheets, and documentation etc.

**PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Required Physical Activities:** Walking, talking, stooping, kneeling, crouching, crawling, reaching, and gripping.

**Vision Requirements:** Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Environmental Conditions:** Work is conducted outdoors under variable weather conditions. Works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles and vibration.

**EQUIPMENT ESSENTIAL TO DO THE JOB:** Telephone, computer, fax, printer, City vehicles, hand tools, power hand tools, pavement breakers, lawnmowers, trimmers, and shovels.

NOTE: This classification specification is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by management. City of Winchester reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This classification specification does not constitute a written contract of employment.

**I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

**Approved:**

\_\_\_\_\_  
**Eden E. Freeman, City Manager**  
**July 1, 2018**



# City of Winchester

## Position Classification and Pay Plan

Position Title	Grade	Minimum	Hourly Rate	Midpoint	Maximum	E/NE
Account Clerk I	2	\$26,748.80	\$12.86	\$32,620	\$41,428	NE
Account Clerk II	5	\$30,971.20	\$14.89	\$37,770	\$47,968	NE
Account Clerk III	7	\$34,132.80	\$16.41	\$41,625	\$52,864	NE
Accountant	12	\$43,576.00	\$20.95	\$53,141	\$67,490	NE
Accounting Analyst	10	\$39,520.00	\$19.00	\$48,195	\$61,208	NE
Accounting Manager	19	\$66,102.40	\$31.78	\$80,613	\$102,378	E
Administrative Assistant I	10	\$39,520.00	\$19.00	\$48,195	\$61,208	NE
Administrative Assistant II	12	\$43,576.00	\$20.95	\$53,141	\$67,490	NE
Administrative Programs Assistant	10	\$39,520.00	\$19.00	\$48,195	\$61,208	NE
Administrative Services Coordinator	12	\$43,576.00	\$20.95	\$53,141	\$67,490	NE
Administrative Services Manager	15	\$50,440.00	\$24.25	\$61,512	\$78,120	E
AP & Payroll Specialist	10	\$39,520.00	\$19.00	\$48,195	\$61,208	NE
Applications and Project Manager	21	\$75,670.40	\$36.38	\$92,281	\$117,197	E
Aquatics Program Specialist	8	\$35,859.20	\$17.24	\$43,731	\$55,538	NE
Arborist	14	\$48,027.20	\$23.09	\$58,570	\$74,384	NE
Assessment Analyst I	13	\$45,739.20	\$21.99	\$55,780	\$70,840	NE
Assessment Analyst II	14	\$48,027.20	\$23.09	\$58,570	\$74,384	NE
Assistant City Attorney	22	\$80,974.40	\$38.93	\$98,749	\$125,412	E
Assistant City Manager	SE					E
Assistant Commonwealth Attorney I	18	\$61,776.00	\$29.70	\$75,337	\$95,677	E
Assistant Commonwealth Attorney II	19	\$66,102.40	\$31.78	\$80,613	\$102,378	E
Assistant Commonwealth Attorney III	21	\$75,670.40	\$36.38	\$92,281	\$117,197	E
Assistant Facilities Manager	17	\$57,740.80	\$27.76	\$70,416	\$89,428	NE
Assistant Finance Director	20	\$70,740.80	\$34.01	\$86,269	\$109,562	E
Assistant Parks & Recreation Director	18	\$61,776.00	\$29.70	\$75,337	\$95,677	E
Assistant Social Services Director	20	\$70,740.80	\$34.01	\$86,269	\$109,562	E
Assistant Superintendent JDC	18	\$61,776.00	\$29.70	\$75,337	\$95,677	E
Athletics Program Specialist I	8	\$35,859.20	\$17.24	\$43,731	\$55,538	NE
Athletics Program Specialist II	11	\$41,496.00	\$19.95	\$50,605	\$64,268	NE
Automotive Mechanic I	10	\$39,520.00	\$19.00	\$48,195	\$61,208	NE
Automotive Mechanic II	13	\$45,739.20	\$21.99	\$55,780	\$70,840	NE
Automotive Mechanic III	16	\$53,976.00	\$25.95	\$65,824	\$83,597	NE
Automotive Service Supervisor	14	\$48,027.20	\$23.09	\$58,570	\$74,384	NE
Automotive Technician/State Inspector	8	\$35,859.20	\$17.24	\$43,731	\$55,538	NE
Benefit Programs - Fraud Investigator	13	\$45,739.20	\$21.99	\$55,780	\$70,840	NE
Benefit Programs Specialist I	8	\$35,859.20	\$17.24	\$43,731	\$55,538	NE
Benefit Programs Specialist II	10	\$39,520.00	\$19.00	\$48,195	\$61,208	NE
Benefit Programs Specialist III	11	\$41,496.00	\$19.95	\$50,605	\$64,268	NE
Benefit Programs Specialist IV	13	\$45,739.20	\$21.99	\$55,780	\$70,840	NE
Benefit Programs Supervisor	16	\$53,976.00	\$25.95	\$65,824	\$83,597	E
Building Inspector I	13	\$45,739.20	\$21.99	\$55,780	\$70,840	NE
Building Inspector II	14	\$48,027.20	\$23.09	\$58,570	\$74,384	NE
Building Inspector III	15	\$50,440.00	\$24.25	\$61,512	\$78,120	NE
Building Inspector IV	16	\$53,976.00	\$25.95	\$65,824	\$83,597	NE
Building Inspector V	17	\$57,740.80	\$27.76	\$70,416	\$89,428	NE
Building Official	19	\$66,102.40	\$31.78	\$80,613	\$102,378	E
Bus Driver I	5	\$30,971.20	\$14.89	\$37,770	\$47,968	NE
Bus Driver II	7	\$34,132.80	\$16.41	\$41,625	\$52,864	NE
Business & Community Development Manager	15	\$50,440.00	\$24.25	\$61,512	\$78,120	NE
Business Retention & Expansion Manager	20	\$70,740.80	\$34.01	\$86,269	\$109,562	E
Chief Accountant	17	\$57,740.80	\$27.76	\$70,416	\$89,428	NE
Chief Deputy Clerk	12	\$43,576.00	\$20.95	\$53,141	\$67,490	NE
Chief Deputy Commissioner	12	\$43,576.00	\$20.95	\$53,141	\$67,490	E
Chief Deputy Sheriff	21	\$75,670.40	\$36.38	\$92,281	\$117,197	E
Chief Deputy Treasurer	12	\$43,576.00	\$20.95	\$53,141	\$67,490	E
Chief Environmental Program Coordinator	13	\$45,739.20	\$21.99	\$55,780	\$70,840	NE
Chief Financial Officer	SE					E
City Engineer	20	\$70,740.80	\$34.01	\$86,269	\$109,562	E
Clerk	2	\$26,748.80	\$12.86	\$32,620	\$41,428	NE
Code Compliance Inspector	13	\$45,739.20	\$21.99	\$55,780	\$70,840	NE
Code Enforcement Technician	7	\$34,132.80	\$16.41	\$41,625	\$52,864	NE
Communications Director	SE					E
Communications Manager	15	\$50,440.00	\$24.25	\$61,512	\$78,120	E
Communications Operations Supervisor	15	\$50,440.00	\$24.25	\$61,512	\$78,120	NE

