



County of Frederick

Michael J. Marciano
Director of Human Resources

(540) 665-5668
Fax: (540) 665-5669
Michael.Marciano@fcva.us

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

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

The agenda for the meeting is as follows:

1. **Request for New Position** – Presentation by Department Representative
 - a. Winchester Regional Airport – Flightline Services Supervisor (Range 5)
2. **HR Policy Edit – Policy 12.3(f) – Grievance Procedure**

Exhibit A

**Request for New Position by
Winchester Regional Airport**
March 12, 2021 HR Committee Meeting



County of Frederick

Department of Human Resources

(540) 665-5668
Fax : (540) 665-5669
hr@fcva.us

To: Frederick County HR Committee
Frederick County Board of Supervisors

From: Michael Marciano, Director of Human Resources

Date: March 5, 2021

Re: Winchester Regional Airport Request for New Position

Winchester Regional Airport is requesting that a Flightline Services Supervisor be added to Frederick County Salary Administration Program (SAP). The Human Resources Department has reviewed the job description submitted for the position, studied the position listed in the County's SAP, considered the desire of the Winchester Regional Airport Authority's desire to add this position under its Staffing/Operations Plan, and analyzed the salaries of other counties/entities throughout the region. It is the recommendation of the Director of Human Resources that the Human Resources Committee, and, subsequently the Board of Supervisors, to approve the creation of a Flightline Services Supervisor for Winchester Regional Airport. If the Flightline Services Supervisor is added to the SAP, the Airport's Executive Director indicated this position will only be filled if the budget allows.



WINCHESTER REGIONAL AIRPORT

491 AIRPORT ROAD
WINCHESTER, VIRGINIA 22602
(540) 662-5786

MEMORANDUM

To: Frederick County Human Resources Committee
From: Nick Sabo, Winchester Regional Airport Authority Executive Director
Date: March 2, 2021
RE: New Position Request Justification

The Winchester Regional Airport Authority (WRAA) requests that a new grade 5 position be added to the Frederick County Salary Administration Program (SAP). The position is a Flightline Services Supervisor and the incumbent would be responsible for the following:

- Oversee flight line services, including but not limited to, development and implementation of standard operating procedures, establishing customer service protocols, and ensuring equipment is safe and serviceable.
- Manage the training program for flight line and customer service operations.
- Manage the duty schedule for flight line services and ensure adequate manpower to sustain normal capabilities during employee absences, holidays, events, and any other staffing situations as they arise.
- Conduct routine documented safety inspections on all flight line equipment and infrastructure, and ensure compliance with local, state, and federal regulations.
- Oversee the preventative maintenance of the fuel farm and flight line equipment; ensure sufficient inventory of replacement parts.
- Maintain oversight of the inventory of fuels, lubricants, and other items for resale.
- Assist in development of annual maintenance and repair budgets.
- Assist in emergency response of aircraft incidents and recovery of airport operations.

POSITION JUSTIFICATION: This new position would create a mid-level growth opportunity for airport personnel. Furthermore, many of the duties currently fall under the responsibility of the Airport Operations Supervisor. However, these tasks require constant attention since they relate directly to the safety, security, and efficiency of our operations. The airport would be better served to have

these duties reallocated from the Airport Operations Supervisor and assigned to an individual who can dedicate the requisite time and focus to these responsibilities. The preference is to get the Flightline Services Supervisor position established on the SAP, and fill when the budget allows.

SALARY JUSTIFICATION: The SAP has the 'standard' Flightline Technician position is a Grade 4, therefore it follows that the Flightline Services Supervisor position should be at least one grade above it, as this person will be responsible for the training and technical standards applied by the Flightline Technician staff. Furthermore, the proposed grade 5 salary range (\$39,638 – \$63,334) is in keeping with positions that require similar skills and responsibilities at surrounding localities. Therefore, please accept the following for general comparison purposes only.

LOCALITY	POSITION	SALARY
City of Winchester	Automotive Mechanic	\$39,520
Town of Leesburg	Utility Plant Operator	\$41,353 - \$70,792
City of Manassas	Crew Leader, Water & Sewer	\$48,755 - \$64,604
Shenandoah Valley Regional Airport	Flightline Services/Emergency Technician	\$33,421 - \$51,942
City of Harrisonburg	Crew Supervisor	\$41,454 - \$69,721
Fairfax County	Senior Maintenance Worker	\$35,775 - \$59,626

AIRPORT AUTHORITY POSITION: The WRAA board of directors approved a Staffing/Operations Plan at its regular scheduled business meeting on October 10, 2019. At that meeting, the board agreed to create this new position. The full plan is enclosed.

We appreciate the continued support of Frederick County. Please contact me directly if you have questions or need additional information.

Sincerely,



Nick Sabo, A.A.E.
Executive Director

Enclosures: FY 2022 Budget Form
2019 WRAA Staffing/Operations Plan Proposal

County of Frederick, Virginia

Position Details

Position Title: Flightline Services Supervisor		Date Position Created: 3/1/2021	
Department: Airport		Reports To: Operations Manager	
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Date Prepared:	Prepared By: Executive Director	
Range: \$39,638 – \$63,334	Grade: 5	Salary:	
G/L Line Item: 4-017-081090-000-TBD			

Job Description

Job Purpose: Enhances the safety, security, and efficiency of airport operations by diligent oversight and standardization of flight line services and related work. Performs related duties as assigned.

Essential Functions

The requirements for this position include, but are not limited to, those outlined below. All job functions, education and experience, general knowledge and abilities, and physical requirements are subject to possible modification to reasonably accommodate individuals with disabilities to enable them to perform the essential functions of the job. This document does not create an employment contract, implied or otherwise. It is the employer's discretion to add or change the duties or requirements of this position at any time.

