



## TOWN OF TAPPAHANNOCK

### Job Description

**JOB TITLE:** ASSISTANT WASTEWATER PLANT DIRECTOR  
**GRADE:**  
**FLSA:** Nonexempt  
**DEPARTMENT:** Water and Sewer  
**EFFECTIVE DATE:** July 2022

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#### **MAJOR PURPOSE:**

Under general direction of the Wastewater Plant Director, assists the Director with the operation and maintenance of a .8 MGD state-of-the-art Wastewater Treatment Plant utilizing biological nutrient removal, membrane filtration, carbon absorption, and ultra-violet disinfection treatment to protect receiving water sources. Supervises the upkeep and maintenance of plant facilities and grounds. Supervises shift operators.

#### **ESSENTIAL JOB FUNCTIONS:**

- Operates and regulates facilities to achieve required water quality.
- Conducts analytical laboratory testing with necessary record keeping.
- Manually handles chemicals for wastewater treatment.
- Conduct analytical laboratory testing with necessary record keeping.
- Coordinates all plant activities and operations with the Director, Wastewater Plant.
- Supervises the necessary upkeep and maintenance of plant facilities and grounds.
- Delegates responsibilities and work assignments to shift operators.
- Ensures all operators fulfill their assigned tasks safely.
- Conducts daily standardized physical, and microbiological tests in a state certified microbiology lab.
- Maintains laboratory equipment and cleans all apparatus.
- Monitors the operation of equipment/processes such as pumps, metering devices, electric control panels, bio-solids dewatering, chemical feed systems and gas compressors.
- Conducts preventative and corrective maintenance on all plant equipment, using and interpreting the Supervisory Control and Data Acquisition (SCADA) systems.
- Ensures upkeep of inventory of stock materials to complete tasks.
- Obtains, secures, and monitors pricing on materials and goods.
- Prepares, orders, and maintains related documentation.
- Orders all chemical, materials and other supplies needed to operate the plant.
- Maintains a comprehensive, current knowledge of applicable laws/regulations.
- Maintains an awareness of new trends and advances in the profession.
- Attends and/or conducts workshops and training sessions as appropriate.
- Assists in directing, monitoring, and inspecting plant projects.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES:**

Thorough knowledge of modern treatment methods and procedures.  
Considerable knowledge of the proper operation and maintenance of an a .8 MGD state-of-the-art Wastewater Treatment Plant.  
Knowledge of how to properly handle chemicals for wastewater treatment.  
Knowledge of the operation of equipment/processes such as pumps, metering devices, electric control panel bio-solids dewatering, chemical feed systems and gas compressors.  
Knowledge of preventative and corrective maintenance on all plant equipment, using and interpreting the Supervisory Control and Data Acquisition (SCADA) systems.  
Ability to achieve required water quality.  
Ability to conduct analytical laboratory testing.  
Ability to supervise the upkeep and maintenance of the plant facilities, grounds, and water distribution systems.  
Ability to supervise and delegate work.  
Ability to conduct inspections and investigations to ensure compliance with laws and regulations.  
Ability to prepare and maintain inspection and investigation logs and reports.  
Ability to order supplies and maintain inventory.  
Ability to use and maintain testing and plant equipment.  
Ability to keep up with new trends and advancements in Water and Wastewater.  
Ability to express ideas clearly and concisely, both orally and in writing.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to graduation from high school, plus Possession of a Class II or Class I Wastewater Operator’s License in the Commonwealth of Virginia and nine years of progressively increasing experience in wastewater plant operations.

**PREFERRED QUALIFICATIONS:**

Class I Wastewater Treatment Operator’s License.  
Experience with the Supervisory Control and Data Acquisition (SCADA) systems.  
Prior supervisory experience.  
Experience with Microsoft Suite of applications.

**REQUIRED LICENSES/CERTIFICATES:**

Must possess Class II Wastewater Operator’s License in the Commonwealth of Virginia  
Possession of a valid Virginia Driver’s License

**WORKING CONDITIONS:**

Work is both indoors and outdoors  
May be exposed to noisy machinery  
Unpleasant odors  
Slippery walkways  
Dangerous gases

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Work schedule may fluctuate  
May be subject to call-in 24 hours a day

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE: **ASSISTANT PUBLIC WORKS SUPERINTENDENT**

PAY RANGE:

FLSA: Nonexempt

DEPARTMENT: Public Works

EFFECTIVE DATE: July 2022

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#### **MAJOR PURPOSE:**

Under direction of the Public Works Superintendent, the Assistant Public Works Superintendent supervises unskilled, semi-skilled, and maintenance workers in the construction and upkeep of streets, water mains, and sewer lines. Plans, prioritizes, and supervises work, and reacts to emergencies.

#### **ESSENTIAL JOB FUNCTIONS:**

- Assists the Superintendent with oversight of maintenance workers and equipment operators.
- Supervises and/or performs the installation, maintenance, and repair of water and sewer lines.
- With Superintendent, establishes, priorities, and coordinates and inspects work performed.
- Provides response for emergency situations.
- Ensures staff is properly trained to handle chemicals as required by OSHA.
- Provides snow removal services for the Town.
- Oversees work crews engaged in maintenance of Town alleys.
- Operates both equipment and heavy equipment.
- Assists with inventory management of water and sewer supplies.
- With Superintendent, administers the trash pickup and recycling functions for the Town.
- Reports disabled heavy equipment to the Director of General Services and Town Manager so that a joint decision can be made as to how and where the vehicle should be towed and repaired.
- Oversees the maintenance of the Town cemetery and public grounds.
- Assists Superintendent with budget estimates and directs the expenditure of all departmental funds.
- Performs other duties as assigned.

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

Considerable knowledge of the installation and maintenance of water and sewer lines.

Knowledge of how to operate both equipment and heavy equipment.

Knowledge of hazard assessment and emergency equipment.

Ability to prioritize, coordinate, and inspect work performed.

Ability to inventory supplies.

Ability to respond to an emergency after hours and to provide effective problem solving.

Ability to communicate clearly and concisely both verbally and in writing.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to high school graduation, plus five years of experience in construction and building trades.

**PREFERRED QUALIFICATIONS:**

Two years of supervisory experience.  
Experience with installation and repair of water and sewer lines.

**REQUIRED LICENSES/CERTIFICATES:**

Possession of a valid Virginia Driver's License  
Possession of valid Virginia Class B Commercial Driver's License

**WORKING CONDITIONS:**

Work is both indoors and outdoors and worker will be subject to outside environmental conditions such as extreme weather, cold, and heat.  
Subject to call-in 24 hours a day and overtime work.

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE:           **ASSISTANT TREASURER**  
GRADE:  
FLSA:                 Exempt  
DEPARTMENT:       Administration  
EFFECTIVE DATE:   July 2022

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#### **MAJOR PURPOSE:**

Under general supervision of the Town Treasurer, assists the Town Treasurer with the oversight of the Town's financial functions. Financial functions include budget process and financial management of capital projects. This position does not have a supervisory role.

#### **ESSENTIAL JOB FUNCTIONS:**

- Assists Town Treasurer in management of the general ledger for all Town financial accounts including entering budget information, journal entries, and maintenance of the financial system.
- Provides support on tasks related to tax administration for the Town, including obtaining tax records from the Commissioner of Revenue, preparing tax bills for printing, and processing supplements and abatements of tax bills.
- Assists the Town Manager in developing and maintaining the operating budget and accompanying transfers and amendments, including the Town's Water-Sewer Enterprise Fund.
- Handles utility billing accounts, opens new accounts and finalizes when accounts are closed.
- Ensures the bi-monthly utility billing is completed, including collecting the readings, creating and printing the bills, and getting them mailed in a timely manner.
- Manages financial and budgetary aspect for Towns capital improvement projects.
- Aids Treasurer and Town Manager in financial aspects of federal and state grant reporting.
- Assists in maintaining all records and files regarding employee benefits and payroll.
- Utilizes Excel spreadsheets to update monthly reports and produce various financial reports.
- Runs reports and reconciles daily receivables to the general ledger report.
- Addresses taxpayer and utility billing complaints and resolves problems.
- Keeps all office and work-related information and material confidential.
- Serves as Benefits Administrator for Anthem/TLC, completing the yearly renewal process, handling all enrollment changes of employees, completing the Affordable Care Act (ACA) Certification, and completing Form 720, the Federal Excise Tax return.
- Serves as contact for disability life insurance, processing Workers Comp claims, completing the yearly renewal process, and notifying insurance company when any changes are made.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Extensive knowledge of accounting principles and bookkeeping.
- Knowledge of annual budget cycle and process.
- Ability to develop and maintain the operating budget including the Water-Sewer Fund.
- Ability to stay current with benefit changes or employee updates which impact the employee benefit records/files.
- Ability to work effectively with a wide variety of people, providing friendly customer service.
- Ability to work independently with accuracy and conformity to policies and procedures.
- Ability to operate personal computer and applicable software packages, including significant knowledge of Microsoft Office Suite.
- Ability to create and manage excel spreadsheets.
- Ability to work independently with accuracy and conformity to policies and procedures.
- Ability to prepare informative financial reports.
- Ability to communicate complex ideas, both orally and in writing.
- Ability to interpret federal, state, and local policies, procedures, laws, and regulations related to municipal finance.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to graduation from an accredited college with an associate degree to include coursework in public/business administration, finance, or related field, plus three years of progressively responsible experience in the financial services industry

**PREFERRED QUALIFICATIONS:**

Graduation from an accredited college or university, with a bachelor’s degree in public/business administration, finance, or related field strongly desired.  
Knowledge of local government is preferred.

**REQUIRED LICENSES/CERTIFICATES:**

None

**WORKING CONDITIONS:**

Work is performed in an office setting.  
Work is generally sedentary, however does include some walking, bending, and carrying of item less than 15 lbs. in weight.  
Use of telephone and computer required.

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE:           **CHIEF OF POLICE**  
GRADE:  
FLSA:               Exempt  
DEPARTMENT:      Police  
EFFECTIVE DATE:   July 2022

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#### **MAJOR PURPOSE**

Under general direction of the Town Manager, performs highly responsible work in directing all activities and employees of the Police Department, including patrol, traffic enforcement, criminal investigation, and related services. The Chief is responsible for the planning, development, and direction of a complete program of Police administration. The Chief is appointed by the Town Council and reports to the Town Manager regarding the operations of the Police Department.

#### **ESSENTIAL JOB FUNCTIONS**

- Formulates departmental policies and regulations and exercises general supervision over the work of the entire department.
- Supervises and reviews the activities and reports of all officers.
- Receives and disposes of complaints against personnel.
- Attends meetings and places of public gatherings to explain the actions and functions of the department.
- Promotes positive community relations and establishes relationships within the community.
- Establishes positive working relationships with surrounding law enforcement and judicial agencies.
- Manages procurement of equipment, vehicles, and upgrades or replacement.
- Oversees all personnel functions of the department ensuring adequate supervision, staffing, training, and development of staff in the division; completes performance evaluations and recommends appropriate corrective and disciplinary actions in accordance with personnel policy.
- Recommends employee disciplinary actions, to include termination, to the Town Manager.
- Prepares budget estimates and directs the expenditure of all departmental funds.
- Performs other duties as assigned.

#### **KNOWLEDGE SKILLS, ABILITIES**

Comprehensive knowledge of the principles, practices, and methods of modern police administration.  
Comprehensive knowledge of modern scientific methods, of criminal investigation, and related areas.  
Comprehensive knowledge of applicable Federal, State, and Local ordinances.  
Knowledge of governmental personnel, budget, and procurement functions.  
Ability to command the respect of police officers and to effectively supervise their work.  
Ability to establish and maintain effective working relationships with other town employees and public.  
Ability to express ideas and communicate clearly and concisely, both orally and in writing.  
Ability to remain in adequate physical condition.