Position Title	Grade	Minimum	Hourly Rate	Midpoint	Maximum	E/NE
Community Arts & Vitality Manager	15	\$50,440.00	\$24.25	\$61,512	\$78,120	NE
Community Recreation Coordinator	12	\$43,576.00	\$20.95	\$53,141	\$67,490	NE
Community Relations Manager	15	\$50,440.00	\$24.25	\$61,512	\$78,120	NE
Computer/SCADA System Coordinator	16	\$53,976.00	\$25.95	\$65,824	\$83,597	NE
Construction Inspector	11	\$41,496.00	\$19.95	\$50,605	\$64,268	NE
Convention & Visitor Services Project Manager	7	\$34,132.80	\$16.41	\$41,625	\$52,864	NE
Creative Design & Visitor Center Manager	11	\$41,496.00	\$19.95	\$50,605	\$64,268	NE
Crew Leader	9	\$37,627.20	\$18.09	\$45,887	\$58,276	NE
Crew Supervisor	14	\$48,027.20	\$23.09	\$58,570	\$74,384	NE
Crime Analyst I	13	\$45,739.20	\$21.99	\$55,780	\$70,840	NE
Crime Analyst II	16	\$53,976.00	\$25.95	\$65,824	\$83,597	NE
CSA Coordinator	14	\$48,027.20	\$23.09	\$58,570	\$74,384	NE
Custodian	1	\$25,480.00	\$12.25	\$31,073	\$39,463	NE
Custodian Supervisor	8	\$35,859.20	\$17.24	\$43,731	\$55,538	NE
Customer Service Assistant	4	\$29,494.40	\$14.18	\$35,969	\$45,680	NE
Customer Service Division Manager	19	\$66,102.40	\$31.78	\$80,613	\$102,378	E
Deputy Building Official	15	\$50,440.00	\$24.25	\$61,512	\$78,120	NE
Deputy City Manager/CFO	SE					E
Deputy Clerk of Council	13	\$45,739.20	\$21.99	\$55,780	\$70,840	E
Deputy Clerk of Court	8	\$35,859.20	\$17.24	\$43,731	\$55,538	NE
Deputy Commissioner	8	\$35,859.20	\$17.24	\$43,731	\$55,538	NE
Deputy Commonwealth Attorney	22	\$80,974.40	\$38.93	\$98,749	\$125,412	E
Deputy Sheriff I	11	\$41,496.00	\$19.95	\$50,605	\$64,268	NE
Deputy Sheriff II	12	\$43,576.00	\$20.95	\$53,141	\$67,490	NE
Deputy Sheriff III	14	\$48,027.20	\$23.09	\$58,570	\$74,384	NE
Deputy Sheriff Sergeant	17	\$57,740.80	\$27.76	\$70,416	\$89,428	NE
Deputy Treasurer	8	\$35,859.20	\$17.24	\$43,731	\$55,538	NE
Deputy Voter Registrar	8	\$35,859.20	\$17.24	\$43,731	\$55,538	NE
Deputy Zoning Administrator	11	\$41,496.00	\$19.95	\$50,605	\$64,268	NE
Detective I	14	\$48,027.20	\$23.09	\$58,570	\$74,384	NE
Detective II	15	\$50,440.00	\$24.25	\$61,512	\$78,120	NE
Detention Specialist I	10	\$39,520.00	\$19.00	\$48,195	\$61,208	NE
Detention Specialist II	11	\$41,496.00	\$19.95	\$50,605	\$64,268	NE
Detention Specialist Supervisor	14	\$48,027.20	\$23.09	\$58,570	\$74,384	NE
Development Services Assistant	11	\$41,496.00	\$19.95	\$50,605	\$64,268	NE
Director of Development Services	SE					E
Director of Emergency Communications	18	\$61,776.00	\$29.70	\$75,337	\$95,677	E
Director of Finance	SE					E
Director of Financial Services	SE					E
Director of Human Resources	SE					E
Director of Innovation & Information Services	SE					E
Director of Legal Support & Admin Services	17	\$57,740.80	\$27.76	\$70,416	\$89,428	E
Director of Parks & Recreation	SE					E
Director of Planning	SE					E
Director of Public Services	SE					E
Director of Public Works	SE					E
Director of Social Services	SE					E
Downtown Manager	SE					E
ECC Communications Specialist I	7	\$34,132.80	\$16.41	\$41,625	\$52,864	NE
ECC Communications Specialist II	9	\$37,627.20	\$18.09	\$45,887	\$58,276	NE
ECC Communications Specialist III	11	\$41,496.00	\$19.95	\$50,605	\$64,268	NE
ECC Lead Communications Specialist	13	\$45,739.20	\$21.99	\$55,780	\$70,840	NE
Economic Development Program Coordinator	15	\$50,440.00	\$24.25	\$61,512	\$78,120	NE
Economic Program Support Tech	6	\$32,531.20	\$15.64	\$39,672	\$50,384	NE
Electrician- Apprentice	13	\$45,739.20	\$21.99	\$55,780	\$70,840	NE
Electrician I	14	\$48,027.20	\$23.09	\$58,570	\$74,384	NE
Electrician II	15	\$50,440.00	\$24.25	\$61,512	\$78,120	NE
Electrician III	17	\$57,740.80	\$27.76	\$70,416	\$89,428	NE
Emergency Management Coordinator	SE					E
Emergency Management Deputy Coordinator	12	\$43,576.00	\$20.95	\$53,141	\$67,490	NE
EMS Billing Manager	13	\$45,739.20	\$21.99	\$55,780	\$70,840	NE
Engineer I	15	\$50,440.00	\$24.25	\$61,512	\$78,120	E
Engineer II	17	\$57,740.80	\$27.76	\$70,416	\$89,428	E
Engineer III	18	\$61,776.00	\$29.70	\$75,337	\$95,677	E
Engineering Inspector	13	\$45,739.20	\$21.99	\$55,780	\$70,840	NE
Environmental Program Coordinator	12	\$43,576.00	\$20.95	\$53,141	\$67,490	NE
Equipment Parts Manager	9	\$37,627.20	\$18.09	\$45,887	\$58,276	NE
Executive Administrative Assistant	15	\$50,440.00	\$24.25	\$61,512	\$78,120	NE
Executive Director - Service Authority	SE					E