- Oversee the quality delivery of flight line services, including but not limited to, development and implementation of standard operating procedures, establishing customer service protocols, and ensuring safe and serviceable equipment
- Manage the training program for flight line and customer service personnel including delivery of fuels and lubricants, towing, oxygen, lavatory, and de-icing services
- Conduct routine documented safety inspections on all flight line equipment and infrastructure, and ensure compliance with local, state, and federal regulations
- Oversee the preventative maintenance of the fuel farm and flight line equipment, and ensure sufficient inventory of replacement parts
- Coordinate transportation services for crews and passengers
- Manage the duty schedule for flight line services and ensure adequate manpower to sustain normal capabilities during employee absences, holidays, events, and any other staffing situations as they arise
- Assist in development of annual maintenance and repair budgets
- Assist in emergency response of aircraft incidents and recovery of airport operations
- Performs on-call duties outside of regular staffed hours, as required
- Performs all other related duties and functions as directed by the Executive Director/Airport Manager

Job Requirements:

Education: High School education minimum; 2-year degree preferred. Must pass NATA Safety 1st Line Service Training Course as a condition of employment

Experience: 2 years of qualified supervisory or management experience preferred

Knowledge/Skills: Ability to work independently with minimum supervision and follow oral and written instructions. Ability to establish and maintain effective working relationships with coworkers and to deal professionally, courteously, and effectively with the general public. Must be able to operate basic computer software programs. Must be able to operate aircraft refuelers, aircraft tugs, and maintenance equipment without the aid of special devices.

Working Conditions:

Physical Demands: Must be able to climb ladders, stand, stoop, lift items over 50 pounds. Able to work flexible shifts including nights, holiday hours, weekends and overtime as needed or directed. Proper uniform attire must be worn at all times to include hearing protection. Primary duties require working outside in all weather conditions.

Certificates, Licenses, And/Or Registrations:

Must possess valid driver's license, be insurable, and pass a background check.

Supervisory Responsibilities:

Number of Employees Supervised: 0

Number of Subordinate Supervisors Reporting to Job: 0

Approvals:

Department Director:

Date:

HR Director:

Date:

2021-2022 NEW POSITION REQUEST

DEPARTMENT Winchester Regional Airport Authority

DEPARTMENT CODE

17

PLEASE INCLUDE:

- NEW POSITION TITLE, ASSOCIATED FRINGES, AND ALL OPERATING AND CAPITAL ASSOCIATED WITH NEW POSITION ON THIS FORM
- JUSTIFICATION FOR NEW POSITION ON SEPARATE SHEET - REQUIRED
- ONLY ONE NEW POSITION AND ASSOCIATED OPERATING AND CAPITAL PER PAGE

****DO NOT INCLUDE NEW POSITIONS AND ASSOCIATED OPERATING AND CAPITAL IN DEPARTMENT BUDGET REQUEST - USE THIS FORM ONLY****

4-017-081090-1001-000-076	Flightline Supervisor	39,638	
4-017-081090-2001-000-000	F.I.C.A.	3,032	
4-017-081090-2002-000-000	Retirement - V.R.S.	4,546	
4-017-081090-2005-000-000	Hospital/Medical Plans	14,220	
4-017-081090-2006-000-000	Group Insurance	531	
4-017-081090-2011-000-000	Worker's Compensation	1,368	
4-017-081090-5410-000-000	Uniforms	510	
	Boots (\$150)		
	Shirts (\$120)		
	Jacket (\$160)		
	Safety Gear (\$80)		
	Total Cost for New Position	63,845	



WINCHESTER REGIONAL AIRPORT

491 AIRPORT ROAD
WINCHESTER, VIRGINIA 22602
(540) 662-5786

STAFFING/OPERATIONS PLAN PROPOSAL

Purpose: Enhance the safety, customer service, and financial position of the Authority through better utilization of personnel resources

Observations

- The airport is staffed 24/7 although we are not fully capable those hours. For example, Night Flight Line Technician personnel are not tow-qualified, despite being a requirement in the job description.
- Overnight staffing serves two predominant purposes: Jet-A fueling capability and general security presence.
- Maintenance personnel are used to backfill for flight line personnel during absences or time off. Therefore, maintenance tasks are often deferred, postponed, and otherwise relegated in priority. Since there is no overlap in flight line staffing, a single absence has a ripple effect.
- There is a lack of standard operating procedures for routine/high risk activities (e.g., fuel transfers, aircraft towing) and control measures for ensuring the safety of infrastructure (e.g., documented inspections), which represents unnecessary risk for Authority operations.
- The airport has a security plan and 24/7 staffing is not a requirement to maintain status as "Secure Virginia Airport" – a designation received by the Virginia Department of Aviation
- The majority of Jet-A fuel deliveries between the hours of 2200-0600 are for PHI helicopters
- Hangar 509 has potential to increase personnel workload (dependent on tenants/operations)

Market Assessment

- OKV is the only regional airport in the Commonwealth (of 22) staffed 24/7
- There is one reliever airport (of 8) staffed 24/7; Manassas (APP Jet Center)
- Other airports with more critical demands are not staffed 24/7 (e.g., higher fuel volume, closer proximity to sensitive areas, more based aircraft, longer runway, larger geographic area, Customs availability)
- The trend appears to be reducing operating hours; two examples include New River Valley Airport and Blue Ridge Regional Airport

Proposal

1. Reaffirm commitment to 24/7 service availability and the customer service principles described in strategic, business, and marketing plans
2. Change regular staffed hours to 0600-2200 daily and institute call out procedures
3. Institute summer/winter hours for maintenance personnel
4. Enter agreement with PHI for their pilots to self-fuel their aircraft; same policy in place at JYO and has been cleared by our fuel supplier
5. Enter agreement with Sheriff's Department and Northwest Virginia Drug Task Force for regular security patrols of airport property during unstaffed hours
6. Change Operations Supervisor job description to Operations Manager and require Certified Member (C.M.) certification within 12 months
7. Amend Flight Line job descriptions to include general maintenance tasks
8. Create Flight Line Service Supervisor position and fill as budget/staffing allows
9. Upgrade Finance Clerk to Grade 4
10. Give 3% raise to all Authority employees except Finance Clerk and Executive Director