**MINIMUM QUALIFICATIONS**

Any combination of education, experience, and training equivalent to graduation from an accredited college or university in law enforcement, forensics, criminal justice, political science, or a related field, plus five years of experience in law enforcement management. The applicant shall meet all minimum standards and requirements for the position of Chief of Police as set forth in the 1950 Code of Virginia, as amended.

**PREFERRED QUALIFICATIONS**

Successful completion of a recognized Law Enforcement Management Course.

**REQUIRED LICENSES/CERTIFICATE**

Law Enforcement Certification by the Virginia Department of Criminal Justice Services.  
Annual firearm's re-certification.  
Successful completion of Law Enforcement re-certification every two years.  
Virginia Driver's License.

**WORKING CONDITIONS**

May be subject to call-in 24 hours a day.  
Generally, administrative office working conditions yet must be able to assist and supervise in the field when required.

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DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE:               **CONSTRUCTION INSPECTOR**  
GRADE:  
FLSA:                    Nonexempt  
DEPARTMENT:        General Services  
EFFECTIVE DATE: July 2022

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#### **MAJOR PURPOSE:**

Under general supervision of the General Services Director, carries out inspections for town construction projects, repairs, and marking orders.

#### **ESSENTIAL JOB FUNCTIONS:**

- Evaluates construction plans specifications for construction projects to ensure conformance with regulations.
- Conducts field inspections to inspect building structures and materials.
- Conducts field and laboratory tests on materials to measure compliance with regulations.
- Maintains records and documentation of inspections.
- Assists city staff and public with inquiries.
- Marks water and sewer pipelines (Miss Utility) so contractors don't get dig them up by mistake or and cause damage.
- Oversees contractors.
- Attends close-out meetings of construction projects.
- Performs other duties as assigned.

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

Extensive knowledge of construction techniques and practices.

Knowledge of necessary safety precautions for a construction site.

Knowledge of surveying.

Ability to read and interpret construction plans and specifications.

Ability to keep records and make simple drawings and reports.

Ability to conduct field and laboratory tests.

Ability to maintain accurate and complete records and prepare reports.

Ability to develop and maintain courteous and effective relationships with staff, contractors, and the public.

Ability to communicate clearly and concisely verbally and in writing.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to high school graduation, plus two years as a construction inspector or as a foreman supervising public improvements; or eight years in the trades.

**PREFERRED QUALIFICATIONS:**

College degree in engineering or a related field.  
Four years as a construction inspector or as a foreman supervising public improvements.

**REQUIRED LICENSES/CERTIFICATES:**

Must possess and maintain a valid Virginia driver's license

**WORKING CONDITIONS:**

Positions may require on-call ability  
May work weekends, holidays, and overtime  
Work is both indoors and outdoors  
May be exposed to noisy machinery  
Exposed to hazardous conditions

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DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

**JOB TITLE:** DIRECTOR, COMMUNITY DEVELOPMENT AND ZONING  
**GRADE:**  
**FLSA:** Exempt  
**DEPARTMENT:** Community Development and Zoning  
**EFFECTIVE DATE:** July 2022

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#### **MAJOR PURPOSE:**

Under general direction of the Town Manager, creates comprehensive community development strategies to attract and maintain commercial and industrial entities and recommend efficient land use consistent with community goals. Functions as the Zoning Administrator. Oversees the administration of zoning, land development standards, long-range planning, and enforcement of zoning regulations.

#### **ESSENTIAL JOB FUNCTIONS:**

- Assesses community needs and recommends goals and direction for community development projects, planning, and zoning for the Town.
- Encourages Town development for the purpose of economic growth while simultaneously protecting the Town's environment and heritage.
- Researches and provides innovative solutions for development.
- Prepares reports and plans on a variety of Town projects and initiatives for the Town Manager, Planning Commission, and Town Council.
- Initiates actions necessary to correct deficiencies in Town Code and internal policies.
- Oversees the review of development applications, permit applications, and site plans
- Reviews plans and applies provisions of the ordinances and codes to determine compliance with regulations and applies regulations to field conditions.
- Engages with the public concerning planning, development, and zoning matters.
- Understands population trends to predict the demand that will be made on an area in the future.
- Leads long-range planning efforts consistent with the Town's goals.
- Represents the Town in local and regional planning meetings and discussions.
- Plans and coordinates agendas and meetings and serves as staff to the Planning Commission and Board of Zoning Appeals.
- Coordinates frequently with department heads to keep them apprised of town activities, provide information, and addresses questions.
- Meets with officials from State agencies and local County officials to discuss plans, projects, and related land development activities.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Significant knowledge of planning principles and practices.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with regulations and apply regulations to field conditions.
- Ability to communicate clearly both verbally and in writing.
- Ability to use diplomacy in resolving issues.
- Ability to lead or facilitate meetings.
- Ability to learn and interpret town, state, and federal guidelines.
- Ability to learn town codebook, policies, and procedures.
- Ability to maintain a balance between economic growth and environmental and cultural preservation.
- Ability to understand population trends and their impact.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to graduation from an accredited college or university with a bachelor’s degree in public/business administration, marketing, urban planning, real estate or related field and 5 years of progressively responsible planning or code enforcement experience.

**PREFERRED QUALIFICATIONS:**

Master of Urban Planning (MUP) and/or American Institute of Certified Planners (AICP) certification, Virginia Certified Zoning Official (CZO) and/or Certified Zoning Administrator (CZA), strongly preferred but not required.

**REQUIRED LICENSES/CERTIFICATES:**

None

**WORKING CONDITIONS:**

- Work is performed in an office setting.
- Work is generally sedentary, however does include some walking, bending, and carrying of item less than 15 lbs. in weight.
- Use of telephone and computer required.
- May be exposed to adverse conditions (e.g., around heavy equipment, inclement weather, flooding)

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DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

**JOB TITLE:** DIRECTOR, GENERAL SERVICES  
**GRADE:**  
**FLSA:** Nonexempt  
**DEPARTMENT:** General Services  
**EFFECTIVE DATE:** July 2022

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#### **MAJOR PURPOSE:**

Under direction of the Town Manager, oversees and directs all activities related to facilities management, relating to water wells and sewer pump stations, capital equipment purchasing, fleet management, and risk management. Manages and coordinates the planning, scheduling, and development of daily activities, special events, and projects within the Department.

#### **ESSENTIAL JOB FUNCTIONS:**

- Plans and coordinates the use of departmental personnel, equipment, and materials for all assigned projects.
- Participates with Town Manager in determining overall policy and direction for General Services Department.
- Performs long-term sustainability planning of Town owned Water Wells and Sewer Pump Stations by ensuring flow, compatibility of use, etc.
- Oversees all field inspections related to town owned utility system, and performs inspections as needed.
- Plans and schedules preventative maintenance on construction projects such as pump stations and wells and plans ahead for expenditures for associated equipment and supplies.
- Oversees Town owned fleet to ensure its appropriate use, maintenance, and sustainability.
- Researches, and oversees implementation of long-term sustainability efforts within the Town organization and community.
- Oversees all identification of water and sewer pipelines (Miss Utility) preventing accidental damage by outside parties.
- Evaluates and prepares bid specifications for new equipment as authorized under the procurement policy.
- Reviews inventory, on hand and in current use, for operating divisions.
- Oversees and directs purchasing of equipment and supplies as necessary.
- Manages preparation of and maintains various reports on property damage, equipment, and expenditures.
- Oversees the maintenance and mechanic shop and any coding and billing processed in the shop.
- Implements planning of new capital projects such as upgrading pump station or water wells or purchasing large maintenance vehicles.
- Prepares budget estimates and directs the expenditure of all departmental funds
- Ensures adequate supervision, staffing, training, and development of staff in the division; and completes performance evaluations and recommends appropriate corrective and disciplinary actions in accordance with personnel policy.
- Assists in emergencies, when power outages occur, checking pump stations to ensuring they are still online.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES:**

Knowledge of the Town procurement process needed to draft bid specifications, maintain an inventory, and make sizeable purchases.

Knowledge of how to set department policy and direction.

Ability to stay current with sustainability efforts within the Town organization and community.

Ability to plan out resources and time for new facilities and special projects.

Ability to draft reports on a variety of topics.

Ability to plan and schedule maintenance on construction projects.

Ability to plan and schedule expenditures for equipment and supplies.

Ability to set long-term sustainability planning for Town owned Water Wells and Sewer Pump Stations.

Ability to use personnel, materials, and equipment in an effective and cost-effective manner.

Ability to create a cost-effective project budget.

Ability to respond to an emergency after hours and to provide effective problem solving.

Ability to carry out employee performance evaluations and recommend appropriate corrective and disciplinary actions in accordance with personnel policy.

Ability to execute the necessary paperwork to purchase equipment, solicit prices, and keep accurate records.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to graduation from an accredited college or university in business/public administration, planning, civil, structural, or mechanical engineering, or a related field, plus five years of management experience in building construction, maintenance, fleet operations, or purchasing.

**PREFERRED QUALIFICATIONS:**

Experience in water and sewer distribution and pumping facilities.

Computer skills and familiarity with Microsoft applications.

Experience keeping an organized office with papers and reports filed regularly.

Class B Commercial Driver's License

**REQUIRED LICENSES/CERTIFICATES:**

Possession of a valid Virginia Driver's license

**WORKING CONDITIONS:**

Physically able to carry out job responsibilities

Work is both indoors and outdoors

May be subject to call-in 24 hours a day, as well as have on-call availability for weekends, holidays, and overtime work.

Hazardous work conditions like wells.

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

**JOB TITLE:** DIRECTOR, WASTEWATER PLANT  
**GRADE LEVEL:**  
**FLSA:** Nonexempt  
**DEPARTMENT:** Water and Sewer  
**EFFECTIVE DATE:** July 2022

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#### **MAJOR PURPOSE:**

Under direction of the Town Manager, manages and oversees the operation, maintenance, and administration of a .8 MGD state-of-the-art Wastewater Treatment Plant utilizing biological nutrient removal, membrane filtration, carbon absorption, and ultra-violet disinfection treatment to protect receiving water sources. Ensures proper operation and regulation of facilities to achieve required water quality. Supervises staff who maintain and operate all equipment and processes for the wastewater treatment plant and maintain the facility and grounds. Acts as Operator-in-Charge.

#### **ESSENTIAL JOB FUNCTIONS:**

- Coordinates all plant activities and operations.
- Completes and archives all plant data, records, reports, and required documentation.
- Attends meetings relating to plant operations as required.
- Prepares all weekly, monthly, and yearly reports for Wastewater regulatory agencies as required.
- Ensures all permits required to keep the plant in compliance with applicable laws/regulations are completed and submitted on schedule.
- Supervises the water regulatory agencies as required.
- Prepares all necessary Water sampling throughout the town.
- Ensures all operators fulfill their assigned tasks safely.
- Conducts or supervises analytical laboratory testing with necessary record keeping.
- Supervises the necessary upkeep and maintenance of plant facilities and grounds.
- Operates and regulates facilities to achieve required effluent water quality.
- Conduct analytical laboratory testing with necessary record keeping.
- Conducts or supervises daily standardized physical, and microbiological tests in a state certified microbiology lab.
- Manually handles chemicals for wastewater treatment.
- Maintains laboratory equipment and cleans all apparatus.
- Monitors or supervises the operation of equipment/processes such as pumps, metering devices, electric control panels, bio-solids dewatering, chemical feed systems and gas compressors.
- Conducts or supervises preventative and corrective maintenance on all plant equipment, using and interpreting the Supervisory Control and Data Acquisition (SCADA) systems.
- Ensures upkeep of inventory of stock materials to complete tasks.