Position Title	Grade	Minimum	Hourly Rate	Midpoint	Maximum	E/NE
Executive Director WFCCVB	SE					E
Executive Director Winchester Parking Authority	SE					E
Facilities Coordinator	12	\$43,576.00	\$20.95	\$53,141	\$67,490	NE
Facilities/Aquatics Coordinator	15	\$50,440.00	\$24.25	\$61,512	\$78,120	NE
Facility Maintenance & Parking Division Manager	20	\$70,740.80	\$34.01	\$86,269	\$109,562	E
Facility Manager	18	\$61,776.00	\$29.70	\$75,337	\$95,677	E
Family Services Manager	19	\$66,102.40	\$31.78	\$80,613	\$102,378	E
Family Services Specialist I	13	\$45,739.20	\$21.99	\$55,780	\$70,840	NE
Family Services Specialist II	14	\$48,027.20	\$23.09	\$58,570	\$74,384	NE
Family Services Specialist III	16	\$53,976.00	\$25.95	\$65,824	\$83,597	NE
Family Services Specialist IV	17	\$57,740.80	\$27.76	\$70,416	\$89,428	NE
Family Services Supervisor	18	\$61,776.00	\$29.70	\$75,337	\$95,677	E
Fire & Rescue Assistant Chief	23	\$86,652.80	\$41.66	\$105,674	\$134,206	E
Fire & Rescue Battalion Chief	20	\$70,761.60	\$28.35	\$86,295	\$109,594	NE
Fire & Rescue Chief	SE					E
Fire & Rescue Deputy Chief	22	\$80,974.40	\$38.93	\$98,749	\$125,412	E
Fire & Rescue Deputy Fire Marshal	17	\$57,740.80	\$27.76	\$70,416	\$89,428	NE
Fire & Rescue Lieutenant	18	\$61,776.00	\$24.75	\$75,337	\$95,677	NE
Fire & Rescue Master Technician	14	\$48,048.00	\$19.25	\$58,595	\$74,416	NE
Fire Marshal	20	\$70,740.80	\$34.01	\$86,269	\$109,562	E
Firefighter/EMT - Intermediate	15	\$50,444.16	\$20.21	\$61,517	\$78,127	NE
Firefighter/EMT - Paramedic	16	\$53,988.48	\$21.63	\$65,840	\$83,616	NE
Firefighter/EMT I	11	\$41,508.48	\$16.63	\$50,620	\$64,288	NE
Firefighter/EMT II	12	\$43,580.16	\$17.46	\$53,147	\$67,496	NE
Firefighter/EMT Trainee	9	\$37,639.68	\$15.08	\$45,902	\$58,296	NE
Fiscal Assistant	8	\$35,859.20	\$17.24	\$43,731	\$55,538	NE
GIS Coordinator	18	\$61,776.00	\$29.70	\$75,337	\$95,677	E
GIS Technician	11	\$41,496.00	\$19.95	\$50,605	\$64,268	NE
Grounds and Facilities Superintendent	16	\$53,976.00	\$25.95	\$65,824	\$83,597	E
Help Desk Operations Manager	17	\$57,740.80	\$27.76	\$70,416	\$89,428	NE
Help Desk Support Tech I	11	\$41,496.00	\$19.95	\$50,605	\$64,268	NE
Help Desk Support Tech II	12	\$43,576.00	\$20.95	\$53,141	\$67,490	NE
Help Desk Support Tech III	13	\$45,739.20	\$21.99	\$55,780	\$70,840	NE
Housing Specialist	9	\$37,627.20	\$18.09	\$45,887	\$58,276	NE
HR Operations Manager	19	\$66,102.40	\$31.78	\$80,613	\$102,378	E
Human Resources Generalist	12	\$43,576.00	\$20.95	\$53,141	\$67,490	NE
Human Services Assistant	6	\$32,531.20	\$15.64	\$39,672	\$50,384	NE
Infrastructure & Capital Improvements Division Manager	19	\$66,102.40	\$31.78	\$80,613	\$102,378	E
Juvenile Detention Center Assistant Superintendent	18	\$61,776.00	\$29.70	\$75,337	\$95,677	E
Juvenile Detention Center Superintendent	SE					E
Laboratory Supervisor	14	\$48,027.20	\$23.09	\$58,570	\$74,384	NE
Laborer I	3	\$28,080.00	\$13.50	\$34,244	\$43,490	NE
Laborer II	4	\$29,494.40	\$14.18	\$35,969	\$45,680	NE
Lead Bus Driver	9	\$37,627.20	\$18.09	\$45,887	\$58,276	NE
Lead Custodian	5	\$30,971.20	\$14.89	\$37,770	\$47,968	NE
Lead Public Services Inspector	16	\$53,976.00	\$25.95	\$65,824	\$83,597	E
Legal Secretary	10	\$39,520.00	\$19.00	\$48,195	\$61,208	NE
Licensed Practical Nurse	11	\$41,496.00	\$19.95	\$50,605	\$64,268	NE
Maintenance Supervisor	18	\$61,776.00	\$29.70	\$75,337	\$95,677	E
Maintenance Technician I	5	\$30,971.20	\$14.89	\$37,770	\$47,968	NE
Maintenance Technician II	7	\$34,132.80	\$16.41	\$41,625	\$52,864	NE
Maintenance Technician III	9	\$37,627.20	\$18.09	\$45,887	\$58,276	NE
Master Deputy Sheriff	15	\$50,440.00	\$24.25	\$61,512	\$78,120	NE
Mechanical/Electrical Systems Maintenance Supervisor	18	\$61,776.00	\$29.70	\$75,337	\$95,677	E
Network/System Administrator	17	\$57,740.80	\$27.76	\$70,416	\$89,428	E
Office Assistant	6	\$32,531.20	\$15.64	\$39,672	\$50,384	NE
Office Associate	4	\$29,494.40	\$14.18	\$35,969	\$45,680	NE
Office Supervisor	14	\$48,027.20	\$23.09	\$58,570	\$74,384	E
Old Town Coordinator	11	\$41,496.00	\$19.95	\$50,605	\$64,268	NE
Operations Specialist I	9	\$37,627.20	\$18.09	\$45,887	\$58,276	NE
Paralegal	12	\$43,576.00	\$20.95	\$53,141	\$67,490	NE
Parking Control Officer	7	\$34,132.80	\$16.41	\$41,625	\$52,864	NE
Parks Administrative Superintendent	16	\$53,976.00	\$25.95	\$65,824	\$83,597	E
Planner I	13	\$45,739.20	\$21.99	\$55,780	\$70,840	NE
Planner II	14	\$48,027.20	\$23.09	\$58,570	\$74,384	NE
Planning Technician	8	\$35,859.20	\$17.24	\$43,731	\$55,538	NE
Plans Reviewer/Inspector	14	\$48,027.20	\$23.09	\$58,570	\$74,384	NE
Plant Mechanic I	9	\$37,627.20	\$18.09	\$45,887	\$58,276	NE
Plant Mechanic II	10	\$39,520.00	\$19.00	\$48,195	\$61,208	NE