EMPLOYEE	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
CSR	OFF	0630 - 1800	0630 - 1800	0630 -1200	OFF	OFF	0630 - 1800
FLT 1A	OFF	0600 - 1800	0600 - 1800	0600 -1200	OFF	OFF	0600 - 1600
FLT 1B	OFF	1000 - 2200	1000 - 2200	1000 -1600	OFF	OFF	1200 - 2200
CSR	0700 - 1800	OFF	OFF	1200 - 1800	0630 - 1800	0630 - 1800	OFF
FLT 2A	0600 - 1600	OFF	OFF	1200 - 1800	0600 - 1800	0600 - 1800	OFF
FLT 2B	1200 - 2200	OFF	OFF	1600 - 2200	1000 - 2200	1000 - 2200	OFF
MX	OFF	0800 - 1630	0800 - 1630	0800 - 1630	0800 - 1630	0800 - 1630	OFF
MX	OFF	0800 - 1630	0800 - 1630	0800 - 1630	0800 - 1630	0800 - 1630	OFF
FINANCE	OFF	0800 - 1600	0800 - 1600	0800 - 1600	0800 - 1600	0800 - 1600	OFF

Call Out Procedures

- Volunteer basis only (Operations Manager/Executive Director to backfill)
- Compensation will be \$20 for each night on call + 2 hours pay minimum for any response
- On-call person expected to be within 1 hour of the airport, not drink alcohol, and responsive to phone
- On-call person responsible from 1 hour after close until 1 hour prior to open; regular flight line tech responsible otherwise
- Pilots will be expected to help wing walk for tow operations between 2200-0600
- Airport will charge \$75/hour for on-call service; minimum 2 hour charge
- Reassess policy after 12 months

Desired Outcomes

1. Efficient use of airport revenues and taxpayer dollars
2. Development and implementation of SOPs for routine activities (e.g., fueling, towing, and aircraft services)
3. Development and implementation of initial, recurring, and proficiency training procedures for line service-qualified personnel
4. Maximum personnel resources applied to busiest periods to elevate customer service and prepare staff to manage increased future demand
5. Bolster the preventative maintenance culture of the airport by developing and enacting regular inspection cycles and routines
6. Extend the life of capital assets through regular preventative maintenance and plan for major repairs through the budget process
7. Reduce risk to employees, customers, and Authority
8. Greater focus on core competencies (e.g., airport maintenance and aircraft services) instead of secondary duties (e.g., standby presence)
9. Institution of meaningful security enhancements that substantively improve awareness/response
10. Create opportunities for professional growth and staff development

Tentative Implementation

- 10/10/19: Board approval
- 11/1/19: Send correspondence advertising new hours/revise publications as necessary
- 11/25/19: Finalize PHI agreement
- 12/1/19: New hours take effect

Attachments

Airport	Airport FBO	Staffed 24/7
Reliever Airports (8)		
Warrenton	Y	N
Leesburg	N	N
Manassas	N	Y
Stafford	Y	N
Hanover County	N	N
Richmond Executive	N	N
Hampton Roads	Y	N
Chesapeake Regional	N	N
Regional Airports (22)		
Winchester Regional	Y	Y
Middle Peninsula	Y	N
Dinwiddie County	Y	N
Emporia-Greenville	Y	N
Mecklenburg-Brunswick	Y	N
William M. Tuck	Y	N
Danville Regional	N	N
Blue Ridge Regional	Y	N
Virginia Tech	Y	N
New River Valley	Y	N
Mountain Empire	Y	N
Tazewell	Y	N
Virginia Highlands	Y	N
Grundy Municipal	N	N
Lonesome Pines	Y	N
Ingalls Field	Y	N
Tappahannock-Essex Cnty	Y	N
Louisa County	N	N
Suffolk Executive	Y	N
Accomack County	Y	N
Farmville Municipal	Y	N
Culpepper	Y	N
Commercial Service Airports		
Charlottesville	N	Y
Lynchburg	N	N
Roanoke	N	Y
Shenandoah Valley	Y	Y



CITY OF HARRISONBURG
 Established Date: Jul 1, 2014
 Revision Date: Feb 3, 2020

Crew Supervisor

Class Code:
5807

Bargaining Unit: N/A

SALARY RANGE

\$19.93 - \$33.52 Hourly
 \$1,594.40 - \$2,681.60 Biweekly
 \$3,454.53 - \$5,810.13 Monthly
 \$41,454.40 - \$69,721.60 Annually

DESCRIPTION:

GENERAL DEFINITION OF WORK:

Performs difficult technical and skilled trades work supervising the work of a crew engaged in various construction, maintenance and repair projects; does related work as required. Work is performed under the general direction of an assigned supervisor. Supervision is exercised over subordinate crew members.

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, 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 determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

ESSENTIAL JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS:

- Regular, reliable attendance necessary.
- Operates a City vehicle in the performance of the job duties.
- Supervises and participates in the work of unskilled and semiskilled workers in the repair, maintenance or construction a variety of municipal grounds, buildings and facilities.
- Supervises and participates in the operation of light to medium equipment, dump trucks, large lawn mowers, jack hammers, air compressor and related tools and equipment.

- Discusses job requirements with and receives detailed instructions from supervisor; makes and adjusts work assignments.
- Performs or assists in performing the more difficult tasks; ensures crews are in conformance with department policy and safety regulations.
- Trains and instructs subordinates.
- Loads and unloads materials, tools and equipment.
- Assigns and checks work.
- Performs related tasks as required.

TYPICAL QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of municipal construction, maintenance and repair practices; general knowledge of the occupational hazards and necessary safety precautions of the work; general knowledge of policies and procedures of an assigned position/department; skill in the operation of a variety of construction and maintenance equipment; ability to assign and supervise the work of others; ability to prepare simple reports; ability to understand oral and written directions; ability to read and write; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

High school diploma or GED and considerable experience in maintenance, construction or utility work including some supervisory experience, or equivalent combination of education and experience.

SPECIAL REQUIREMENTS:

- Requires the possession of an appropriate driver's license valid in the Commonwealth of Virginia.
- May require the possession of an appropriate commercial driver's license valid in the Commonwealth of Virginia.
- May require V.D.O.T. certification as Flagger.
- Incumbent subject to alcohol and controlled substances testing as required by the Department of Transportation.

SUPPLEMENTAL INFORMATION:

This is a classification specification and not an individualized job description. A class specification defines the general characteristics and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

FLSA status: Non-Exempt
Compensation Range: Grade 13
WC Code: XXXX
EEO Code: 7

CITY OF WINCHESTER
invites applications for the position of:



Automotive Mechanic

SALARY: \$19.00 Hourly
\$39,520.00 Annually

OPENING DATE: 02/11/21

DESCRIPTION:

The City of Winchester invites you to come join our team! The City has an outstanding strategic plan that includes goals and objectives, a clear vision, and a culture of collaboration. We are recruiting for an Automotive Mechanic in our Public Services Garage. Work is performed under regular supervision of the Shop Foreman. May assist to coordinate, instruct, or supervise work of new employees or other personnel as assigned on an as-needed basis.