- Obtains, secures, and monitors pricing on materials and goods.
- Prepares orders and maintains related documentation.
- Orders all chemical, materials and other supplies needed to run the plant.
- Maintains a comprehensive, current knowledge of applicable laws/regulations.
- Maintains an awareness of new trends and advances in the profession.
- Attends and/or conducts workshops and training sessions as appropriate.
- Directs, monitors, and inspects all plant projects.
- Prepares budget estimates and directs the expenditure of all departmental funds.
- Ensures adequate supervision, staffing, training, and development of staff in the division; completes performance evaluations and recommends appropriate corrective and disciplinary actions in accordance with personnel policy.
- Provides OSHA related training, conducts monthly safety meetings, and secures safety equipment for employees as needed.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES:**

Considerable knowledge of the proper operation and maintenance of an a .8 MGD state-of-the-art Wastewater Treatment Plant.

Knowledge of the properly handle chemicals for wastewater treatment.

Knowledge of the operation of equipment/processes such as pumps, metering devices, electric control panel bio-solids dewatering, chemical feed systems and gas compressors.

Ability to achieve required water quality.

Ability to supervise the upkeep and maintenance of the plant facilities, grounds, and water distribution systems.

Ability to conduct inspections and investigations to ensure compliance with laws and regulations.

Ability to prepare and maintain inspection and investigation logs and reports.

Ability to use and maintain testing and plant equipment.

Ability to use and interpret data from the Supervisory Control and Date Acquisition (SCADA) systems.

Ability to use Microsoft Word, Excel, and Outlook.

Ability to complete and submit online reports to Wastewater and Water regulatory agencies.

Ability to express ideas clearly and concisely, both orally and in writing.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to graduation from high school, plus Possession of a Class II or Class I Wastewater Operator’s License in the Commonwealth of Virginia and nine years of progressively increasing experience in wastewater plant operations, including two years of supervisory experience in wastewater plant operations.

**PREFERRED QUALIFICATIONS:**

Experience with the Supervisory Control and Data Acquisition (SCADA) systems.

Class I Wastewater Operator’s License in the Commonwealth of Virginia.

**REQUIRED LICENSES/CERTIFICATES:**

Must possess Class II Wastewater Operator’s License in the Commonwealth of Virginia  
Must possess a Class V Water Operator’s License in the Commonwealth of Virginia  
Possession of a valid Virginia Driver’s License

**WORKING CONDITIONS:**

Work shifts may fluctuate as needs arise and will include day, evening, weekend, and holiday shifts.  
Work is both indoors and outdoors and may be exposed to noisy machinery, unpleasant odors, and potential hazards as slippery walkways and dangerous gases.  
Involves considerable risks which require use of strict safety precautions and procedures and/or use of specialized equipment.  
Able to climb, reach, and stoop. Physically active and out in the field  
May be subject to call-in 24 hours a day.

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE:           **EXECUTIVE ASSISTANT**  
GRADE:  
FLSA:                Nonexempt  
DEPARTMENT:       Administration  
EFFECTIVE DATE:   July 2022

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#### **MAJOR PURPOSE:**

Under the supervision of the Town Manager, provides clerical support and assistance to the Town Manager and performs secretarial, clerical, and fiscal work in the office. Maintains and prepares a variety of town records and reports. Acts as proxy for the Town Manager.

#### **ESSENTIAL JOB FUNCTIONS:**

- Prepares correspondence, memorandums, and other daily and monthly reports for the Town Manager.
- Responsible for managing all aspects of the Town's Tourism program including but not limited to budgeting, management, and program development.
- Assists the Town Manager with grant applications by gathering materials and preparing reports.
- Manages the Town's website and social media pages by adding updated documents, composing and posting notices, and enhancing website features.
- Researches and provides data for special projects to include obtaining quotes from third parties.
- Administers special projects as assigned by the Town Manager
- Oversees general liability and works compensation insurance policies, serves as point of contact, and submits claims as needed.
- Interprets and explains the Town's policies and procedures to employees and citizens.
- Represents Town Manager in meetings as a proxy and serves as a line of communication managing questions/concerns for the Town Manager when not in the office.
- Schedules meetings and appointments for the Town Manager and provides necessary documentation.
- Provides information to citizens by telephone and in person.
- Coordinates employee recognition activities and schedules training events.
- Creates and advertises job postings, schedule interviews, and assists with onboarding.
- Performs other duties as assigned.

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

Knowledge of office routines, business English, and mathematics.  
Ability to operate office equipment such as copiers and computers.

Extensive knowledge of computer applications including Microsoft Office Suite.  
Knowledge of how to provide employment activities including creating and advertising jobs, scheduling interviews, and onboarding.  
Ability to prepare accurate and concise correspondence and reports.  
Ability to manage, update, compose for, post to, and enhance a website or social media pages.  
Ability to maintain records and files.  
Ability to provide information for and assistance to employee events.  
Ability to learn, comprehend, and master the Town’s policies and procedures.  
Ability to type proficiently with speed and accuracy and transcribe notes.  
Ability to maintain confidentiality.  
Ability to reply appropriately to customer issues.  
Ability to communicate effectively both orally and in writing.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to graduation from an accredited college with an associate’s degree in business, finance, or a related field, plus four years of relevant administrative experience.

**PREFERRED QUALIFICATIONS:**

Five years of administrative experience, including one year working for a senior level manager.

**REQUIRED LICENSES/CERTIFICATES:**

None

**WORKING CONDITIONS:**

Work is performed in an office setting.  
Work is generally sedentary, however does include some walking, bending, and carrying of item less than 15 lbs. in weight.  
Use of telephone and computer required.

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE: **FACILITIES MANAGER**

GRADE:

FLSA: Nonexempt

DEPARTMENT: General Services

EFFECTIVE DATE: July 2022

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#### **MAJOR PURPOSE:**

Under general supervision of the Town Manager, participates in the operation and/or maintenance of buildings, grounds, equipment, or sanitary sewer systems. Maintains the structural, electrical, plumbing, and HVAC systems in town-owned buildings. Serves as supervisor/lead worker in the inspection, troubleshooting servicing, adjusting repair, and replacing of equipment and systems in buildings and facilities.

#### **ESSENTIAL JOB FUNCTIONS:**

- Keeps records of maintenance performed on all town facilities.
- Advises General Services Director or Town Manager on budgetary needs of facilities and upcoming capital purchases.
- Provides oversight and is responsible for the maintenance of building and grounds.
- Keeps informed on the latest construction and maintenance techniques.
- Requisitions new materials, supplies, and equipment.
- Administers contracts related to upkeep and maintenance of facilities.
- Prepares necessary paperwork for recordkeeping, soliciting prices, and purchasing parts and tools.
- Prepares and updates inventory of parts and tools.
- Oversees the daily operation and upkeep of the maintenance and vehicle shop.
- Performs other duties as assigned.

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

Considerable knowledge of appropriate maintenance principles, practices, materials, and equipment.  
Considerable knowledge of structural, electrical, plumbing, and HVAC trades and groundskeeping methods and practices to maintain buildings and grounds.

Knowledge of necessary safety precautions.

Knowledge of water and sewer distribution and pump facilities.

Knowledge of administrative processes to enable record keeping, soliciting prices, and purchasing parts and tools.

Knowledge of how to review and monitor contracts and requisition materials, supplies, and equipment.

Ability to maintain records and prepare reports.

Ability to keep up with latest construction and maintenance techniques.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to high school graduation, plus six years of progressively more responsible trades work.

**PREFERRED QUALIFICATIONS:**

Six years of experience performing building maintenance, repair and/or construction, including two years of experience in a supervisory role.

Licensed in electrical and HVAC.

Maintaining records.

Experience working with water/sewer systems and maintenance.

**REQUIRED LICENSES/CERTIFICATES:**

Must possess and maintain a valid Virginia driver’s license and have a good driving record.

**WORKING CONDITIONS:**

Physically able to carry out job responsibilities

Requires on-call ability as well as weekends, holidays, and overtime work.

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE:           **FINANCE CLERK**  
GRADE:  
FLSA:                Nonexempt  
DEPARTMENT:       Administration  
EFFECTIVE DATE:   July 2022

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#### **MAJOR PURPOSE:**

Under supervision of the Town Treasurer and Assistant Town Treasurer, provides various clerical office services such as greeting and assisting the public, taking payments at the front counter, and handling aspects of mail delivery. This is a full-time nonexempt position.

#### **ESSENTIAL JOB FUNCTIONS:**

- Answers phones and provides information to citizens by telephone and in person at the front counter.
- Takes payments for utilities, personal property, real estate, dog tags, business licenses, meals and lodging taxes.
- Assists the Treasurer and Assistant Treasurer with maintaining utility accounts, opening new accounts and finalizes when accounts are closed.
- Assists the Treasurer and the Assistant Treasurer in the collection of daily receivables and reconciles to the general ledger.
- Assists with collection of delinquent accounts receivables. Processes all delinquent debits as received from the collection company.
- Keeps and records sold cemetery deeds and internments at Essex Cemetery, updates Essex Cemetery Map and lot availability routinely.
- Opens, sorts, and distributes mail and prepares mailings for the Town as needed.
- Provides administrative support as needed.
- Performs other duties as assigned.

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

Knowledge of computer applications such as Microsoft Office Suite, particularly Excel.  
Knowledge of office routines, business English, and mathematics.  
Ability to operate office equipment such as copiers and computers.  
Ability to maintain records and files.  
Ability to learn and comprehend the Town's policies and procedures.  
Ability to maintain confidentiality.  
Ability to handle incoming mail and prepare mailings for the Town.  
Ability to work with and reply to customers appropriately.  
Ability to learn and enter data into financial software such as Edwards.  
Ability to communicate effectively both orally and in writing.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to graduation from high school, plus one year of previous office or clerical experience.

**PREFERRED QUALIFICATIONS:**

More than one year of related experience preferred  
Familiarity with the Edmunds Financial System

**REQUIRED LICENSES/CERTIFICATES:**

None

**WORKING CONDITIONS:**

Work is performed in an office setting.  
Work is generally sedentary, however does include some walking, bending, and carrying of item less than 15 lbs. in weight.  
Use of telephone and computer required.

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_





## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE:           **MAINTENANCE WORKER**  
GRADE:  
FLSA:                Nonexempt  
DEPARTMENT:      Public Works  
EFFECTIVE DATE:   July 2022

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#### **MAJOR PURPOSE:**

Under general supervision of the Public Works Superintendent, performs general laborer duties as a member of a street construction, garbage collection, maintenance, or grounds keeping crew.

#### **ESSENTIAL JOB FUNCTIONS:**

- Performs a variety of heavy manual work in the maintenance and repair of streets, sidewalks, driveways, and sewer drains.
- Assists in laying and repairing water lines, sewer pipes and mains.
- Cleans streets, dig ditches, removes snow, cuts grass, load, and unloads building materials.
- Picks up garbage and refuse and loads and unloads trash truck.
- May drive a truck in relief on intermittent basis.
- Does recycle pickup.
- Performs other duties as assigned.

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

Physical ability to perform heavy manual work.  
Ability to follow oral instructions.  
Ability to drive a truck.

#### **MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to completion of 10<sup>th</sup> grade, plus some experience performing heavy manual work.