Position Title	Grade	Minimum	Hourly Rate	Midpoint	Maximum	E/NE
Plant Mechanic III	12	\$43,576.00	\$20.95	\$53,141	\$67,490	NE
Police Captain	22	\$80,974.40	\$38.93	\$98,749	\$125,412	E
Police Chief	SE					E
Police Corporal	16	\$53,976.00	\$25.95	\$65,824	\$83,597	NE
Police Deputy Chief	23	\$86,652.80	\$41.66	\$105,674	\$134,206	E
Police Fleet Manager	6	\$32,531.20	\$15.64	\$39,672	\$50,384	NE
Police Lieutenant	20	\$70,740.80	\$34.01	\$86,269	\$109,562	NE
Police Officer I	11	\$41,496.00	\$19.95	\$50,605	\$64,268	NE
Police Officer I - NSVSAC Grant Funded	11	\$41,496.00	\$19.95	\$50,605	\$64,268	NE
Police Officer II	12	\$43,576.00	\$20.95	\$53,141	\$67,490	NE
Police Officer III	14	\$48,027.20	\$23.09	\$58,570	\$74,384	NE
Police Officer IV	15	\$50,440.00	\$24.25	\$61,512	\$78,120	NE
Police Sergeant	18	\$61,776.00	\$29.70	\$75,337	\$95,677	NE
Program Manager	18	\$61,776.00	\$29.70	\$75,337	\$95,677	E
Projects Coordinator	14	\$48,027.20	\$23.09	\$58,570	\$74,384	NE
Property Evidence Clerk	9	\$37,627.20	\$18.09	\$45,887	\$58,276	NE
Property Maintenance Inspector I	10	\$39,520.00	\$19.00	\$48,195	\$61,208	NE
Property Maintenance Inspector II	11	\$41,496.00	\$19.95	\$50,605	\$64,268	NE
Property Maintenance Inspector III	12	\$43,576.00	\$20.95	\$53,141	\$67,490	NE
Property Maintenance Inspector IV	13	\$45,739.20	\$21.99	\$55,780	\$70,840	NE
Public Property Coordinator	14	\$48,027.20	\$23.09	\$58,570	\$74,384	NE
Public Safety Mental Health Specialist	17	\$57,740.80	\$27.76	\$70,416	\$89,428	E
Public Safety Technology Spec	17	\$57,740.80	\$27.76	\$70,416	\$89,428	NE
Public Services Inspector I	11	\$41,496.00	\$19.95	\$50,605	\$64,268	NE
Public Services Inspector II	12	\$43,576.00	\$20.95	\$53,141	\$67,490	NE
Public Services Inspector III	14	\$48,027.20	\$23.09	\$58,570	\$74,384	NE
Public Works Division Manager	20	\$70,740.80	\$34.01	\$86,269	\$109,562	E
Purchasing Agent	16	\$53,976.00	\$25.95	\$65,824	\$83,597	E
Radio Communications Manager	16	\$53,976.00	\$25.95	\$65,824	\$83,597	NE
Receptionist	2	\$26,748.80	\$12.86	\$32,620	\$41,428	NE
Records Clerk	7	\$34,132.80	\$16.41	\$41,625	\$52,864	NE
Records Management Coordinator	10	\$39,520.00	\$19.00	\$48,195	\$61,208	NE
Recreation Center Attendant I	2	\$26,748.80	\$12.86	\$32,620	\$41,428	NE
Recreation Center Attendant II	3	\$28,080.00	\$13.50	\$34,244	\$43,490	NE
Recreation Center Attendant III	4	\$29,494.40	\$14.18	\$35,969	\$45,680	NE
Recreation Coordinator - Aquatics Services	12	\$43,576.00	\$20.95	\$53,141	\$67,490	NE
Recreation Coordinator - Special Events & Community Recreation	12	\$43,576.00	\$20.95	\$53,141	\$67,490	NE
Recreation Coordinator - Sports & Athletics Services	12	\$43,576.00	\$20.95	\$53,141	\$67,490	NE
Recreation Coordinator - Youth Services	12	\$43,576.00	\$20.95	\$53,141	\$67,490	NE
Recreation Program Specialist	7	\$34,132.80	\$16.41	\$41,625	\$52,864	NE
Refuse/Recycling Coordinator	13	\$45,739.20	\$21.99	\$55,780	\$70,840	NE
Refuse/Recycling Manager	15	\$50,440.00	\$24.25	\$61,512	\$78,120	NE
Resource and Logistics Specialist	14	\$48,027.20	\$23.09	\$58,570	\$74,384	NE
Safety Manager	16	\$53,976.00	\$25.95	\$65,824	\$83,597	E
Sanitation Worker I	3	\$28,080.00	\$13.50	\$34,244	\$43,490	NE
Sanitation Worker II	6	\$32,531.20	\$15.64	\$39,672	\$50,384	NE
Self-Sufficiency Specialist	13	\$45,739.20	\$21.99	\$55,780	\$70,840	NE
Senior Account Clerk	8	\$35,859.20	\$17.24	\$43,731	\$55,538	NE
Senior Assessor	15	\$50,440.00	\$24.25	\$61,512	\$78,120	NE
Senior Code Compliance Inspector	14	\$48,027.20	\$23.09	\$58,570	\$74,384	NE
Senior Detention Specialist	13	\$45,739.20	\$21.99	\$55,780	\$70,840	NE
Senior Laboratory Technician	11	\$41,496.00	\$19.95	\$50,605	\$64,268	NE
Senior Network Engineer	19	\$66,102.40	\$31.78	\$80,613	\$102,378	E
Senior Paralegal/Office Administrator	15	\$50,440.00	\$24.25	\$61,512	\$78,120	E
Senior Planner	16	\$53,976.00	\$25.95	\$65,824	\$83,597	NE
Senior Utility Service Mechanic	10	\$39,520.00	\$19.00	\$48,195	\$61,208	NE
Senior Zoning Inspector	15	\$50,440.00	\$24.25	\$61,512	\$78,120	NE
Special Events & Community Recreation Program Specialist	7	\$34,132.80	\$16.41	\$41,625	\$52,864	NE
Stormwater Engineer	15	\$50,440.00	\$24.25	\$61,512	\$78,120	E
System Project Manager	11	\$41,496.00	\$19.95	\$50,605	\$64,268	NE
Systems Operations Manager	21	\$75,670.40	\$36.38	\$92,281	\$117,197	E
Tax Field Auditor	14	\$48,027.20	\$23.09	\$58,570	\$74,384	NE
Traffic Operations Manager	17	\$57,740.80	\$27.76	\$70,416	\$89,428	NE
Traffic Signal Network Specialist	16	\$53,976.00	\$25.95	\$65,824	\$83,597	NE
Traffic Signal Technician	9	\$37,627.20	\$18.09	\$45,887	\$58,276	NE
Transit Supervisor	11	\$41,496.00	\$19.95	\$50,605	\$64,268	NE
Transportation Services Division Manager	19	\$66,102.40	\$31.78	\$80,613	\$102,378	E
Utility Billing Coordinator	13	\$45,739.20	\$21.99	\$55,780	\$70,840	NE
Utility Billing Manager	15	\$50,440.00	\$24.25	\$61,512	\$78,120	NE

Position Title	Grade	Minimum	Hourly Rate	Midpoint	Maximum	E/NE
Utility Meter Attendant	4	\$29,494.40	\$14.18	\$35,969	\$45,680	NE
Utility Service Mechanic I	5	\$30,971.20	\$14.89	\$37,770	\$47,968	NE
Utility Service Mechanic II	7	\$34,132.80	\$16.41	\$41,625	\$52,864	NE
Utility Service Mechanic III	8	\$35,859.20	\$17.24	\$43,731	\$55,538	NE
Utilization Management Coordinator	13	\$45,739.20	\$21.99	\$55,780	\$70,840	NE
Victim Witness Assistant Director	13	\$45,739.20	\$21.99	\$55,780	\$70,840	E
Victim Witness Director	17	\$57,740.80	\$27.76	\$70,416	\$89,428	E
WWTP Chief Operator	15	\$50,440.00	\$24.25	\$61,512	\$78,120	NE
WWTP Lab Technician I	6	\$32,531.20	\$15.64	\$39,672	\$50,384	NE
WWTP Lab Technician II	9	\$37,627.20	\$18.09	\$45,887	\$58,276	NE
WWTP Lead Operator	13	\$45,739.20	\$21.99	\$55,780	\$70,840	NE
WWTP Operator I	6	\$32,531.20	\$15.64	\$39,672	\$50,384	NE
WWTP Operator II	8	\$35,859.20	\$17.24	\$43,731	\$55,538	NE
WWTP Operator III	11	\$41,496.00	\$19.95	\$50,605	\$64,268	NE
WWTP Operator Trainee	5	\$30,971.20	\$14.89	\$37,770	\$47,968	NE
Warrants Clerk	7	\$34,132.80	\$16.41	\$41,625	\$52,864	NE
Water Supply & WWTP Division Manager	20	\$70,740.80	\$34.01	\$86,269	\$109,562	E
Workforce & Business Development Coordinator	13	\$45,739.20	\$21.99	\$55,780	\$70,840	NE
Workforce & Business Development Director	SE					E
Zoning Administrator	19	\$66,102.40	\$31.78	\$80,613	\$102,378	E