DUTIES, RESPONSIBILITIES, MISCELLANEOUS INFORMATION:

- Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools;
- Tests, services, and repairs vehicles and mechanical equipment;
- Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work;
- Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle, steering, HVAC, suspension assemblies, and related systems;
- Changes and repairs tires and tubes;
- Contributes to a positive work environment;
- Evaluates status of mechanical equipment and vehicles, and performs or schedules needed repairs;
- Drives trucks, school buses and other equipment of various sizes and weights in the loading, hauling and unloading of various equipment and materials;
- Conducts various analysis and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement;
- Provides emergency field assistance to disabled equipment as needed and appropriate;
- Performs on-call assistance as needed;
- Process repair orders and other specialized maintenance records of equipment and mechanical equipment;
- Serves as a member of the Public Services Snow Team working a 12-hour shift during snow/ice storm periods as to keep all snow/ice removal equipment in good repair;
- Performs all duties in conformance to appropriate safety and security standards.
- Working knowledge of automotive mechanics, gas and diesel engines, transmissions, hydraulics, generators and welding.
- Strong understanding of the hazards and safety precautions common to municipal maintenance and repair activities.

QUALIFICATIONS/CERTIFICATIONS:

Any combination of education and experience equivalent to a High School diploma or General Education Degree (GED) is required with considerable experience in repairing automotive, light and heavy power-driven equipment. Possession of a valid and appropriate driver's license. Possession of a Virginia State Inspector's License. CDL Class B with School Bus endorsement. Training plans per individual employee in this position will be set forth the previous year depending on training available and budget concerns. It is a goal of the Fleet Division to stay as current on vehicle and equipment trends and practices as we can.

JOB POSTING STATEMENT:

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.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.winchesterva.gov>

15 N. Cameron Street
Winchester, VA 22601
540-667-1815

Position #00620
AUTOMOTIVE MECHANIC
CJ



FAIRFAX COUNTY
invites applications for the position of:

Senior Maintenance Worker

21-00346

DPWES Wastewater Management

SALARY:	\$17.20 - \$28.67 Hourly \$1,375.99 - \$2,293.34 Biweekly \$35,775.79 - \$59,626.94 Annually
Pay Grade:	S13
LOCATION:	WASTEWATER TREATMENT DIV, 9399 RICHMOND HWY, LORTON (JP04)
OPENING DATE:	02/27/21
CLOSING DATE:	03/12/21 11:59 PM
POSTING TYPE:	Open to General Public

JOB ANNOUNCEMENT:

Performs low-level plumbing tasks, building maintenance repairs, installs and maintains window blinds, and adjusts doors for proper alignment. Performs landscaping and some ground maintenance care; performs tree services such as trimming and cutting. Assists mechanical maintenance crew in the setting up of pumps and hoses. Operates power equipment such as back hoes, forklifts, JCB, and JLG; performs some level of equipment cleaning in preparation of performing repairs; performs low-level power equipment maintenance on equipment such as power washer, pumping equipment and back hoes. Assist with snow removal and chemical spills clean up. Coordinates with other sections on the availability of facilities and equipment for cleaning and repairs. Receives and initiates daily work orders utilizing the Computerized Maintenance Management System (CMMS); uses computer for online requisitioning of materials, equipment, and time and attendance. Understands and complies with regulatory requirements, safety requirements, and emergency response procedures.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all-inclusive list. A complete list of position duties and unique physical requirements can be found in the position job description.)

- Performs various semi-skilled tasks, to include specialized concrete and asphalt work (e.g., setting forms, finishing, etc.);
- General maintenance and repair of machinery;
- Constructs culverts and catch basins;
- Adjusts manholes to proper height;
- Inspects and approves work of Maintenance Workers;

- Provides guidance and training to Maintenance Workers;
- Assists customers using the homeowner's disposal facilities;
- Ensures that all white goods are properly processed prior to recycling;
- Assists with spill cleanup, onsite at the disposal facility as well as throughout the county;
- Coordinates various activities associated with repair and maintenance projects (e.g., paving, repairing sanitary sewer lines, rodding, and pressure cleaning operations);
- Transports crew and equipment to work site;
- May lead a crew in absence of Maintenance Crew Chief;
- Inspects, and reviews work of a crew engaged in a variety of basic maintenance, construction and grounds keeping activities;
- May Lead grass cutting, sodding, seeding, and fertilizing activities;
- Leads playground equipment maintenance;
- Participates in the maintenance of building walks, gutters, catch basins, and retaining walls, as well as concrete and asphalt paving projects;
- Completes daily and preventive maintenance reports;
- Trains staff;
- Implements safety procedures;
- Engages in safe working practices and complies with safety programs and guidelines;
- Reports and monitors unsafe working conditions;
- Complies with safety competencies.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all- inclusive list.)

- Working knowledge of small engine equipment;
- Working knowledge of concrete, asphalt, masonry and carpentry work.
- Basic knowledge of storm sewers;
- Knowledge of single axle dump truck, trailer, utility bucket truck, snow plow, spreader, tank truck, water truck and pickup truck;
- Working knowledge of and the ability to use methods, tools and equipment commonly used in maintenance, construction, and grounds keeping activities;
- Knowledge of occupational hazards and applicable safety practices;
- Basic knowledge of computers;
- Ability to lead other employees in a variety of activities, maintain records, and prepare reports;
- Ability to follow written and verbal instructions;
- Ability to perform activities requiring manual dexterity;
- Ability to perform basic data entry;
- Ability to work outside with regular exposure to severe weather, noxious fumes, high levels of dust, etc.;
- Ability to perform medium to heavy manual labor;
- Ability to comprehend and comply to safety practices;
- Ability to maintain effective relationships with customers, employees and supervisors.

EMPLOYMENT STANDARDS:

MINIMUM QUALIFICATIONS:

Any combination of education, experience, and training equivalent to completion of the tenth grade; and two years of experience in maintenance, construction, or a related field.