#### **PREFERRED QUALIFICATIONS:**

Six months of heavy manual work  
Possession of a valid Commercial Driver's License (CDL)

**REQUIRED LICENSES/CERTIFICATES:**

Possession of a valid Virginia Driver’s license

**WORKING CONDITIONS:**

Worker will be subject to outside environmental conditions such as, extreme weather, cold, heat, noise, vibrations, and hazards.

Must have on-call ability as well as weekends, holiday, and overtime work.

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE:           **OFFICE CLERK**  
GRADE:  
FLSA:                Nonexempt  
DEPARTMENT:      Administration  
EFFECTIVE DATE:   July 2022

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#### **MAJOR PURPOSE:**

Under supervision of the Town Treasurer and Assistant Town Treasurer, provides various clerical office services such as greeting and assisting the public, taking payments at the front counter, and handling aspects of mail delivery. This is a part-time position.

#### **ESSENTIAL JOB FUNCTIONS:**

- Answers phones and provides information to citizens by telephone and in person at the front counter.
- Takes payments for utilities, personal property, real estate, dog tags, business licenses, meals and lodging taxes.
- Assists the Treasurer and Assistant Treasurer with maintaining utility accounts, opening new accounts and finalizes when accounts are closed.
- Assists the Treasurer and the Assistant Treasurer in the collection of daily receivables and reconciles to the general ledger.
- Assists with collection of delinquent accounts receivables. Processes all delinquent debits as received from the collection company.
- Keeps and records sold cemetery deeds and internments at Essex Cemetery, updates Essex Cemetery Map and lot availability routinely.
- Opens, sorts, and distributes mail and prepares mailings for the Town as needed.
- Provides administrative support to staff as needed.
- Performs other duties as assigned.

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

Knowledge of computer applications such as Microsoft Office Suite, particularly Excel.  
Knowledge of office routines, business English, and mathematics.  
Ability to operate office equipment such as copiers and computers.  
Ability to maintain records and files.  
Ability to learn and comprehend the Town's policies and procedures.  
Ability to maintain confidentiality.  
Ability to handle incoming mail and prepare mailings for the Town.  
Ability to work with and reply to customers appropriately.  
Ability to learn and enter data into financial software such as Edwards.  
Ability to communicate effectively both orally and in writing.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to graduation from high school, plus one year of previous office or clerical experience.

**PREFERRED QUALIFICATIONS:**

More than one year of related experience preferred  
Familiarity with the Edmunds Financial System

**REQUIRED LICENSES/CERTIFICATES:**

None

**WORKING CONDITIONS:**

Work is performed in an office setting.  
Work is generally sedentary, however does include some walking, bending, and carrying of item less than 15 lbs. in weight.  
Use of telephone and computer required.

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

**JOB TITLE:** OFFICE AND ACCREDITATION MANAGER  
**GRADE:**  
**FLSA:** Nonexempt  
**DEPARTMENT:** Police  
**EFFECTIVE DATE:** July 2022

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#### **MAJOR PURPOSE:**

Under general supervision of the Police Chief, the Office and Accreditation Manager is responsible for all clerical and administrative functions of the Police Department. This position is responsible for report and data entry as well as CAD entry and retrieval. Serves as office receptionist and file clerk. Works as the Department's Accreditation Manager.

#### **ESSENTIAL JOB FUNCTIONS:**

- Organizes and files criminal, traffic, and administrative reports and records in accordance with department policy and Library of Virginia retention schedule.
- Prepares criminal case files for prosecution.
- Enters and retrieves Incident Based Reports to the Virginia Department of State Police.
- Manages the Department's Virginia Law Enforcement Professional Standards Commission Accreditation (VLEPSC) with the maintenance of accreditation files, coordination of necessary reaccreditation inspections, and submission of required reports to the Virginia Department of Criminal Justice Services.
- Assists sworn employees with obtaining confidential records through the Virginia Criminal Information Network and the National Criminal Information Center.
- Obtains and maintains Virginia Criminal Information Network (VCIN) certification as a VCIN approved operator through the Virginia Department of State Police.
- Carries out the posting and monitoring of department's social media program.
- Attends required training and meetings related to office management, computer aided dispatch, and accreditation.
- Performs other duties as assigned.

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

Significant knowledge of Microsoft Windows, Excel, and other computer data entry and retrieval programs.

Ability to assemble case files for prosecution

Ability to obtain Virginia Criminal Information Network (VCIN) certification as a VCIN approved operator through the Virginia Department of State Police.

Ability to organize and prioritize daily tasks.

Ability to post and monitor the Department's social media accounts.

Ability to perform complex administrative work with minimal supervision.  
Ability to assist department employees and the public in an efficient and amicable manner.  
Ability communicate clearly and concisely, both orally and in writing.  
Ability to establish and maintain effective working relations with other agencies and the general public.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to high school graduation, plus two years of clerical or administrative experience.

**PREFERRED QUALIFICATIONS:**

VCIN operator certification  
VLEPSC accreditation experience  
Considerable work with computers and Microsoft applications.

**REQUIRED LICENSES/CERTIFICATES:**

Must be VCIN certified or able to obtain certification within six months of hiring date.  
Virginia Driver’s License  
Must be able to learn VLEPSC accreditation process within six months of hiring date.

**WORKING CONDITIONS:**

Mostly sedentary  
Office environment  
May be required to lift 15 pounds or less.

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE:           **PLANT OPERATOR I**  
GRADE:  
FLSA:                Nonexempt  
DEPARTMENT:      Water and Sewer  
EFFECTIVE DATE:   July 2022

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#### **MAJOR PURPOSE:**

Under close supervision of the Director, Wastewater Plant, performs entry/trainee level plant operator work assisting with the operation and maintenance of a .8 MGD state-of-the-art Wastewater Treatment Plant to protect receiving water sources.

#### **ESSENTIAL JOB FUNCTIONS:**

- Assists in monitoring an equipment and/or treatment process station to ensure the proper treatment of wastewater.
- Assists higher level plant operators in monitoring operations.
- Assist with preventative and corrective maintenance.
- Collects samples of wastewater and sludge at prescribed stages and time intervals in the treatment cycle and performs basic tests.
- Uses belt press to remove liquid from sludge.
- Monitors alarms and by-passes to another piece of equipment in case of an emergency.
- Communicates with previous operator at beginning of shift to determine problems and status of all equipment.
- Maintains records as assigned and required.
- Monitors the operation of equipment/processes such as pumps, metering devices, electrical control panels, bio-solids dewatering, chemical feed systems, gas compressors.
- Learns to use the Supervisory Control and Data Acquisition (SCADA) systems to identify plant operation problems.
- Engages in safe working practices and complies with safety programs and guidelines.
- Reports unsafe working conditions.
- Performs general housekeeping and cleaning duties.
- Attends workshops and training sessions as appropriate.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Ability to learn the principles of Supervisory Control and Data Acquisition systems (SCADA).
- Ability to learn the principles and operation of wastewater treatment.
- Ability to learn the biological, chemical, and physical processes of wastewater treatment.
- Ability to understand mechanical processes and use mechanical tools and instruments.
- Ability to maintain accurate logs.
- Ability to use and maintain testing and plant equipment.
- Ability to operate a computer.
- Ability to work in confined spaces.
- Ability to comprehend and comply to safety practices.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to graduation from high school.

In order to move from the Plant Operator I to the Plant Operator II level, three years of experience as a Plant Operator I and possession of a Class IV and a Class III Wastewater Operator’s License issued by the Commonwealth of Virginia is required.

**PREFERRED QUALIFICATIONS:**

Some work in a Wastewater Treatment Plant.

**REQUIRED LICENSES/CERTIFICATES:**

- A Class IV Wastewater Treatment Operator's License issued by the Commonwealth of Virginia within one year of appointment. Must work towards obtaining a Class III license while working as a Plant Operator I.
- A valid Virginia Driver's License is required.

**WORKING CONDITIONS:**

- Work is both indoors and outdoors
- May be exposed to noisy machinery, unpleasant odors, and such potential hazards as slippery walkways and dangerous gases
- Able to climb, reach, and stoop
- May be subject to call-in 24 hours a day

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_





## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE:               **PLANT OPERATOR II**  
GRADE:  
FLSA:                    Nonexempt  
DEPARTMENT:        Water and Sewer  
EFFECTIVE DATE:    July 2022

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#### **MAJOR PURPOSE:**

Under general supervision of the Director, Wastewater Plant, performs full performance level plant operator work assisting with the operation and maintenance of a .8 MGD state-of-the-art Wastewater Treatment Plant to protect receiving water sources.

#### **ESSENTIAL JOB FUNCTIONS:**

- Oversees and monitors equipment and/or treatment process station to ensure the proper treatment of wastewater.
- Utilizes Supervisory Control and Data Acquisition (SCADA) systems to identify plant operation problems.
- Mentors and trains new operators.
- Adjusts equipment/processes such as pumps, metering devices, electrical control panels, bio-solids dewatering, chemical feed systems, gas compressors.
- Collects samples of wastewater and sludge at prescribed stages and time intervals in the treatment cycle and performs basic tests, analyzes results, and recommends adjustments.
- Uses belt press to remove liquid from sludge.
- Maintains records as assigned and notifies supervisor of any unusual occurrences.
- Reports and monitors unsafe working conditions.
- Assist with preventative and corrective maintenance.
- Monitors alarms and by-passes to another piece of equipment in case of an emergency.
- Engages in safe working practices and complies with safety programs and guidelines.
- Performs general housekeeping and cleaning duties.
- Attends workshops and training sessions as appropriate.
- Performs other duties as assigned.

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

Basic knowledge of the principles and operation of wastewater treatment.  
Basic knowledge of the biological, chemical, and physical processes of wastewater treatment.  
General knowledge of appropriate operational responses to emergency situations.  
General knowledge of federal, state, and local regulations related to effluent limitations.  
Working knowledge of Supervisory Control and Data Acquisition systems (SCADA).

Knowledge of occupational hazards and applicable safety practices.  
Ability to understand mechanical processes and use mechanical tools and instruments.  
Ability to write accurate reports and maintain accurate records.  
Ability to instruct and explain wastewater treatment processes to lower-level operators.  
Ability to work in confined spaces.  
Ability to comprehend and comply to safety practices.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to graduation from high school, plus three years of experience as a Plant Operator I and possession of a Class III Wastewater Treatment Operator’s License.

**PREFERRED QUALIFICATIONS:**

Previous work with the Supervisory Control and Data Acquisition systems (SCADA).

**REQUIRED LICENSES/CERTIFICATES:**

A Class III Wastewater Treatment Operator's License issued by the Commonwealth of Virginia. Must work on a Class II Wastewater Treatment Operator’s License while a Plant Operator II.  
A valid Virginia’s Driver's License is required.

**WORKING CONDITIONS:**

Work is both indoors and outdoors  
May be exposed to noisy machinery, unpleasant odors, and such potential hazards as slippery walkways and dangerous gases  
Able to climb, reach, and stoop  
May be subject to call-in 24 hours a day

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE: **PLANT OPERATOR III**  
GRADE:  
FLSA: Nonexempt  
DEPARTMENT: Water and Sewer  
EFFECTIVE DATE: July 2022

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#### **MAJOR PURPOSE:**

Under general supervision of the Director, Wastewater Plant, performs senior level plant operator work assisting with the operation and maintenance of a .8 MGD state-of-the-art Wastewater Treatment Plant to protect receiving water sources.