## ASSISTANT CREW SUPERVISOR

*FLSA Status: Non-Exempt*

### **GENERAL DEFINITION OF WORK:**

Performs intermediate technical work overseeing and participating in the maintenance, repair, modification, installation and construction of buildings and facilities; does related work as required. Performs intermediate semiskilled work in the operation of various motorized equipment. Work is performed under general supervision of the Crew Supervisor and supervision is exercised over subordinate maintenance personnel in the absence of the Crew Supervisor.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Operating equipment including dump truck, back-hoe, front-end loader, bush hog, asphalt roller, tractors, bucket truck, motorized mowers and related equipment; performing minor equipment maintenance and service. Supervising and participating in park maintenance and repair activities; preparing and maintaining appropriate records and files in the absence of the Crew Supervisor.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, supervises and directs the activities of a staff involved in the maintenance of County facilities in the absence of the Crew Supervisor.
- Checks jobs and work orders; assigns personnel to jobs and prepares work schedules; checks completed jobs; verifies time sheets; assists with hiring process; conducts performance evaluations on maintenance personnel in the absence of the Crew Supervisor.
- Supervises and participates in the mowing, fertilizing, seeding, spraying, trimming and mulching of park areas.
- Maintains shrubs, trees, grass, walkways and roads in parks.
- Supervises and participates in the preparation of athletic fields for recreation activities; inspects parks, playground and picnic equipment; oversees and participates in required repairs.
- Repairs and maintains electrical, plumbing and mechanical equipment and systems; prepares equipment and systems for winter; supervises and assists with lighting and timers on athletic fields, tennis and basketball courts.
- Maintains time and material records; orders necessary supplies.
- Repairs and maintains vehicles, mowers, tractors and small hand tools; schedules and records vehicle and equipment preventive maintenance and repairs.
- Supervises and assists with spring opening of park facilities; coordinates and assists with pool opening and closing.
- Oversees and participates in snow removal and ice control.
- Drives and operates various vehicles and equipment such as dump truck, back-hoe, tractors, etc.
- Excavates work areas such as roadways, parking lots and ball fields.
- Transports dirt, gravel, mulch, sand, brush and debris to and away from job sites.
- Picks up trash in park system; maintains, prepares and sets up ball fields.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the practices and procedures of grounds maintenance; thorough knowledge of methods and equipment used in park maintenance activities; thorough knowledge of building and equipment maintenance and construction techniques; some knowledge of general playground safety requirements, the Americans With Disabilities Act and OSHA regulations; ability to plan and supervise the work of subordinates; ability to keep records; ability to establish and maintain effective working relationships with associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and considerable experience in building and grounds maintenance including some supervisory experience.

### **PHYSICAL REQUIREMENTS:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, night vision, peripheral vision, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate commercial driver's license valid in the Commonwealth of Virginia. Possession of Commercial Pesticide Applicator's License. Current certification in American Red Cross Standard CPR and First Aid or the ability to obtain within 6 months of employment.



Assessment ID:                      Status:                      Employee Name:  
 EMP ID:                              Grade:                      Position Name: Assistant Park Manager    Position #:  
 Assessment Period:              Supervisor:              Department: PARKS RECREATION & COMMUNITY SERVICES

Bank #	JOB COMPETENCY	BEHAVIORAL INDICATOR
401	Assists With Management And Maintenance of Park Facilities	Implements the Park Maintenance Plan. Ensures preventative and corrective maintenance is performed of facilities and grounds. Ensures park and park facilities meet standards for safety and cleanliness.
401	Maintains Knowledge Of Automated Systems and Software	Uses automated systems, including Webtrac, and other software to effectively serve customers and manage programs.
401	Assists With Managing Departmental Budget	Assists with development, revision and oversight of budget. Reports on performance indicators. Oversees program areas to ensure expenditures do not exceed budget.
401	Oversees Management And Maintenance of Park Facilities	Develops and manages the Maintenance Plan, Operations Manual, and facility use forms and processes. Oversees preventative and corrective maintenance of facilities and grounds.
401	Oversees And Assists Park Patrons	Oversees drop-in users, renters and patrons according to park and department policies and procedures. Handles problems in accordance with park guidelines. Responds to emergency situations. Performs site safety checks as required.
000	Completes Required Training	Completes Required Annual Training.
000	Completes Training on Oracle Systems	Completes required and optional training to maintain proficiency in Oracle system modules.
000	Complies With Policies and Procedures	Demonstrates compliance with county, departmental and division policies and procedures, and federal, state laws and regulations, as applicable to position.
000	Assists with Management of Park Programs	Assists with the planning and implementation of park programs.
000	Establishes Goals for Team	Establishes performance goals expectations and goals for the team. Leads team with activities and plans to accomplish goals.
000	Represents Department	Represents department at internal and external meetings and conferences.
000	Reviews Timesheets	Reviews timesheets for accuracy. Reviews charge codes, projects, hours worked and leave. Rejects incorrect timesheets to employees. Reviews time entry records for employees on various types of leave.
000	Supervises Staff	Manages staff performance in accordance with county and Human Resources policies. Provides regular feedback. Completes appraisals of performance. Ensures staff adhere to all applicable policies and procedures of the department and of the county. Ensures staff is trained and certifications are current. Advises supervisor of challenges with staffing, workload or performance.
401	Assists With Development of Park Maintenance Plan	Assists Park Manager with the development and implementation of the park maintenance plan. Creates work plans, work orders and specifications for maintenance operations of park grounds, vehicles, fields, and trails.
401	Manages Park Volunteers	Recruits, interviews, selects and manages volunteers. Coordinates schedules, volunteer hours, work duties, and records. Liaisons with volunteer groups performing maintenance and completing projects.

#	CORE COMPETENCIES	BEHAVIORAL INDICATOR
1	Communication	Shares and receives information, both verbally and in writing, to ensure all individuals have an accurate understanding of one another's messages. Adheres to county guidelines and professional standards in all modes of business communication. Demonstrates effective listening, questioning and clarification skills, when communicating verbally. Organizes and presents information with clarity of thought.
2	Continuous Learning	Assumes responsibility for one's job performance and professional development through regular formal and informal learning. Seeks to learn from others and to share knowledge and information with others. Completes all required and directed learning, including review of county policies.
3	Customer Service Focused	Demonstrates attentive, respectful, and courteous demeanor with all customers. Delivers knowledgeable, accurate, timely and responsive service. Strives to provide exceptional customer service. Identifies opportunities to improve customer service.
4	Dependability	Demonstrates accountability and follow through on-the-job to ensure work is completed accurately and on time. Takes personal responsibility for results and outcomes. Maintains communication with co-workers regarding status of and completion of work. Arrives on time for assignments, appointments and meetings.
5	Flexibility	Recognizes that decisions, expectations, priorities, processes, procedures and resources can change. Responds positively and effectively to change and adjusts priorities as necessary. Maintains a positive attitude in the face of changing circumstances.
6	Interpersonal Skills	Strives to encourage a respectful work environment that is characterized by positive relationships and communication. Respects diversity in experience and perspective. Resolves interpersonal issues with a goal of mutual respect and understanding.
7	Leadership	Fully understands and shows support of the vision, mission and goals of the county. Demonstrates support and achievement of organizational goals. Shares knowledge and expertise with co-workers, customers, and county leaders.
8	Planning and Organization	Uses all available tools and systems to establish plans and priorities to meet objectives and achieve goals. Follows established processes and procedures. Develops strategies for performing work responsibilities in an effective and efficient manner. Meets deadlines.
9	Reasoning and Problem Solving	Considers and reflects on all knowledge, information, experience and resources available to address an issue or reach a decision. Demonstrates ability to resolve problems and issues in a collaborative manner.
10	Teamwork	Recognizes and performs work responsibilities cooperatively and in concert with other members of the unit. Recognizes and supports the goals of the work unit. Contributes to the attainment of the team's objectives and goals.

External Factors:

### **Addendum To Performance Plan**

#### **Knowledge, skills, and abilities required to perform duties of job components:**

Thorough knowledge of principals, practices and methods of developing, implementing and evaluating recreation programs; general knowledge of department programs and activities; ability to communicate ideas clearly, concisely and effectively, orally and in writing; ability to prepare reports and maintain records; ability to plan, organize and evaluate the work of others; ability to establish and maintain effective working relationships with staff, volunteers, parents; participants, league officials, coaches, and the general public; ability to manage allotted resources for efficient spending; ability to develop and implement staff and volunteer orientation and training; ability to work in and develop team environment; ability to resolve problems and conflicts.