CERTIFICATES AND LICENSES REQUIRED:

A valid driver's license.

NECESSARY SPECIAL REQUIREMENTS:

The appointee to this position will be required to complete a criminal background check, driving record check, and a pre-employment physical examination to the satisfaction of the employer.

The appointee to this position will be required to participate in emergency callback staffing that is subject to occur twenty-four hours a day/seven days a week (24/7) and may periodically require working 12 to 16-hour shifts. Subject to working in adverse weather conditions and may be exposed to raw waste or environments generating methane gas.

PREFERRED QUALIFICATIONS:

General knowledge of equipment, materials, methods, practices and tools used in the building maintenance construction trade. Knowledge of the common hazards and necessary safety precautions. Skill in the use of tools, equipment and materials pertinent to the trades. Ability to read and follow written and oral instructions, diagrams and manufacturers' service manuals.

PHYSICAL REQUIREMENTS:

Must be capable of climbing 20 foot ladder, climb steps, and lift a minimum of 50 pounds. All duties performed with or without reasonable accommodations.

SELECTION PROCEDURE:

Panel interview and may include exercise.

Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or status as a veteran in the recruitment, selection, and hiring of its workforce.

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. EEO/AA/TTY.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://agency.governmentjobs.com/fairfaxcounty/default.cfm>

Position #21-00346
 SENIOR MAINTENANCE WORKER
 JT

12000 Government Center Pkwy. Suite 270
 Fairfax, VA 22035
 703-324-4900

HRCentral@fairfaxcounty.gov

Senior Maintenance Worker Supplemental Questionnaire

- * 1. What is the highest level of education that you have completed?
- Less than 10th grade
 - 10th to less than 12th grade
 - High school diploma or GED
 - Some college
 - Associate's degree
 - Bachelor's degree
 - Master's degree
 - Doctorate degree
- * 2. If you answered "Some college" for the highest level of education completed, please indicate the number of quarter or semester hours you have completed towards a related degree.
- Less than 45 quarter hours
 - 45 to less than 90 quarter hours

- 90 to less than 135 quarter hours
 - 135 to less than 180 quarter hours
 - 180 or more quarter hours
 - Less than 30 semester hours
 - 30 to less than 60 semester hours
 - 60 to less than 90 semester hours
 - 90 to less than 120 semester hours
 - 120 or more semester hours
 - Not applicable
- * 3. How many years of full-time equivalent experience in maintenance, construction, or a related field do you possess?
- None
 - Less than one year
 - One to less than two years
 - Two to less than three years
 - Three to less than four years
 - Four to less than five years
 - Five years or more
- * 4. Do you currently possess a valid driver's license?
- Yes
 - No
- * 5. If you responded "Yes" to the previous question, provide your license number, the expiration date, and the state in which you are licensed. If you do not possess a driver's license, enter "Not applicable."
- * 6. This position is considered essential personnel and will be required to be available 24 hours/7 days a week (24/7) to respond to snow, flooding and other designated emergencies. Are you able to perform this function?
- Yes No
- * 7. Please indicate any trades in which you have more than six months of work experience. Check all that apply.
- Carpentry
 - Underground utility installation
 - Concrete flatwork
 - Structural concrete
 - Landscaping
 - Asphalt paving
 - Brick and block masonry
 - Plumbing
 - Excavating
 - Electrical
 - None of the above
- * 8. Do you have experience in the operation of front-end loaders of any size?
- Yes No
- * 9. Do you have experience with snow removal?
- Yes No

* Required Question



TOWN OF LEESBURG
invites applications for the position of:

Utility Plant Operator: Trainee, I, II or Senior (WPCD)

SALARY: \$41,353.00 - \$89,790.00 Annually

OPENING DATE: 01/11/21

CLOSING DATE: Continuous

NATURE OF WORK:

The Utilities Department is a hard working team of friendly professionals who strive together to exceed excellence. The [Water Pollution Control Division \(WPCD\)](#) is responsible for the safe and efficient treatment of wastewater generated within the Leesburg service area and the subsequent stabilization and disposal of the solid wastes produced to ensure the protection of public health and the environment.

The WPCD is seeking an entry-level or journey-level Utility Plant Operator.

What You'll Be Doing

This position involves entry-level or journey-level technical work in the operation, maintenance and cleaning of the wastewater treatment plant and other related facilities and equipment. Work involves reading and recording gauges, instruments, and meters; regulating valves; drawing samples; maintaining accurate records; performing tests; and maintaining plant facilities, equipment and grounds.

The facility operates 24/7/365. This position will work rotating shifts (day/nights), including weekends and holidays.

For a more detailed job description, please visit the Town's [Job Descriptions page](#).

Career Development Program

The Town's Water Control Division offers a career development program. The purpose of the program is to recognize and compensate individuals who have acquired additional or advance work related knowledge, skills and abilities during their career with the Town's Utilities Department. This program provides a career development plan based on an employee's performance, training, licensure and length of service.

REQUIRED QUALIFICATIONS:

Utility Plant Operator Trainee

\$41,353-\$70,792 DOQ

HS/GED; ability to obtain a Class IV Wastewater Operator License for Water Pollution Control within one (1) year of employment; ability to obtain a Class III Wastewater Operator License for Water Pollution Control within three (3) years of obtaining Class IV license as issued by the Virginia Department of Professional & Occupational Regulation (DPOR); possession of a valid driver's license and a safe driving record; certifications in CPR/AED and First Aid or ability to obtain within one (1) year of employment; knowledge in MS Suite applications and computer program applications appropriate to the position; available and able to work various shifts (nights, weekends and holidays).

OR

Utility Plant Operator I

\$44,905-\$76,882 DOQ

HS/GED; minimum of one (1) year of experience operating a water or wastewater treatment plant facility; possession of a current Class III Virginia Wastewater Operators License for Water Pollution Control as issued by Virginia Department of Professional & Occupational Regulation (DPOR); water or environmental laboratory experience; possession of a valid driver's license and a safe driving record; certifications in CPR/AED and First Aid or ability to obtain within one (1) year of employment; knowledge and familiarity with Virginia Waterworks Regulations; knowledge in MS Suite applications and computer program applications appropriate to the position; available and able to work various shifts (nights, weekends and holidays).