#### **ESSENTIAL JOB FUNCTIONS:**

- Operates and regulate facilities and processes and processes to achieve required water quality.
- Manually handles chemicals for wastewater treatment and to be responsible for the upkeep and maintenance of the plant facilities and grounds.
- Conducts daily standardized physical, chemical, and microbiological tests in a state certified microbiology lab.
- Maintains laboratory equipment and cleans all apparatus.
- Monitors the operation of equipment/processes such as pumps, metering devices, electrical control panels, bio-solid de-watering, chemical feed systems and gas compressors.
- Conducts preventative and corrective maintenance on all plant equipment, using and interpreting the Supervisory Control and Data (SCADA) systems.
- Coordinates with other shifts/functions at beginning of shift to determine problems and status of all equipment.
- Prepares and maintains records of plant operations and submits reports such as equipment malfunctions, recommends corrective actions and equipment repair needs.
- Collects samples of wastewater and sludge at prescribed stages and time intervals.
- Performs basic tests, analyzes results, and recommends adjustments.
- Takes lead role in spill situations.
- Engages in safe working practices and complies with safety programs and guidelines.
- Reports and monitors unsafe working conditions.
- Performs other duties as assigned.

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

Considerable knowledge of the principles and operation of water and wastewater treatment.  
Considerable knowledge of the biological, chemical, and physical processes of wastewater treatment.  
Considerable knowledge of appropriate operational responses to emergency situations.

Knowledge of Supervisory Control and Data Acquisition systems (SCADA).  
Knowledge of the practices, methods, material, and tools of the mechanical trades related to the maintenance of treatment plant equipment.  
Ability to conduct inspections and investigations to ensure compliance with the laws and regulations.  
Ability to prepare and maintain inspection and investigation logs and reports.  
Ability to use and maintain testing and plant equipment.  
Ability to operate a computer.  
Ability to work in confined spaces.  
Ability to comprehend and comply to safety practices.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to graduation from high school, plus six years of experience as a Plant Operator and possession of a Class II Wastewater Treatment Operator’s License.

**PREFERRED QUALIFICATIONS:**

An associates degree in chemistry, biology, or microbiology

**REQUIRED LICENSES/CERTIFICATES:**

A Class II Wastewater Treatment Operator's License issued by the Commonwealth of Virginia.  
A valid Virginia’s Driver's License is required.

**WORKING CONDITIONS:**

Work is both indoors and outdoors  
May be exposed to noisy machinery, unpleasant odors, and such potential hazards as slippery walkways and dangerous gases  
Able to climb, reach, and stoop  
May be subject to call-in 24 hours a day

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE: **PLANT OPERATOR IV**  
GRADE:  
FLSA: Nonexempt  
DEPARTMENT: Water and Sewer  
EFFECTIVE DATE: July 2022

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#### **MAJOR PURPOSE:**

Under general supervision of the Director, Wastewater Plant, performs senior level/lead plant operator work assisting with the operation and maintenance of a .8 MGD state-of-the-art Wastewater Treatment Plant to protect receiving water sources.

#### **ESSENTIAL JOB FUNCTIONS:**

- Works in confined spaces like wells or tanks.
- Takes lead role in spill situations.
- Handles Lockout/Tagout center for situations when equipment is down.
- Surveys large or questionable jobs with the appropriate supervisor and facilities manager.
- Uses gas detector for situations that call for a Confined Space Entry Permit, fills out entry permit and serves a lead operator on confined space project.
- Organizes and maintains Right-to-Know Center where all Material Safety Data (MSD) sheets are located.
- Plans and schedules daily maintenance with appropriate supervisor.
- Provides complete and accurate information in preventative maintenance projects.
- Operates and regulates facilities and processes to achieve required water quality.
- Responsible for the upkeep and maintenance of the plant facilities and grounds.
- Manually handles chemicals for wastewater treatment and conducts daily standardized physical, chemical, and microbiological tests in a state certified microbiology lab.
- Maintains laboratory equipment and cleans all apparatus.
- Monitors the operation of equipment/processes such as pumps, metering devices, electrical control panels, bio-solid de-watering, chemical feed systems and gas compressors.
- Conducts preventative and corrective maintenance on all plant equipment, using and interpreting the Supervisory Control and Data (SCADA) systems.
- Coordinates with other shifts/functions at beginning of shift to determine problems and status of all equipment.
- Prepares and maintains records of plant operations and submits reports such as equipment malfunctions, recommends corrective actions and equipment repair needs.
- Collects samples of wastewater and sludge at prescribed stages and time intervals.

- Performs basic tests, analyzes results, and recommends adjustments.
- Engages in safe working practices and complies with safety programs and guidelines.
- Reports and monitors unsafe working conditions.
- Acts as operator in charge in the absence of the Director and Supervisor.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES:**

Considerable knowledge of the principles and operation of water and wastewater treatment. Considerable knowledge of the biological, chemical, and physical processes of wastewater treatment.

Considerable knowledge of appropriate operational responses to emergency situations.

Knowledge of Supervisory Control and Data Acquisition systems (SCADA).

Knowledge of the practices, methods, material, and tools of the mechanical trades related to the maintenance of treatment plant equipment.

Knowledge of routine maintenance and repair procedures.

Ability to conduct inspections and investigations to ensure compliance with the laws and regulations.

Ability to prepare and maintain inspection and investigation logs and reports.

Ability to use and maintain testing and plant equipment.

Ability to operate a computer.

Ability to work from documents or scaled drawings.

Ability to work in confined spaces.

Ability to follow verbal and written instructions.

Ability to comprehend and comply with safety practices.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to high school graduation, plus eight years of experience as a Plant Operator in a Class II or I wastewater facility, one of those eight years being in a position similar to a Plant Operator III, and possession of a Class II Wastewater Treatment Operator's License.

**PREFERRED QUALIFICATIONS:**

Class I Wastewater Treatment Operator's License.

An associate degree in chemistry, biology, or microbiology

**REQUIRED LICENSES/CERTIFICATES:**

A Class II Wastewater Treatment Operator's License issued by the Commonwealth of Virginia.

A valid Virginia's Driver's License is required.

**WORKING CONDITIONS:**

Work is both indoors and outdoors

May be exposed to noisy machinery, unpleasant odors, and such potential hazards as slippery walkways and dangerous gases

Able to climb, reach, and stoop

May be subject to call-in 24 hours a day

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE:           **POLICE CAPTAIN**  
GRADE:  
FLSA:                 Nonexempt  
DEPARTMENT:       Police  
EFFECTIVE DATE:   July 2022

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#### **MAJOR PURPOSE:**

Under administrative direction of the Chief of Police, the Police Captain is directly responsible for the proper performance and supervision of assigned personnel under their command. Formal supervision is exercised over professional, technical, and/or clerical staff. The captain is responsible for proper adherence to established policy and procedures by all assigned personnel. May represent the Police Chief before the Town Manager, community groups, other town staff, and the public.

#### **ESSENTIAL JOB FUNCTIONS:**

- Assists in overall planning, organizing, and directing all functions of the Department.
- Prepares and presents policy changes or additions when needed.
- Keeps subordinates abreast of new changes in Virginia law and other issues.
- Responsible for department news releases and other public information disclosures.
- Responsible for maintenance of Department (Virginia Department of Criminal Justice) DCJS Accreditation.
- Responsible for Department Evidence Room and conducts inspections as required.
- Acts as the Department's grant manager and obtains grants as they become available.
- Supervises patrol and criminal investigations personnel.
- Recommends disciplinary action and conducts internal affairs investigations.
- Responsible for completion of all department training and pre-employment background investigations.
- Reviews and directs the scheduling of patrol officers to include shift changes.
- Supervises assigned officers and directs and advises subordinate managers on the supervision of patrol officers.
- Prepares administrative reports for the police chief as assigned.
- Directs police activities concerning the more complex law enforcement problems, provides advice and direction as needed.
- Ensures cases are prepared properly for court presentation.
- Assists the Police Chief in developing annual budget needs.
- Implements and supports all orders received from the Police Chief.
- Hires, trains, completes performance evaluations for, and disciplines staff.
- Performs other duties as assigned.



**KNOWLEDGE, SKILLS, ABILITIES:**

Thorough knowledge of the current principles, practices, and techniques of law enforcement and crime prevention including patrol, traffic, investigation, and other specialized police operations.  
Thorough knowledge of federal/state laws pertaining to the apprehension, arrest, and prosecution of persons.  
Considerable knowledge of complex law enforcement problems and how to advise officers on them and properly prepare cases for court.  
Considerable knowledge of how to use computer applications relevant to the Department.  
Ability to organize, supervise, and evaluate the work of others.  
Ability to investigate both misconduct and exceptional performance of officers.  
Ability to write clear comprehensive reports.  
Ability to review and analyze procedures and activities.  
Ability to develop department goals, objectives, and priorities.  
Ability to remain in adequate physical condition.  
Ability to plan, organize, and conduct comprehensive training programs.  
Ability to conduct supervisory management to include performance evaluations.  
Ability to interpret, apply and explain technical laws, regulations, policies, and procedures.  
Ability to exercise sound judgment in emergency situations.  
Ability to establish and maintain effective working relations with other agencies and the general public.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to graduation from high school, plus progressively increasing experience in law enforcement ranks and procedures and at least one year of experience supervising law enforcement personnel, and Law Enforcement Certification by the Virginia Department of Criminal Justice Services and holds a current “Meets Expectations” performance rating or better.

**PREFERRED QUALIFICATIONS:**

College degree or completion of a recognized Law Enforcement Management Course.

**REQUIRED LICENSES/CERTIFICATES:**

Law Enforcement Certification by the Virginia Department of Criminal Justice Services  
Possession of a valid Virginia Driver’s license  
Annual firearm’s re-certification  
Successful completion of Law Enforcement Certification every two years

**WORKING CONDITIONS:**

Subject to work outside and any weather conditions  
May be subject to call-in 24 hours a day

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

**JOB TITLE:** POLICE DETECTIVE  
**GRADE:**  
**FLSA:** Nonexempt  
**DEPARTMENT:** Police Department  
**EFFECTIVE DATE:** July 2022

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#### **MAJOR PURPOSE:**

Under general supervision of the Police Sergeant, conducts investigations into criminal activity occurring within the jurisdiction of the Town of Tappahannock. Maintains membership in the Virginia State Police Drug and Gang Task force as a sworn Special State Police Officer with the State Police and conducts undercover operations.

#### **ESSENTIAL JOB FUNCTIONS:**

- Conducts follow-up investigations from patrol units and identifies criminal offenders and criminal activity.
- Prepares complete and thorough case files for approval and forwarding to the Commonwealth's Attorney for prosecution.
- Maintains proper evidence submission and control in accordance with policy.
- Serves as an alternate evidence custodian for the Department.
- Responds to crime scenes to assist or investigate criminal activity.
- Establish and maintain positive working relationships with other law enforcement agencies.
- Assists with supervision of uniform personnel when required.
- Testify in court in order to bring cases to successful conclusions.
- Promptly obeys lawful and legitimate orders.
- Responds punctually to all assignments.
- Performs other duties as assigned.

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

Knowledge of the proper evidence submission and control.

Knowledge of crime scene protocol.

Knowledge of courtroom protocol and procedure for how to testify

Ability to conduct a thorough investigation into criminal activity.

Ability to maintain effective working relationships with other law enforcement agencies.

Ability to complete thorough and accurate case files, reports, and paperwork.

Ability to supervise patrol officers.

Ability to successfully re-certify as a law enforcement officer every two years.

Ability to obey lawful orders.

Ability to be punctual to all assignments.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to graduation from high school; plus four years of patrol experience with the Department; and displayed interest in and ability for investigative techniques, including evidence collection and submission, writing skills, and interrogation; and holds a current “Meets Expectations” performance rating or better.