**Education and experience needed to carry out this performance plan:**

Any combination of education and experience equivalent to graduation from high school supplemented by job-related course work, and at least 2 years experience in grounds maintenance, ballfield maintenance, turf management, and indoor maintenance tasks. Experience with planning and carrying out nature, history or outdoor skills programs highly desired.

**Certification or licensure required by federal, state or local regulations:**

CPR/FA, criminal background, child protective services (CPS) and credit checks required. Valid appropriate driver's license and annual DMV record check required.

**Professional certifications requested (not mandated by governmental regulations):**

Any of these: Certified Interpretive Manager (CIM) and/or Certified Interpretive Trainer (CIT), National Association of Interpretation; Certified Park and Recreation Professional (CPRP), NRPA

**Please describe any on-call and/or subject-to-call duty. Indicate frequency and duration:**

May have to adjust schedule to insure correct staffing coverage of park. Occasionally may receive phone calls or be called in to handle program and staff emergencies.

**Unusual working conditions and/or physical requirements:**

Ability to work long hours as needed; work in all kinds of weather; lift 30lbs.

**Type and number of personnel supervised:**

Supervises: Numerous PT Instructors and Facility Supervisors; and Volunteers. In the absence of the Park Manager, supervises: 3 FT Maintenance Technicians; 1 FT Visitor Center Assistant, 1 FT Park Naturalist, Seasonal Maintenance Technicians/Workers and Seasonal Assistant Manager.

**Position Background Check Information:**

Criminal Check Required: Y; NCIC Check Required: Y; Credit Check Required: Y;  
Fingerprinting Required: N; DMV Check Required: Y; CDL: N

# **Exhibit B**

**Employee of the Month Nomination**  
February 12, 2021 HR Committee Meeting



# County of Frederick Employee of the Month Nomination Form

Received: (HR use)  
\_\_\_\_\_

## Do you know of an employee who

Exhibits **EXTRA** effort...

Goes **ABOVE AND BEYOND** the requirements of his or her position...

Provides **OUTSTANDING** service...

Makes a significant **contribution, accomplishment or achievement** to the County of Frederick and its residents.

Criteria for Employee Recognition: Please mark the appropriate contribution(s):

Critical Thinking and Problem Solving	Interpersonal Skills	Professionalism	Superior Accomplishment
Customer Service (Exceptional)	Leadership Qualities	Project	Other
Dependability	Monetary Savings Ideas	Quality	
Innovation/Creativity	Performance/Skill Level	Resourcefulness	
Integrity	Positive Attitude	Safe Work Practices	

Employee Name : \_\_\_\_\_ Department: \_\_\_\_\_

Nomination Submitted By: \_\_\_\_\_ Department: \_\_\_\_\_

Nominator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Describe the employee's accomplishments/contributions that were **ABOVE AND BEYOND** the normal duties expected of the position. Describe how the employee provided exceptional service:

Specifically describe the actions that meet the criteria of this award. Describe the value added to the department, team or organization.

# **Exhibit C**

**Salary Administration Program**

**February 12, 2021 HR Committee Meeting**



## Frederick County, VA Salary Administration Program

Title	Department	Range
1st LIEUTENANT	SHERIFF'S OFFICE	9
ACCOUNT ANALYST	TREASURER'S OFFICE	6
ACCOUNT CLERK	FREDERICK COUNTY	3
ACCOUNTING SUPERVISOR	FINANCE	9
ACCOUNTING TECHNICIAN	NRADC	4
ADMINISTRATIVE ASSISTANT	FREDERICK COUNTY	6
ADMINISTRATIVE INVESTIGATOR	FREDERICK COUNTY	8
AIRPORT EXECUTIVE DIRECTOR	WINCHESTER REGIONAL AIRPORT	NC
ANIMAL CARETAKER	PUBLIC WORKS/ANIMAL SHELTER	2
ANIMAL SHELTER MANAGER	PUBLIC WORKS/ANIMAL SHELTER	8
ASAP CASE MANAGER	NRADC/DCS	5
ASAP CASE MANAGER ASSISTANT	NRADC/DCS	4
ASSESSOR I	COMMISSIONER OF THE REVENUE	7
ASSESSOR II	COMMISSIONER OF THE REVENUE	8
ASSESSOR III	COMMISSIONER OF THE REVENUE	9
ASSISTANT FIRE CHIEF	FIRE & RESCUE	12
ASSISTANT ANIMAL SHELTER MANAGER	PUBLIC WORKS/ANIMAL SHELTER	6
ASSISTANT COMMONWEALTH'S ATTORNEY	COMM ATTORNEY'S OFFICE	10
ASSISTANT CONVENIENCE SITE SUPER	PUBLIC WORKS/LANDFILL	4
ASSISTANT COUNTY ADMINISTRATOR	COUNTY ADMINISTRATION	NC
ASSISTANT COUNTY ATTORNEY	COUNTY ATTORNEY'S OFFICE	10
ASSISTANT COURT SERVICES DIRECTOR	NRADC/DCS	9
ASSISTANT FINANCE DIRECTOR	FINANCE	12
ASSISTANT NURSING DIRECTOR	NRADC	8
ASSISTANT PLANNING DIRECTOR	PLANNING & DEVELOPMENT	12
ASSISTANT PUBLIC WORKS DIRECTOR	PUBLIC WORKS/ADMINISTRATION	11
ASSISTANT REGISTRAR	REGISTRAR'S OFFICE	4
ASSISTANT SUPERINTENDENT	NRADC	12
ASSISTANT TRANSPORTATION DIRECTOR	PLANNING & DEVELOPMENT	12
AUDITOR	COMMISSIONER OF THE REVENUE	8
BASICREC COORDINATOR	PARKS & RECREATION	5
BASICREC MANAGER	PARKS & RECREATION	7
BENEFITS ADMINISTRATOR	HUMAN RESOURCES	6
BLDG OFFICIAL CODE ADMIN	PUBLIC WORKS/INSPECTIONS	10
BOOKING TECHNICIAN	NRADC	3
BUSINESS DIVISION/CHIEF ADMIN	COMMISSIONER OF THE REVENUE	8
BUSINESS MANAGER	NRADC	8
BUSINESS RETENTION MANAGER	EDA	9
CAPTAIN	SHERIFF'S OFFICE/NRADC	10
CASE OFFICER	NRADC/DCS	4
CASHIER	TREASURER'S OFFICE	3
CERTIFIED MEDICATION AIDE (CMA)	NRADC	2
CHIEF COMMUNITY CORRECTIONS	NRADC/DCS	10
CIRCUIT COURT CLERK	CLERK'S OFFICE	NC
CIVIL ENGINEER	PUBLIC WORKS/ADMINISTRATION	9
COLLECTOR	TREASURER'S OFFICE	8
COMMISSIONER OF THE REVENUE	COMMISSIONER OF THE REVENUE	NC
COMMONWEALTH'S ATTORNEY	COMM ATTORNEY'S OFFICE	NC
COMMUNICATION OFFICER I	PUBLIC SAFETY COMMUNICATIONS	4
COMMUNICATION OFFICER II	PUBLIC SAFETY COMMUNICATIONS	5
COMMUNICATION OFFICER III	PUBLIC SAFETY COMMUNICATIONS	6