OR

Utility Plant Operator II

\$48,295-\$83,085 DOQ

HS/GED; minimum of two (2) years of progressively responsible work in wastewater treatment; possession of a Class II Wastewater Operator's License as issued by Virginia Department of Professional & Occupational Regulation (DPOR); water or environmental laboratory experience; possession of a valid driver's license and a safe driving record; certifications in CPR/AED and First Aid or ability to obtain within one (1) year of employment; experience with industrial computer control systems (SCADA) and process control system; available and able to work various shifts (nights, weekends and holidays).

OR

Senior Utility Plant Operator

\$52,446-\$89,790 DOQ

HS/GED; minimum of five (5) years of progressively responsible work in water or wastewater treatment; possession of a Class I Wastewater Operator's License as issued by the Virginia Department of Professional and Occupational Regulation; possession of a valid driver's license and a safe driving record; available and able to work various shifts (nights, weekends and holidays).

PREFERRED QUALIFICATIONS:

Utility Plant Operator Trainee

Class IV Wastewater Operator License issued by the Virginia Department of Professional & Occupational Regulation (DPOR); water or environmental laboratory experience; possession of a valid commercial driver's license with appropriate endorsements and a safe driving record; bilingual in English/Spanish.

OR

Utility Plant Operator I

Backflow device certification; experience with SCADA and Process Control Systems; completion of VDH/VWEA Operators Short School – Virginia Tech; possession of a valid commercial driver's license with appropriate endorsements and a safe driving record; bilingual in English/Spanish.

OR

Utility Plant Operator II

Backflow device certification; Associates or Bachelor's degree in Biology, Chemistry or other related science; bacteriology laboratory experience; bilingual in English/Spanish.

OR

Senior Utility Plant Operator

Supervisory and training experience; Associates or Bachelor's degree in Biology, Chemistry or other related science; completion of VA Operators Short School, Level 3; possession of a valid commercial driver's license with appropriate endorsements and a safe driving record; bilingual in English/Spanish.

:

Compensation and Benefits

The Town of Leesburg is committed to providing competitive compensation and benefits, and opportunities to grow one's career, all while making a significant impact on the operations and quality of life in a thriving community.

The Town offers competitive compensation, affordable health insurance coverage, participation in the Virginia Retirement System, an optional 457(b) retirement plan with a Town matching contribution, flexible spending accounts, voluntary benefits, employee assistance program (EAP), membership to the Town's full-service recreation center, an optional payroll Roth IRA, and generous paid time off. For more information on the Town's robust benefits package, please visit the Town's [Employee Benefits](#) page.

EOE/ADA.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.leesburgva.gov>

25 W. Market St.
Leesburg, VA 20176

jdidawick@leesburgva.gov

Position #00711
UTILITY PLANT OPERATOR: TRAINEE, I, II OR SENIOR
(WPCD)
SY



CITY OF MANASSAS
invites applications for the position of:
**Crew Leader, Water &
Sewer**

SALARY: See Position Description

OPENING DATE: 09/02/20

CLOSING DATE: Continuous

DESCRIPTION:

Water & Sewer Department. Under limited supervision, the selected candidate will participate in and provide onsite leadership for a crew of workers assigned to complete construction, maintenance, and repair of distribution and collection infrastructure, service lines, and other areas of the Public Works & Utilities Department.

Hiring Range for this position is: \$48,755.20 – \$64,604.80

ESSENTIAL JOB FUNCTIONS:

Leads and performs work functions associated with installation, maintenance and repair of water and sewer utility systems; locates water leaks, repairs pipe leaks; clears blocked pipes using sewer jet and vacuum; installs pipe; cuts pipes; digs holes or trenches; installs new services, fire hydrants and drinking fountains; turns water mains on/off; installs/replaces water meters; reads meters; loads and unloads trucks; shovels materials, etc.

Monitors work in progress and insures compliance with established standards; advises crews in techniques and practices; adheres to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Leads and performs building, repair and maintenance of storm pipes, sewers, and drainage components; prepares area for pipe placement; sets pipe to proper grade and alignment; cleans and removes debris from wet wells, catch basins, storm drains and culvert pipes.

Conducts job planning, fills out work orders, purchase material/tools for job; maintains inventory of equipment, parts and supplies; ensures availability of equipment, parts and supplies to complete work assignments; collects and transports materials and supplies to job site; prepares requests for and/or orders materials and supplies.

Acts on employee problems; and provides input regarding disciplinary action and employee performance evaluations.

QUALIFICATIONS:

High school diploma or GED required; and **four to six** years of progressively responsible related

experience; or any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Candidate must have or have the ability to obtain a Class V Virginia Waterworks Operators License within 18 months of hire. Must possess a valid Virginia State CDL with required endorsements.

SPECIAL REQUIREMENTS:

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.manassascity.org/jobs>

9027 Center Street
Suite 302
Manassas, VA 20110

Position #641-03
CREW LEADER, WATER & SEWER
HR

hr@ci.manassas.va.us

Exhibit B

HR Policy Edit – Policy 12.3(f) – Grievance Procedure

March 12, 2021 HR Committee Meeting



County of Frederick

Department of Human Resources

(540) 665-5668
Fax : (540) 665-5669
hr@fcva.us

To: Frederick County HR Committee
Frederick County Board of Supervisors

From: Michael Marciano, Director of Human Resources

Date: March 5, 2021

Re: HR Policy Edit – Policy 12.3(f) – Grievance Procedure

In coordinating a recent Grievance Panel Hearing for Frederick County, the panel members struggled with the scope of their duties under our current HR Grievance Policy. To provide guidance for future grievance panels, the Director of Human Resources recommends that the Human Resources Committee, and, subsequently the Board of Supervisors, approve the following modification to the policy: “The panel’s decision can affirm, reverse or modify the discipline that is being grieved.”