**PREFERRED QUALIFICATIONS:**

Prior experience conducting extensive criminal investigations and report writing.

**REQUIRED LICENSES/CERTIFICATES:**

Law Enforcement Certification by the Virginia Department of criminal Justice Services  
Possession of a valid Virginia Driver’s license  
Annual firearm’s re-certification  
Successful completion of Law Enforcement re-certification every two years

**WORKING CONDITIONS:**

Subject to work outside and any weather conditions  
Subject to call-out, altered scheduling, and extended shifts  
Potential for hazardous, stressful, and dangerous encounters.  
Maintenance of a high level of physical conditioning  
Subject to call-in 24 hours a day

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE:           **POLICE OFFICER I**  
GRADE:  
FLSA:                Nonexempt  
DEPARTMENT:      Police  
EFFECTIVE DATE:   July 2022

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#### **MAJOR PURPOSE:**

Under general supervision of the Police Sergeant, performs entry level work patrolling an assigned area to enforce the law and maintain order. Conforms to the rules, regulations, and general orders. Performs general police responsibilities necessary to the safety and good order of the community.

#### **ESSENTIAL JOB FUNCTIONS:**

- Exercises authority consistent with the obligations imposed by the oath of office and be accountable to superior officers.
- Promptly obeys lawful and legitimate orders.
- Communicates with supervisors and fellow officers, all information obtained which is pertinent to the achievement of specified objectives.
- Prepares complete and thorough case files for approval and forwarding to the Commonwealth Attorney's for prosecution.
- Responds punctually to all assignments.
- Acquires and records information concerning events that have taken place since the last tour of duty.
- Records activity during the tour of duty in the manner prescribed by the proper authority.
- Maintains weapons and equipment in functional and presentable condition.
- Maintains and proper transports all evidence and property coming into custody.
- Assists citizens requesting assistance and suggests procedures to be followed.
- Enforces criminal and traffic laws within the town limits.
- Investigates traffic crashes occurring within the town limits.
- Performs other duties as assigned.

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

Knowledge of traffic laws and procedures for investigating a traffic accident.

Ability to conduct a thorough investigation of all offenses and incidents.

Ability to respond to situations brought to the officer's attention while in the course of routine patrol or when assigned by radio.

Ability to prepare complete and thorough case files, reports, and paperwork.

Ability to enforce criminal and traffic laws.

Ability to properly transport evidence and property coming into custody.

Ability to maintains weapons and equipment in functional and presentable condition.  
Ability to communicate clearly and concisely both verbally and in writing.  
Ability to successfully re-certify as a law enforcement officer every two years.  
Ability to properly testify in court.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to graduation from high school.

*Upon hire, Police Officer I's must successfully complete the Rappahannock Regional Criminal Justice Academy and serve for two years at the Police Office I level, and hold a current a "Meets Expectations" performance rating or better, before becoming eligible for promotion for the Police Office II level.*

**PREFERRED QUALIFICATIONS:**

Successful completion of the Rappahannock Regional Criminal Justice Academy  
Certified Police Officer for at least one year

**REQUIRED LICENSES/CERTIFICATES:**

Possession of a valid Virginia Driver's license  
Firearm's re-certification if already a Police Officer

**WORKING CONDITIONS:**

Subject to work outside and any weather conditions and  
Subject to on-call, altered scheduling, and extended shifts  
Potential for hazardous, stressful, and dangerous encounters.  
Maintenance of a high level of physical conditioning  
Subject to call-in 24 hours a day

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE:           **POLICE OFFICER II**  
GRADE:  
FLSA:                Nonexempt  
DEPARTMENT:       Police  
EFFECTIVE DATE:   July 2022

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#### **MAJOR PURPOSE:**

Under general supervision of the Police Sergeant, performs the full range of police patrol duties. Identifies criminal offenders and criminal activity and, where appropriate, apprehends offenders and participates in subsequent court proceedings. Provides security and safety services in a manner to enlist the cooperation of the community. Conforms to the rules, regulations, and general orders.

#### **ESSENTIAL JOB FUNCTIONS:**

- Exercises authority consistent with the obligations imposed by the oath of office and be accountable to superior officers.
- Identify criminal offenders and criminal activities and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
- Enforces criminal and traffic laws within town limits and investigates traffic crashes occurring within the town limits.
- Prepares complete and thorough case files for approval and forwarding to the Commonwealth Attorney's for prosecution.
- Assist citizens requesting assistance and suggest procedures to be followed.
- Promptly obeys lawful and legitimate orders.
- Coordinates efforts with other members of the Department so that teamwork may ensure continuity and achievement of agency objectives.
- Communicates with supervisors and fellow officers, all information obtained which is pertinent to the achievement of specified objectives.
- Acquires and records information concerning events that have taken place since the last tour of duty.
- Records activity during the tour of duty in the manner prescribed by the proper authority.
- Maintains weapons and equipment in functional and presentable condition.
- Cooperates with the efforts of other law enforcement agencies.
- Gathers, transports, secures, and safely stores evidence.
- Testifies in court proceedings related to official Department business.
- Responds punctually to all assignments.
- Performs other duties as assigned.

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

Knowledge of how to work as a team with other members of the Department.

Knowledge of courtroom protocol.  
Ability to apprehend offenders and participate in subsequent court proceedings.  
Ability to enforce criminal and traffic laws.  
Ability to prepare complete and thorough case files, reports, and paperwork.  
Able to conduct a thorough investigation of all offenses and incidents.  
Ability to maintains weapons and equipment in functional and presentable condition.  
Ability to respond to situations brought to the officer’s attention while in the course of routine patrol or when assigned by radio.  
Ability to express ideas and communicate clearly and concisely, both orally and in writing.  
Able to successfully re-certify as a law enforcement officer every two years.  
Ability to properly testify in court.  
Ability to work well in both independent and team related assignments.  
Ability to solve complex problems.  
Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to graduation from high school, plus two years at the Police Officer I level, and holds a current “Meets Expectations” performance rating or better.

**PREFERRED QUALIFICATIONS:**

Successful completion of the Rappahannock Regional Criminal Justice Academy  
Field Training Officer certification  
Any specialty certification

**REQUIRED LICENSES/CERTIFICATES:**

Law Enforcement Certification by the Virginia Department of Criminal Justice Services  
Possession of a valid Virginia Driver’s license  
Annual firearm’s re-certification  
Successful completion of Law Enforcement re-certification every two years

**WORKING CONDITIONS:**

Subject to work outside and any weather conditions  
Subject to call-out, altered scheduling, and extended shifts  
Potential for hazardous, stressful, and dangerous encounters.  
Maintenance of a high level of physical conditioning  
Subject to call-in 24 hours a day

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE:           **POLICE SERGEANT**  
GRADE:  
FLSA:                Nonexempt  
DEPARTMENT:      Police  
EFFECTIVE DATE:   July 2022

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#### **MAJOR PURPOSE:**

Under administrative direction of the Police Captain, serves as first-line supervisor to police officers in any combination of the following areas: patrol, traffic, criminal investigations, and community relations. Ensures the efficient and effective performance of the patrol officers as they perform their duties.

#### **ESSENTIAL JOB FUNCTIONS:**

- Provides advice and guidance and answers questions regarding policy and procedure and patrol techniques to assigned personnel.
- Promotes highway safety by helping patrol officers recognize areas where additional and/or aggressive patrol activity is needed and provides back-up and support on complicated traffic matters that may arise.
- Enforcement of traffic and criminal laws and court testimony.
- Helps to reduce the opportunities for the commission of crime by identifying problem areas by promoting problem solving techniques to reduce criminal activity.
- Supervises assigned sworn personnel to include annual performance evaluations.
- Identifies and detects patterns of unacceptable behavior and indicators of potential problems that need to be corrected.
- Performs other duties as assigned.

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

Considerable knowledge of enforcement of traffic and criminal laws.  
Knowledge of highway safety and traffic areas where support or back-up is necessary.  
Ability to provide sound advice and guidance to patrol officers.  
Ability to promote problem solving techniques to reduce criminal activities.  
Ability to detect patterns of unacceptable behavior and indicators of potential problems and correct problems.  
Ability to write and prepare clear and comprehensive reports.  
Ability to express ideas and communicate clearly and concisely, both orally and in writing.  
Ability to supervise assigned personnel.



**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to graduation from high school; plus five years’ experience in law enforcement procedures, patrol experience; and demonstrated ability to supervise assigned personnel; and holds a current “Meets Expectations” performance rating or better.

**PREFERRED QUALIFICATIONS:**

Prior supervisory experience.  
Field Training Officer certification  
Any specialty certification

**REQUIRED LICENSES/CERTIFICATES:**

Law Enforcement Certification by the Virginia Department of Criminal Justice Services  
Possession of a valid Virginia Driver’s license  
Annual firearm’s re-certification  
Successfully completion of Law Enforcement re-certification every two years

**WORKING CONDITIONS:**

Subject to work outside in any weather conditions  
Subject to call outs, altered scheduling, and extended shifts  
Maintenance of a high level of physical conditioning  
Subject to call-in 24 hours a day

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE:           **PUMP TECHNICIAN**  
GRADE:  
FLSA:                 Nonexempt  
DEPARTMENT:       General Services  
EFFECTIVE DATE:   July 2022

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#### **MAJOR PURPOSE:**

Under general supervision of the General Services Director, provides daily inspections of town's water supply and sewer systems and performs regular maintenance.

#### **ESSENTIAL JOB FUNCTIONS:**

- Performs or learns daily inspections of well, pumping, and disinfection facilities on assigned route and records various readings, pump run times, and performance parameters.
- Performs or learns to test and monitor the operation of pumps and motors, starts, and exercises generators, checks fluid levels, and performs distribution system flushing.
- Performs or learns to operate, maintain, and repair facility mechanical equipment, and diagnose operational and mechanical problems.
- Gathers samples and notifies Division Director immediately when something looks wrong.
- Performs or learns to operate, monitor, and record facility operational data including pressures, tank levels, flow rates, production and make necessary adjustment to meet water supply quantity and quality.
- Performs or learns to operate and maintain chemical feed equipment, to include calculating chemical feed dosage rates for water treatment processes.
- Works with other departments as appropriate.
- Engages in safe working practices and complies with safety programs and guidelines.
- Reports unsafe working conditions.
- Performs other duties as assigned.

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

Ability to perform daily inspections of wells, pumping and disinfection (washing down with chlorine).

Ability to test and monitor the operation of pumps and motors.

Ability to read samples as to normal versus one showing a potential problem.

Ability to operate, maintain, and repair facility mechanical equipment, and diagnose operational and mechanical problems.

Ability operate, monitor, and record facility operational data.

Ability to operate and maintain chemical feed equipment.

Ability to tolerate and function in an environment that requires the use of respiratory protection devices.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to graduation from high school.

**PREFERRED QUALIFICATIONS:**

Aptitude in math.  
Prior experience working in a wastewater treatment plant.  
Basic knowledge of mechanical maintenance and repair.

**REQUIRED LICENSES/CERTIFICATES:**

Must possess and maintain a valid Virginia driver's license and have an acceptable driving record

**WORKING CONDITIONS:**

May be exposed to raw waste  
Must have the ability and tolerance to function in an environment that requires the use of respiratory protection devices  
May be subject to call-in 24 hours a day

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE:           **REFUSE WORKER**  
GRADE:  
FLSA:                Nonexempt  
DEPARTMENT:      Public Works  
EFFECTIVE DATE:   July 2022

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#### **MAJOR PURPOSE:**

Under general supervision of the Public Works Superintendent, performs routine refuse and garbage collection and loads and unloads trash trucks.