Frederick County Salary Administration Program - December 2020

Title	Department	Range
COMMUNICATIONS SHIFT SUPERVISOR	PUBLIC SAFETY COMMUNICATIONS	7
COMMUNITY OUTREACH COORDINATOR	SHERIFF'S OFFICE	5
CONVENIENCE SITE ATTENDANT	PUBLIC WORKS/LANDFILL	1
CONVENIENCE SITE SUPERVISOR	PUBLIC WORKS/LANDFILL	5
CORRECTIONAL INVESTIGATOR	NRADC	5
CORRECTIONAL NURSE I	NRADC	7
CORRECTIONAL NURSE II	NRADC	7.5
CORRECTIONAL NURSE III	NRADC	8
CORRECTIONAL OFFICER I	NRADC	5
CORRECTIONAL OFFICER II	NRADC	6
CORRECTIONAL OFFICER III	NRADC	7
CORRECTIONAL SYSTEM TECHNICIAN	NRADC	5
CORRECTIONAL SYSTEMS OFFC	NRADC	7
COUNTY ADMINISTRATOR	COUNTY ADMINISTRATION	NC
COUNTY ATTORNEY	COUNTY ATTORNEY'S OFFICE	NC
COURT SERVICES DIRECTOR	NRADC/DCS	10
CRIME ANALYST	SHERIFF'S OFFICE	6
CSA ACCOUNT SPECIALIST	CHILDREN'S SERVICES	4
CSA COORDINATOR	CHILDREN'S SERVICES	8
CSR (CUSTOMER SVC REP-NON AIRPORT)	FC-ALL DEPT'S EXCEPT AIRPORT	2
CUSTODIAN	MAINTENANCE	1
CUSTODIAL SUPERVISOR	MAINTENANCE	3
CUSTOMER SERVICE REP(AIRPORT ONLY)	WINCHESTER REGIONAL AIRPORT	2
CUSTOMER SERVICE TECHNICIAN	PARKS & RECREATION	3
DATA COLLECTOR	COMMISSIONER OF THE REVENUE	4
DATABASE ADMINISTRATOR/DEVELOPER	INFORMATION TECHNOLOGY	8
DEPUTY CHIEF	FIRE & RESCUE	11
DEPUTY CLERK TO BOARD OF SUPERVISORS	COUNTY ADMINISTRATION	10
DEPUTY CLERK/OPERATIONS	CLERK'S OFFICE	6
DEPUTY COMMONWEALTH'S ATTORNEY	COMM ATTORNEY'S OFFICE	12
DEPUTY DIRECTOR IT-SECURITY	INFORMATION TECHNOLOGY	11
DEPUTY COUNTY ADMINISTRATOR	COUNTY ADMINISTRATION	NC
DEPUTY I	SHERIFF'S OFFICE	5
DEPUTY II	SHERIFF'S OFFICE	6
DEPUTY III	SHERIFF'S OFFICE	7
DEPUTY REGISTRAR	REGISTRAR'S OFFICE	5
DEPUTY TREASURER	TREASURER'S OFFICE	12
DEPUTY TREASURER / COMPLIANCE	TREASURER'S OFFICE	10
DEPUTY TREASURER OPS	TREASURER'S OFFICE	12
DESIGN REVIEW SPECIALIST	PUBLIC WORKS/INSPECTIONS	6
DIRECTOR ELECTIONS/GEN REGISTRAR	REGISTRAR'S OFFICE	NC
EDA DIRECTOR	EDA	NC
EMS BILLING MANAGER	FIRE & RESCUE	4
EMS BILLING SPECIALIST	FIRE & RESCUE	2
ENVIRONMENTAL INSPECTOR	PUBLIC WORKS/ADMINISTRATION	5
ENVIRONMENTAL MANAGER	PUBLIC WORKS/LANDFILL	9
ENVIRONMENTAL PROGRAM ADMINISTRATOR	PUBLIC WORKS/ADMINISTRATION	8
ENVIRONMENTAL SAFETY TECHNICIAN	PUBLIC WORKS/LANDFILL	6
EVIDENCE CLERK	SHERIFF'S OFFICE	4
EXTENSION TECHNICIAN	VIRGINIA COOP EXTENSION	5
F&R BATTALION CHIEF	FIRE & RESCUE	10
F&R CAPTAIN	FIRE & RESCUE	9
F&R LIEUTENANT	FIRE & RESCUE	8
F&R SPECIALIST	FIRE & RESCUE	7



Frederick County Salary Administration Program - December 2020

Title	Department	Range
F&R TECHNICIAN	FIRE & RESCUE	6
FINANCE DIRECTOR	FINANCE	NC
FINANCE SPECIALIST	FINANCE	6
FINANCE TECHNICIAN	AIRPORT	3
FIRE & RESCUE CHIEF	FIRE & RESCUE	NC
FIREFIGHTER/EMT	FIRE & RESCUE	5
FLIGHT LINE TECHNICIAN	WINCHESTER REGIONAL AIRPORT	4
FOOD SERVICES MANAGER	NRADC	8
FOOD SERVICES SUPERVISOR	NRADC	3
GAS PLANT OPERATOR	PUBLIC WORKS/LANDFILL	7
GIS ANALYST	COMMISSIONER OF THE REVENUE	9
GIS ANALYST/PROGRAMMER	INFORMATION TECHNOLOGY	9
GIS MANAGER	INFORMATION TECHNOLOGY	10
GIS TECHNICIAN	INFORMATION TECHNOLOGY/PLANNING	6
HEAD CUSTODIAN	MAINTENANCE	2
HEAVY EQUIPMENT MECHANIC	PUBLIC WORKS/LANDFILL	8
HR ASSISTANT	HUMAN RESOURCES	3
HR DIRECTOR	HUMAN RESOURCES	NC
HR GENERALIST	HUMAN RESOURCES	6
HR MANAGER	HUMAN RESOURCES	10
HR SPECIALIST	HUMAN RESOURCES	4
INMATE PROGRAM SPECIALIST	NRADC	5
INMATE PROGRAMS COORD	NRADC	6
INSPECTOR	PUBLIC WORKS/INSPECTIONS	7
INVESTIGATOR	SHERIFF'S OFFICE	8
IT DIRECTOR	INFORMATION TECHNOLOGY	NC
LABORER	PUBLIC WORKS/LANDFILL SHAWNEELAND	2
LANDFILL MANAGER	PUBLIC WORKS/LANDFILL	10
LANDFILL OPERATIONS MANAGER	PUBLIC WORKS/LANDFILL	8
LANDFILL OPERATIONS SUPERVISOR	PUBLIC WORKS/LANDFILL	7
LANDFILL SPOTTER	PUBLIC WORKS/LANDFILL	3
LANDFILL TECHNICIAN	PUBLIC WORKS/LANDFILL	4
LEGAL SECRETARY	COMM ATTY/CNTY ATTORNEY'S OFFICE	4
LIDS TECH/RECORDS SUPV	NRADC	8
LIEUTENANT	NRADC/SHERIFF'S DEPT	9
LITIGATION SUPPORT MANAGER	COMM ATTORNEY'S OFFICE	9
MAINTENANCE MECHANIC ASST	WINCHESTER REGIONAL AIRPORT	4
MAINTENANCE SPECIALIST	PARKS & REC/MAINTENANCE	6
MAINTENANCE SUPERVISOR	MAINTENANCE/NRADC	8
MAINTENANCE SUPERVISOR ASSISTANT	MAINTENANCE	7
MAINTENANCE TECHNICIAN	AIRPORT/NRADC	4
MAINTENANCE WORKER	MAINTENANCE	3
MAJOR/CHIEF DEPUTY	SHERIFF'S OFFICE	11
MARKETING COORDINATOR	PARKS & RECREATION	6
MARKETING MANAGER	EDA	9
MENTAL HEALTH CONSULTANT	NRADC	7
MENTAL HEALTH DIRECTOR	NRADC	9
MIS DIRECTOR	INFORMATION TECHNOLOGY	NC
MIS PROGRAMMER	MIS DEPARTMENT	11
MORTGAGE SPECIALIST	TREASURER'S OFFICE	7
MOTOR EQUIP OPERATOR	PUBLIC WORKS/SHAWNEELAND	4
NETWORK ADMINISTRATOR	INFORMATION TECHNOLOGY	9
NETWORK OPERATIONS MANAGER	INFORMATION TECHNOLOGY	10
NURSING DIRECTOR	NRADC	9