XII. GRIEVANCE POLICY AND PROCEDURE

12.1 Policy

It shall be the policy of the Board of Supervisors to encourage resolution of employee problems and complaints wherein employees can freely discuss their concerns with immediate supervisors and upper management levels. However, to the extent such concerns cannot be resolved; the grievance procedure shall afford an immediate and fair method for the resolution of disputes which may arise between an agency and its employees. The grievance procedure shall include:

a. Definition of Grievance

A grievance shall be a complaint or dispute by an employee relating to his employment, including but not necessarily limited to (i) disciplinary action, including dismissals, disciplinary demotions and suspensions, provided that dismissals shall be grievable whenever resulting from formal discipline or unsatisfactory job performance; (ii) the application of personnel policies, procedures, rules and regulations, including the application of policies involving matters referred to in sub-section (B)(iii) below; (iii) discrimination on the basis of race, color, creed, religion, political affiliation, age, disability, national origin or sex; and (iv) acts of retaliation as the result of the use of or participation in the grievance procedure or because the employee has complied with any law of the United States or of the Commonwealth, has reported any violation of such law to a governmental authority, has sought any change in law before the Congress of the United States or the General Assembly, or has reported an incidence of fraud, abuse, or gross mismanagement. For the purposes of clause (iv) the original sanction can not be increased.

b. Management Responsibilities

Management reserves the exclusive right to manage the affairs and operations of County government. Accordingly, the following complaints are not grievable: (i) establishment and revision of wages or salaries, position classifications or general benefits; (ii) work activity accepted by the employee as a condition of employment or work activity which may reasonably be expected to be a part of the job content; (the measurement and assessment of work activity through a performance evaluation shall not be grievable except where the employee can show that the evaluation was arbitrary or capricious); (iii) the contents of ordinances, statutes or established personnel policies, procedures, rules and regulations; (iv) failure to promote except where the employee can show established promotional policies or procedures were not followed or applied fairly; (v) the methods, means and personnel by which such work activities are to be carried on; (vi) the hiring, promotion, transfer, assignment and retention of employees within the agency (provided such actions do not constitute disciplinary actions); and (vii) the relief of employees from duties of the agency in emergencies. In any grievance brought under the exception to Section 12.1 B (vi) the action shall be upheld upon a showing by the agency that: (i) there was a valid business reason for the action, and (ii) the employee was notified of such reason in writing prior to the effective date of the action.

c. Coverage of Personnel

All regular, full time and part time County personnel, excluding probationary employees, are eligible to file grievances as provided in this section with the following exceptions:

1. Appointees of the Board of Supervisors including the County Administrator, and members of the various Boards, Commissions, or Agencies of the Board of Supervisors.
2. Constitutional Officers, however, the employees of a Constitutional officer shall be included within the County grievance procedure provided that the Constitutional Officer and the County have both agreed that these employees shall be included within the County's personnel system.
3. Agency and/or Department Directors.
4. Employees whose terms of employment are limited by law.

5. Temporary, limited term and seasonal employees.

An employee who has voluntarily resigned shall not have access to the County grievance procedure, except to grieve a resignation resulting from formal discipline, unsatisfactory job performance, or an involuntary resignation. Such grievance must be filed within thirty (30) calendar days of the dismissal date.

Any grievance initiated by a regular, classified County employee prior to separation from County service may, at the employee's option, continue to be processed through the grievance procedure.

After the initial filing of a written grievance, failure of either party to comply with all substantial procedural requirements of the grievance procedure without just cause will result in a decision in favor of the other party on any grievable issue provided the party not in compliance fails to correct the non-compliance within five (5) work days of receipt of written notification by the other party of compliance violation. Such written notification by the grievant shall be made to the County Administrator. Failure of either party without just cause to comply with all substantial procedural requirements at the panel hearing shall result in a decision in favor of the other party.

12.2 Determination of Grievability

If some question should exist concerning the grievability of a specific problem and if the question cannot be resolved to the satisfaction of both the employee and his supervisor at the departmental level, the employee may within ten (10) work days make a request to the County Administrator for a ruling of grievability who shall respond within ten (10) work days.

In any case, no complaint may be addressed beyond the County Administrator level before grievability has been determined. Only after grievability has been determined shall a grievance be processed through the grievance panel stage. Decisions of the County Administrator may be appealed by the employee within five (5) work days to the Frederick County Circuit Court for a hearing de novo on the issue of whether or not the grievance qualifies for a panel hearing. Proceedings for review of the decision of the County Administrator shall be instituted by filing a notice of appeal with the County Administrator within five (5) work days from the date of receipt of the decision and giving a copy, thereof, to all other parties. Within five (5) work days thereafter, the County Administrator shall transmit to the Clerk of the Court to which the appeal is taken a copy of the decision of the County Administrator, a copy of the notice of appeal, and the exhibits. A list of the evidence furnished to the court shall also be furnished to the grievant. The failure of the County Administrator to transmit the record within the time allowed shall not prejudice the rights of the grievant. The court, on motion of the grievant, may issue a writ of certiorari requiring the County Administrator to transmit the record on or before a certain date. Within thirty (30) days of receipt of such records by the clerk, the court, sitting without a jury, shall hear the appeal on the record transmitted by the County Administrator and such additional evidence as may be necessary to resolve any controversy as to the correctness of the record. The court, in its discretion, may receive such other evidence as the ends of justice require. The court may affirm the decisions of the County Administrator or may reverse or modify the decision. The decision of the court shall be rendered no later than the fifteenth (15) day from the date of the conclusion of the hearing. The decision of the court is final and is not appealable.

12.3 Grievance Procedure

An employee wishing to file a grievance shall have the right to follow all steps of this procedure as listed below with complete freedom from reprisal. This does not, however, confer the right upon anyone to make slanderous or libelous statements. The use of recorders is not permitted in the management steps.

STEP I An employee, who has a grievance, as defined herein, shall within thirty (30) calendar days of the occurrence of the action or event causing the grievance or of the date when the employee could have reasonably been expected to have learned of the act or event, contact his immediate supervisor for a discussion of the grievance. The supervisor shall meet with the employee within five (5) work days to discuss the grievance. The supervisor shall give the employee a reply within five (5) work days following the meeting.

STEP II If the grievance is not resolved as a result of STEP I, the employee may within five (5) work days, thereafter, file a written grievance with their Department Head. Other arrangements for submission of a grievance such as a personal interview or tape recording will be made available for the visually-impaired or those with motor

impairments. The employee must be sure that the grievance is complete in all detail at this stage of the procedure. The Department Head will then within five (5) work days meet with the employee to discuss the grievance. The Department Head will inform the employee in writing of his decision and the reasons therefore within five (5) calendar days following the meeting.