#### **ESSENTIAL JOB FUNCTIONS:**

- Picks up garbage, recycling, and refuse, loads and unloads trash trucks.
- Cleans facilities, to include removing trash and litter.
- Engages in safe working practices and complies with safety programs and guidelines.
- Reports and monitors unsafe working conditions.
- Prepares daily inspection reports, pre-trip check sheets, log sheets and operating records.
- Effectively communicates with customers, employees, and supervisors.
- Performs other duties as assigned.

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

Physical ability to perform heavy manual work.  
Ability to follow oral instructions.  
Ability to follow safety guidelines and report unsafe practices.  
Ability to complete log sheets and records.  
Ability to drive a truck.

#### **MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to completion of 10<sup>th</sup> grade, plus some experience performing heavy, manual work.

#### **PREFERRED QUALIFICATIONS:**

Six months of heavy manual work  
Possession of a valid Commercial Driver's License (CDL)

**REQUIRED LICENSES/CERTIFICATES:**

Possession of a valid Virginia Driver’s license

**WORKING CONDITIONS:**

Worker will be subject to outside environmental conditions such as, extreme weather, cold, heat, noise, odors, vibrations, and hazards.

Requires on-call ability as well as weekends, holiday, and overtime work.

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

**JOB TITLE:** SENIOR POLICE OFFICER  
**GRADE LEVEL:**  
**FLSA:** Nonexempt  
**DEPARTMENT:** Police Department  
**EFFECTIVE DATE:** July 2022

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#### **MAJOR PURPOSE:**

Under general supervision of the Police Sergeant, performs lead/advanced police work. Positions in this class serve as advanced officers over full-performance level officers or perform specialized non-supervisory police duties. Senior Police Officers execute general police responsibilities necessary to maintain safety and good order in the community. A senior police officer is responsible for the efficient performance of required duties, conforming to the rules, regulations, and general orders.

The Senior Police Officer is distinguished from the Police Officer II, in that the extensive experience of the Senior Police Officer allows them to train or guide Police Officers II in the work while participating in the assignment. This job serves as a proficiency level. Police Officers II may be non-competitively promoted to Senior Police Officer if they have served at least four years on the force and hold a current "Meets Expectations" performance rating or better.

#### **ESSENTIAL JOB FUNCTIONS:**

- Assists the Police Sergeant with providing advice and guidance, as directed, to less experienced officers.
- Identify criminal offenders and criminal activities and, where appropriate, apprehend offenders and participate in subsequent court proceedings
- Enforces criminal and traffic laws and investigates traffic crashes occurring within town limits.
- Prepares case files for approval and forwards them to the Commonwealth Attorney for prosecution.
- Assist citizens requesting assistance and suggest procedures to be followed
- Promptly obeys lawful and legitimate orders.
- Communicates and coordinates with supervisors and fellow officers, all information obtained which is pertinent to the achievement of specified objectives.
- Records activity during the tour of duty in the manner prescribed by the proper authority.
- Maintains weapons and equipment in functional and presentable condition.
- Cooperates with the efforts of other law enforcement agencies.
- Gathers, secures, and safely stores evidence.
- Testifies in court proceedings related to official Department business.
- Performs other duties as assigned

**KNOWLEDGE, SKILLS, ABILITIES:**

Knowledge of how to work as a team with other members of the Department.  
Knowledge of courtroom protocol.  
Ability to apprehend offenders and participate in subsequent court proceedings.  
Ability to enforce criminal and traffic laws.  
Ability to prepare complete and thorough case files, reports, and paperwork.  
Able to conduct a thorough investigation of all offenses and incidents.  
Ability to maintain weapons and equipment in functional and presentable condition.  
Ability to respond to situations while in the course of routine patrol or when assigned by radio.  
Ability to express ideas and communicate clearly and concisely, both orally and in writing.  
Able to successfully re-certify as a law enforcement officer every two years.  
Ability to properly testify in court.  
Ability to work well in both independent and team related assignments.  
Ability to solve complex problems.  
Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to graduation from high school, plus four years of continuous service as a Police Officer, and Law Enforcement Certification by the Virginia Department of Criminal Justice Services, and holds a current “Meets Expectations” performance rating or better.

**PREFERRED QUALIFICATIONS:**

Successful completion of the Rappahannock Regional Criminal Justice Academy  
Field Training Officer certification  
Any specialty certification

**REQUIRED LICENSES/CERTIFICATES:**

Law Enforcement Certification by the Virginia Department of Criminal Justice Services  
Possession of a valid Virginia Driver’s license  
Annual firearm’s re-certification  
Successful completion of Law Enforcement re-certification every two years

**WORKING CONDITIONS:**

Subject to work outside and any weather conditions  
Subject to call-out, altered scheduling, and extended shifts  
Potential for hazardous, stressful, and dangerous encounters.  
Maintenance of a high level of physical conditioning  
Subject to call-in 24 hours a day

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED IN ITEM 15 REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE:           **STREET FOREMAN**  
GRADE:  
FLSA:                Nonexempt  
DEPARTMENT:      Public Works  
EFFECTIVE DATE:   July 2022

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#### **MAJOR PURPOSE:**

Under general supervision of the Public Works Superintendent and Assistant Superintendent, performs routine skilled work with medium and heavy equipment in the in the maintenance and/or repair of alleys, drainage ditches, water and sewer lines, construction tasks, and cutting grass. Responds to unscheduled emergency work due to storms, snow, or utility related emergencies. This is not a supervisory position.

#### **ESSENTIAL JOB FUNCTIONS:**

- Serves as lead worker to small work crews in absence of higher level personnel.
- Operates equipment such as roller, scraper, tar distributor, and backhoe.
- Operates powered tools such as quickie-saw, jack hammer, and other power tools.
- Performs manual labor to cleans streets, moves snow, and assists in installation or repair of water and sewer lines as needed.
- Cuts grass around pump stations and other Town facilities.
- Occasionally performs duties such as heavy trash and brush pick-up, leaf collection, and tree trimming.
- Performs other duties as assigned.

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

Knowledge of street and other town maintenance functions.  
Ability to properly operate maintenance equipment.  
Ability to install and maintain water lines and maintain pump stations and streets and alleys.  
Ability to operate heavy roadway equipment.  
Physical ability to perform heavy manual work.  
Ability to follow oral instructions.  
Ability to drive a commercial truck.

#### **MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to graduation from high school.



**PREFERRED QUALIFICATIONS:**

Six months of heavy manual work  
Possession of a valid Commercial Driver’s License (CDL)

**REQUIRED LICENSES/CERTIFICATES:**

Possession of a valid Virginia Driver’s license

**WORKING CONDITIONS:**

Worker will be subject to outside environmental conditions such as, extreme weather, cold, heat, noise, vibrations, and hazards.

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE:               **PUBLIC WORKS SUPERINTENDENT**  
GRADE:  
FLSA:                    Nonexempt  
DEPARTMENT:        Public Works  
EFFECTIVE DATE: July 2022

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#### **MAJOR PURPOSE:**

Under direction of the Town Manager, the Public Works Superintendent supervises unskilled, semi-skilled, and maintenance workers in the construction and maintenance of streets, water mains, sewer lines, pump stations, and maintenance of building and grounds. Plans, prioritizes, and supervises work, and reacts to emergencies.

#### **ESSENTIAL JOB FUNCTIONS:**

- Supervises and/or performs the installation, maintenance, and repair of water and sewer lines.
- Outlines details of projects to staff.
- Establishes, priorities, and coordinates and inspects work performed.
- Provides response for emergency situations.
- Ensures staff is properly trained to handle chemicals as required by OSHA.
- Provides snow removal services for the Town.
- Provides PPE workplace hazard assessment and fire extinguisher inspection.
- Oversees work crews engaged in maintenance of Town alleys.
- Operates both equipment and heavy equipment.
- Inventories water and sewer supplies.
- Oversees the trash pickup and recycling functions for the Town.
- Reports disabled heavy equipment to the Director of General Services and Town Manager so that a joint decision can be made as to how and where the vehicle should be towed and repaired.
- Oversees the maintenance of the Town cemetery and public grounds.
- Prepares budget estimates and directs the expenditure of all departmental funds.
- Ensures budget supervision, staffing, training, and development of staff in the division; and completes performance evaluation and recommends appropriate corrective and disciplinary actions in accordance with personnel policy.
- Performs other duties as assigned.

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

Considerable knowledge of the installation and maintenance of water and sewer lines and maintenance of Town alleys.

Knowledge of how to operate both equipment and heavy equipment.

Knowledge of hazard assessment and emergency equipment.  
Page 2 – Public Works Superintendent

Ability to prioritize, coordinate, and inspect work performed.  
Ability to inventory supplies.  
Ability to respond to an emergency after hours and to provide effective problem solving.  
Ability to communicate clearly and concisely both verbally and in writing.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to high school graduation, plus five years of experience in construction and building trades.

**PREFERRED QUALIFICATIONS:**

Two years of supervisory experience.  
Bachelor's degree in chemical, environmental or mechanical engineering.

**REQUIRED LICENSES/CERTIFICATES:**

Possession of a valid Virginia Driver's License  
Possession of valid Virginia Class B Commercial Driver's License

**WORKING CONDITIONS:**

Work is both indoors and outdoors and worker will be subject to outside environmental conditions such as extreme weather, cold, and heat.  
May be subject to call-in 24 hours a day as well as availability for weekends, holidays, and overtime work.

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE:           **TOWN CLERK**  
GRADE:  
FLSA:                 Nonexempt  
DEPARTMENT:       Administration  
EFFECTIVE DATE:   July 2022

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#### **MAJOR PURPOSE:**

Under general supervision of the Town Manager, provides clerical support and assistance to the Town Council, organizing and preparing documents, agendas, and supporting materials for meetings. Performs administrative, clerical, reception, and fiscal work in the office of the Town Treasurer and revenue collection areas. Serves as assistant to the Town Manager. Duties are of a highly confidential nature that require comprehensive knowledge of the Town's policies and procedures.

#### **ESSENTIAL JOB FUNCTIONS:**

- Attends all meetings of the Town Council, Planning Commission, Board of Zoning Appeals, or other meetings, transcribes notes and tape recordings of such meetings, prepares the minutes of the meetings to be approved, prepares the agenda and other related documents for such meetings.
- Maintains register of ordinances and resolutions approved by the Town Council.
- Prepares correspondences or memorandums.
- Provides information to the citizens by telephone and in person.
- Schedules and advertises for all public meetings.
- Assists the Treasurer and the Assistant Treasurer in the collection of daily revenues.
- Assists citizens in obtaining information regarding accounts and other related invoices and levies.
- Purchases and order supplies.
- Creates accounts and invoices.
- Balances cash register.
- Processes and collects business license fees.
- Assists in the sale of cemetery lots.
- Performs other duties as assigned.

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

Significant knowledge of computer applications such as Microsoft Word.  
General knowledge of office routines, business English, and mathematics.  
Ability to transcribe notes and prepare minutes and agendas from meetings.

- Ability to operate office equipment such as copiers and computer equipment.
- Ability to reply appropriately to customer issues.
- Ability to learn the purchasing process so to order supplies.
- Ability to update information on website.
- Ability to maintain records and files.
- Ability to maintain confidentiality.
- Ability to learn, comprehend, and master the Town’s policies and procedures.
- Ability to type proficiently with speed and accuracy.
- Ability to communicate clearly and concisely both orally and in writing.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to graduation from an accredited college or university with an associate’s degree in public/business administration or related field, plus five years of progressively responsible administrative experience.

**PREFERRED QUALIFICATIONS:**

More than five years of administrative experience.