Frederick County Salary Administration Program - December 2020

Title	Department	Range
OPERATIONS MANAGER	PARKS & RECREATION	8
OPERATIONS SUPERINTENDENT	PARKS & RECREATION	9
OPERATIONS SUPERVISOR	AIRPORT/Public Safety Communications	9
P&R ASSISTANT DIRECTOR	PARKS & RECREATION	10
P&R DIRECTOR	PARKS & RECREATION	NC
P&R MARKETING MANAGER	PARKS & RECREATION	7
P&R PROGRAM COORDINATOR	PARKS & RECREATION	5
PARK & STEWARDSHIP PLANNER	PARKS & RECREATION	8
PARK CARETAKER	PARKS & RECREATION	2
PARK MANAGER	PARKS & RECREATION	8
PARK TECHNICIAN	PARKS & RECREATION	3
PARKS SUPERINTENDENT	PARKS & RECREATION	9
PAYROLL MANAGER	FINANCE	10
PC TECHNICIAN	INFORMATION TECHNOLOGY	4
PERMIT MANAGER	PUBLIC WORKS/INSPECTIONS	7
PERMIT TECHNICIAN	PUBLIC WORKS/INSPECTIONS	4
PERSONAL PROPERTY SUPV	COMMISSIONER OF THE REVENUE	8
PLANNER	PLANNING & DEVELOPMENT	9
PLANNING DIRECTOR	PLANNING & DEVELOPMENT	NC
POST DISPOSITIONAL CASE MANAGER	JUVENILE PROBATION OFFICE	4
PROBATE CLERK	CLERK'S OFFICE	9
PROBATION OFFICER	NRADC/DCS	5
PROGRAM COORDINATOR	INFORMATION TECHNOLOGY	10
PROGRAM SUPERVISOR	PARKS & RECREATION	7
PROJECT MANAGER	PUBLIC WORKS/ADMINISTRATION	8
PROPERTY CLERK	NRADC	3
PTS CASE MANAGER	NRADC/DCS	5
PTS/PROBATION OFFICER	NRADC/DCS	5
PUBLIC INFORMATION OFFICER	COUNTY ADMINISTRATION	9
PUBLIC SAFETY COMMUNICATIONS DIR	PUBLIC SAFETY COMMUNICATIONS	NC
PUBLIC WORKS DIRECTOR	PUBLIC WORKS/ADMINISTRATION	NC
PURCHASING MANAGER	FINANCE	10
REAL EST ASSESS CHIEF ADMIN	COMMISSIONER OF THE REVENUE	11
RECORDS CLERK	FREDERICK COUNTY	3
RECORDS CLERK II	SHERIFF'S OFFICE	4
RECREATION SUPERINTENDENT	PARKS & RECREATION	9
RECREATION TECHNICIAN	PARKS & RECREATION	3
RESEARCH MANAGER	EDA	8
REVENUE ANALYST	TREASURER'S OFFICE	7
RISK MGR BUDGET ANALYST	FINANCE	9
SANITARY DISTRICT MANAGER	PUBLIC WORKS/SHAWNEELAND	8
SCALE OPER/CONVEN SITE ASST	PUBLIC WORKS/LANDFILL	4
SCALE OPERATOR	PUBLIC WORKS/LANDFILL	5
SCANNING TECHNICIAN	CLERK'S OFFICE	4
SECRETARY	FREDERICK COUNTY	3
SERGEANT	SHERIFF'S OFFICE/NRADC	8
SHERIFF	SHERIFF'S OFFICE	NC
SOLID WASTE COORDINATOR	PUBLIC WORKS/LANDFILL	7
SOLID WASTE MANAGER	PUBLIC WORKS/LANDFILL	8
SR ACCOUNT ANALYST	TREASURER'S OFFICE	7
SR ACCOUNT CLERK	FREDERICK COUNTY	4
SR ANIMAL CARETAKER	PUBLIC WORKS/ANIMAL SHELTER	4
SR ASAP CASE MANAGER	NRADC/DCS	7
SR COLLECTOR	TREASURER'S OFFICE	10

Frederick County Salary Administration Program - December 2020

Title	Department	Range
SR DESIGN REVIEW SPECIALIST	PUBLIC WORKS/INSPECTIONS	8
SR INSPECTOR	PUBLIC WORKS/INSPECTIONS	8
SR LANDFILL TECHNICIAN	PUBLIC WORKS/LANDFILL	5
SR LEGAL SECRETARY	COMM ATTY/CNTY ATTORNEY'S OFFICE	5
SR MOTOR EQUIP OPERATOR	PUBLIC WORKS/SHAWNEELAND	5
SR PERMIT TECHNICIAN	PUBLIC WORKS/INSPECTIONS	5
SR PLANNER	PLANNING & DEVELOPMENT	10
SR PROBATION CASE OFFC	NRADC/DCS	4
SR PROGRAM COORDINATOR	INFORMATION TECHNOLOGY	11
SR PROJECT MANAGER	PUBLIC WORKS/ADMINISTRATION	10
SR RECORDS CLERK	FREDERICK COUNTY	5
SR SECRETARY	FREDERICK COUNTY	4
SUPERINTENDENT	NRADC	NC
TIMBROOK ACHV CENTER COORDINATOR	JUVENILE PROBATION OFFICE	4
TREASURER	TREASURER'S OFFICE	NC
VW PROGRAM ASSISTANT MANAGER	VICTIM/WITNESS PROGRAM	5
VW PROGRAM MANAGER	VICTIM/WITNESS PROGRAM	7
VW PROGRAM OFFICE ASSISTANT	VICTIM/WITNESS PROGRAM	3
WORK RELEASE SPECIALIST	NRADC	5
ZONING ADMINISTRATOR	PLANNING & DEVELOPMENT	8
ZONING INSPECTOR	PLANNING & DEVELOPMENT	5

SALARY RANGES					
<i>Adopted July 2020</i>					
Range	Minimum	Progress	Midpoint	Advance	Maximum
13	\$103,620	\$119,130	\$134,640	\$150,152	\$165,662
12	\$92,202	\$106,097	\$119,884	\$133,671	\$147,566
11	\$82,723	\$95,110	\$107,497	\$119,884	\$132,271
10	\$70,875	\$81,538	\$92,202	\$102,865	\$113,529
9	\$61,288	\$70,552	\$79,707	\$88,862	\$98,126
8	\$53,964	\$62,042	\$70,121	\$78,199	\$86,278
7	\$48,686	\$56,010	\$63,334	\$70,660	\$77,984
6	\$43,516	\$49,978	\$56,549	\$63,119	\$69,582
5	\$39,638	\$45,563	\$51,487	\$57,411	\$63,334
4	\$34,791	\$40,069	\$45,239	\$50,410	\$55,687
3	\$31,775	\$36,514	\$41,254	\$45,993	\$50,733
2	\$27,790	\$31,991	\$36,191	\$40,392	\$44,593
1	\$23,913	\$27,574	\$31,129	\$34,683	\$38,346