STEP III If the Department Head's response does not resolve the grievance, the employee may within ten (10) work days thereafter file a written request for a hearing with the County Administrator containing the employee's explanation of what has occurred. A copy shall also be sent to the employee's Department Head. Upon receipt of the written request for a hearing, and verification that Steps I and II have been exhausted, the County Administrator shall within (5) work days schedule the hearing requested. The County Administrator may request the presence of the Department Head or any other County official at the hearing and the employee may also have a representative of his choice present. The County Administrator shall give the employee a written reply or a method understood by complainant within five (5) work days after the conclusion of the hearing. A copy of the reply shall be sent to the employee's Department Head.

STEP IV If the County Administrator's reply does not resolve the grievance, the employee may within seven (7) work days, thereafter, request in writing to the County Administrator that his grievance be submitted to a panel hearing.

In submitting this written request it is not necessary that the employee again provide a written explanation of what has occurred as this was contained in his written request submitted at STEP II and III and as part of the record will be made available to the grievance panel.

Within ten (10) work days after the date of the written request for a panel hearing, the HR Department will provide a list of at least five (5) prospective panel members to The Department Head and the grievant. To insure an impartial panel, such panel shall not be composed of any persons having direct involvement with the grievance being heard, or with the problem giving rise to the grievance; for example, the grievant, the Department Head, supervisors replying at any management step, representatives of the grievant at the third step and witnesses who have appeared at any management step. In addition, managers who are in a direct line of supervision of a grievant are also excluded from serving as panel members. Also, no attorney having direct involvement with the subject matter of the grievance, nor a partner, associate, employee or co-employee of such an attorney shall serve as a panel member.

Furthermore, the following relatives of a participant in the grievance process or a participant's spouse shall not serve as panel members, i.e., spouse, parent, child, descendants of a child, sibling, niece, nephew and first cousin.

Additionally, due to their sensitive relationships to the grievance process, employees in the personnel classification series shall not serve as panel members. Three (3) members who will constitute the panel shall be selected within ten (10) work days from this list - one member shall be chosen by the Department Head; one member shall be chosen by the grievant; and the remaining member shall be selected by the first two appointees and shall serve as the chairperson. In the event that agreement cannot be reached as to the third panel member, the Chief Judge of the Circuit Court will select the third member. The panel hearing shall be scheduled to occur within thirty (30) calendar days from the date that the third panel member is selected. The panel has the responsibility to interpret the application of appropriate County policies and procedure in the case. It does not have prerogative to formulate or to change policies or procedures.

The employee may have present at the hearing a representative or legal counsel at his own expense. Copies of the written record in the case from STEP II and III shall be provided the panel members by the County.

The conduct of the hearing shall be as follows:

The County shall provide a copy of the record to the panel, the supervisor, and the grievant.

- a. The panel may at the beginning of the hearing ask for statements clarifying the issues involved.
- b. Exhibits, when offered, may be received in evidence by the panel, and when so received shall be marked and made part of the record.
- c. The employee and supervisor, or their representative, shall then present their claim and proofs and witnesses

who shall submit to questions or other examination. The panel may at its discretion, vary this procedure but shall afford full and equal opportunity to all parties and witnesses for presentation of any material or relevant evidence.

- d. The parties may offer evidence and shall provide such additional evidence as the panel may deem necessary for an understanding and determination of the dispute. The panel shall be the judge of relevancy and materiality of the evidence offered. All evidence shall be taken in the presence of the panel and of the parties.
- e. All evidence taken by the panel shall be under oath.
- f. The majority decision of the panel shall be rendered within ten (10) work days of the conclusion of the hearing and shall be final and binding and consistent with law and written policies. The panel's decision can affirm, reverse or modify the discipline that is being grieved.
- g. The parties should not discuss the substance of any grievance or the problem giving rise to the grievance with any panel members prior to or subsequent to the hearing. Any matters requiring the attention of the panel should be communicated in writing with copies to all parties.
- h. The panel shall have the authority to establish such other procedures for the hearing as are consistent with state law.

12.4 Compensation and Expense Reimbursement Guidelines

- a. Non-County employees serving as panel members are not compensated or reimbursed for any expenses. The time spent by County employees who serve as witnesses or panel members during normal working hours shall not have this time charged against any leave. It is expected that the number of witnesses called would remain within reasonable limits.
- b. Grievant's who are still employed by the County are compensated at their regular rate of pay for the time spent during normal working hours in the management-step meetings, the panel hearings and other hearings provided in the procedure. This compensation is not charged against any leave.
- c. Employees who are grieving termination are not compensated except in cases where a panel decision results in reinstatement with back pay.
- d. The grievance procedure is designed for an employee to go through the process without the necessity for representation. While the employee has the freedom to select a representative of his choice if desired, there is no provision for any compensation or expense reimbursement for a representative, whether such person is a County employee or someone outside of County service. Additionally, there is no provision for any compensation or expense reimbursement for a representative regardless of the outcome of the grievance process.

12.5 Appeal of a Panel Decision

- a. If a written request to reconsider the panel decision is submitted by either party within five (5) work days of receipt of the decision, the panel by majority vote may elect to review its decision and/or reopen the hearing for a good cause shown.
- b. Any challenge of a panel decision on the grounds of inconsistency with law and written policy shall be submitted by either party within five (5) work days to the County Administrator.
- c. The County Administrator may on his own action remand to panel for further consideration a decision which appears to be inconsistent with law or written policy.
- d. Either party may petition the Frederick County Circuit Court for an order requiring implementation of the decision of the panel.

12.6 Retention of Records

All complaints received by the County Administrator and responses from the panel will be kept by the HR Department for a period of three years.

Updated/Approved: 02/13/2013

Exhibit C

Salary Administration Program
March 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 - March 1, 2021

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 - March 1, 2021

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/ PLANNING	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

Frederick County Salary Administration Program - March 1, 2021

Title	Department	Range
NURSING DIRECTOR	NRADC	9
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 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 - March 1, 2021

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
SYSTEMS ADMINISTRATOR	INFORMATION TECHNOLOGY	10
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					
Adopted July 2020					
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