**REQUIRED LICENSES/CERTIFICATES:**

None

**WORKING CONDITIONS:**

- Work is performed in an office setting.
- Work is generally sedentary, however does include some walking, bending, and carrying of item less than 15 lbs. in weight.
- Use of telephone and computer required.
- Requires attendance at evening meetings.

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE:           **TOWN MANAGER**  
GRADE:  
FLSA:                 Exempt  
DEPARTMENT:       Administration  
EFFECTIVE DATE     July 2022

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#### **MAJOR PURPOSE:**

Directs and administers government operations in accordance Town Code and Council. Plans and directs functions of government to include collection and disbursement of taxes, law enforcement, zoning, construction of public works, and water and sewer. Ensures that all functions of the Town are carried out efficiently and effectively.

#### **ESSENTIAL JOB FUNCTIONS:**

- Executes all Town laws, ordinances, policies, resolutions, and bylaws.
- Oversees and reviews the work of Town department heads.
- Prepares the proposed annual budget and executes it once adopted by the Town Council.
- Keeps the Town Council apprised of the Town's financial status on a regular basis.
- Attends all Town Council meetings and participates in discussions.
- Investigates, researches, prepares reports, and presents recommendations to the Mayor and Council.
- Supervises the development and maintenance of administrative and operational policy, procedures, and instructions for all departments that are not otherwise provided for by governing doctrine.
- Evaluates the work program of the Town and the performance of employees.
- Signs contracts and agreements, payments, zoning permits/plats, and purchase orders to meet regulations.
- Negotiates grants, land purchase, regional and other interparty agreements, with state and federal officials.
- Provides information to the citizens on town matters and meets with citizens, resolving any complaints.
- Initiates actions necessary to correct deficiencies in Town Code and internal policies.
- Responsible for the logistical management, maintenance, and accountability of all town properties, equipment, vehicles, tools.
- Performs other duties as assigned by Town Council.

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

Comprehensive knowledge of the principles of public administration including policy and program development and how they apply to local government.

Significant knowledge as to how to communicate, problem solve, plan, and provide leadership skills in an excellent manner.

Knowledge of public personnel policies, organizational budget practices and preparation, and state laws governing the operation of local government.

Knowledge of planning, zoning, and grant development.

Ability to keep political leadership apprised of Town's financial status.

Ability to clearly understand and execute Town laws, ordinances, policies, resolutions, and bylaws.

Ability to negotiate grants, land purchases and interparty agreements.

Ability to use diplomacy in resolving issues.

Ability to participate, lead or facilitate meetings.

Ability to maintain a balance between economic growth and environmental and cultural preservation

Ability to solve problems creatively.

Ability to display agility in addressing dynamic and complex opportunities.

Able to prioritize the problems to be resolved.

Ability to manage personnel through leadership with fair and thoughtful cooperation.

Ability to communicate clearly both verbally and in writing.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to graduation from an accredited college or university with a degree in public/business administration or related field, plus 5 years of progressively responsible experience related to public administration or government, including two years of management experience.

**PREFERRED QUALIFICATIONS:**

Master's degree in public/business administration or a related field.

**REQUIRED LICENSES/CERTIFICATES:**

None.

**WORKING CONDITIONS:**

Work is primarily performed in an office setting.

Work is generally sedentary, however does include some walking, bending, and carrying of item less than 15 lbs. in weight.

Use of telephone and computer required.

May be exposed to adverse conditions (e.g., around heavy equipment, inclement weather, flooding)

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE:           **TREASURER**  
GRADE:  
FLSA:                Exempt  
DEPARTMENT:       Administration  
EFFECTIVE DATE:   July 2022

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#### **MAJOR PURPOSE:**

Under the general direction of the Town Manager, plans, organizes, implements, and coordinates financial, human resources, and payroll management for the Town. Directs such functions as accounting, auditing, budget, financial reporting, taxation, revenue collection, and payroll. This position is appointed by the Town Council and reports to the Town Manager regarding financial operations of the Town.

#### **ESSENTIAL JOB FUNCTIONS:**

- Maintains general ledger for all Town financial accounts including budget, journal entries and maintenance of the financial system.
- Prepares monthly financial reports for Council and the Town.
- Assists the Town Manager in developing and maintaining the operating budget and accompanying transfers and amendments, including the Towns Water-Sewer Enterprise Fund and Cemetery Funds.
- Maintains all Town bank accounts, including reconciling these accounts with the check register and accounting software.
- Responsible for all receipts and disbursements including accounts payable for all invoices and other debts the Town may incur; reconciles daily receivables to the general ledger.
- Ensure Electronic Data Interchange (EDI) accounts received for all auto deposits.
- Manages financial aspect for Town's capital improvement projects.
- Develops financial reports for federal and state grant reporting.
- Maintains payroll records and files regarding hiring and paying employees, including accrued leave and time used, payment of court order debits, changes in salary, changes in tax withholding requirements, processing retirements, and other benefits.
- Obtains tax records from the Commissioner of Revenue and prepares personal property and real estate billing, processes supplements and abatements of tax bills.
- Appropriately purges records and files then reports to the Library of Virginia.
- Addresses taxpayer issues and utility billing complaints and resolves any discrepancies.
- Develops and monitors payment plans for recovery of delinquent taxes and fees owed to the Town.
- Submits delinquent personal property, utility, and other delinquent accounts to collections.
- Processes all delinquent debits as received from the collection company.
- Coordinates annual audits and financial reporting to verify and monitor the Town's financial records.
- Maintains and resolve issues with accounting software.
- Performs other duties as assigned.



**KNOWLEDGE, SKILLS, ABILITIES:**

- Comprehensive knowledge of and ability to interpret general statutes, laws and administrative policies governing municipal, financial practices and procedures.
- Comprehensive knowledge of the principles and practices of governmental accounting.
- Comprehensive knowledge of benefits coordination including but not limited to Virginia Retirement System and health insurance.
- Knowledge of tax process including tax withholding requirements.
- Knowledge of personal property tax, and real property tax.
- Knowledge of VRS pension benefits and ICMA-RC.
- Ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms, and records.
- Ability to operate personal computer and applicable software packages, including significant knowledge of Microsoft Outlook, Word and Excel.
- Ability to prepare informative financial reports.
- Ability to establish and maintain effective working relationships with Town officials, other governmental officials, and associates.
- Ability to work independently or in a group with accuracy and efficiency.
- Ability to communicate complex ideas effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to graduation from an accredited college or university with a bachelor’s degree in public/business administration or related field, plus five years of progressively responsible finance or accounting experience.

**PREFERRED QUALIFICATIONS:**

Classes offered by the Treasurer’s Association in customer service, bankruptcy, collections and policy and procedure.

**REQUIRED LICENSES/CERTIFICATES:**

None.

**WORKING CONDITIONS:**

Work is primarily performed in an office setting.

Work is generally sedentary, however does include some walking, bending, and carrying of item less than 15 lbs. in weight.

Use of telephone and computer required.

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE:               **UTILITIES MAINTENANCE MECHANIC**  
GRADE:  
FLSA:                    Nonexempt  
DEPARTMENT:        General Services  
EFFECTIVE DATE: July 2022

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#### **MAJOR PURPOSE:**

Under general supervision of the General Services Director, performs intermediate skilled work maintaining and repairing machinery and equipment for municipal water/sewer systems. Performs the inspection and repair of municipal water wells and lift stations.

#### **ESSENTIAL JOB FUNCTIONS:**

- Maintains and repairs pumps, motor's, wells, and other equipment associated with the daily operation of municipal water/sewer supply systems.
- Performs preventive maintenance on lift stations and wells.
- Uses hand, bench, and machine tools in the installation, repair and maintenance of pumps, motors, valves, and other machinery and equipment.
- Installs, repairs, replaces, and maintains pumping controls, check valves, water blow offs, heaters, fans, alarms, piping, floats, and other controls.
- Performs periodic inspections of equipment to ensure that equipment is functioning properly.
- Keeps inventory of necessary parts and supplies.
- Performs landscaping and grounds maintenance duties around facilities.
- Participates in the rotating on-call program.
- Performs other duties as assigned.

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

Ability to perform daily inspections of well, pumping, and disinfection facilities.

Ability to test and monitor the operation of pumps and motors.

Ability to operate, maintain, and repair facility mechanical equipment, and diagnose operational and mechanical problems.

Ability operate, monitor, and record facility operational data.

Ability to operate and maintain chemical feed equipment.

Ability to tolerate and function in an environment that requires the use of respiratory protection devices

Ability to use hand tools.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to high school graduation, plus four years' experience in rebuilding pumps, welding, and using mechanical skills.

**PREFERRED QUALIFICATIONS:**

Experience working with water/sewer systems and maintenance.

**REQUIRED LICENSES/CERTIFICATES:**

Must possess and maintain a valid Virginia driver's license and have a good driving record.

**WORKING CONDITIONS:**

Work requires a good sense of balance for climbing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, and other activities.

Must be able to hear and understand detailed information through oral communications.

Must have good vision to inspect and repair equipment containing small parts.

Worker will be subject to inside and outside environmental conditions such as, extreme weather, cold, heat, noise, vibrations, hazards, and oils.

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_



## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE:           **VEHICLE MECHANIC**  
GRADE:  
FLSA:                Nonexempt  
DEPARTMENT:       General Services  
EFFECTIVE DATE:   July 2022

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#### **MAJOR PURPOSE:**

Under general supervision of the General Services Director, performs skilled work in the inspection, maintenance, and repair of vehicles and equipment. Oversees the daily operations and upkeep of the Town's maintenance and mechanic shop.

#### **ESSENTIAL JOB FUNCTIONS:**

- Inspects vehicle engine and mechanical/electrical components to diagnose issues accurately.
- Inspects vehicle computer and electronic systems to repair, maintain, and upgrade.
- Conducts routine maintenance work in order to maintain vehicle functionality and longevity.
- Schedules future maintenance sessions and advises motorists on good vehicle use.
- Repairs or replaces broken or dysfunctional parts and fixes issues.
- Provides accurate estimates on a repair or job.
- Keeps logs on work and issues.
- Serves as office manager performing inventory, completing necessary forms and reports, filing, and scheduling work.
- Maintains equipment and tools in good condition.
- Performs other duties as assigned.

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

Considerable knowledge of mechanical and electrical components of vehicles.  
Knowledge of methods and tools commonly used by service technicians in the repair and maintenance of automotive and industrial equipment.  
Knowledge of engine components and systems and how they interact with other engines and systems.  
Knowledge of troubleshooting techniques to diagnose mechanical problems and make appropriate repairs to a wide variety of automotive and industrial equipment.  
Working knowledge of vehicle diagnostic system and methods.  
Knowledge of the occupational hazards and safety precautions of the trade.  
Ability to perform administrative work and keep the office organized.  
Ability to keep up with maintenance sessions and maintain a good rapport with motorists.  
Ability to handle various tools and heavy equipment.

Ability to use and maintain tools and test equipment pertinent to the trade.  
Ability to observe all safety precautions for protections against accidents, dangerous fluids, chemicals.  
Ability to remain physically fit.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to high school graduation, plus five years of experience in problem diagnosis, repair, and maintenance of a wide variety of light, medium, heavy and/or specialized automotive equipment.

**PREFERRED QUALIFICATIONS:**

Completion or certification of an apprenticeship in vehicle maintenance

**REQUIRED LICENSES/CERTIFICATES:**

Must possess and maintain a valid Virginia driver’s license and have a good driving record

**WORKING CONDITIONS:**

Work is conducted in various conditions  
Protective equipment required  
Maintenance of a high level of physical conditioning

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_