



TOWN OF LURAY JOB DESCRIPTION

POSITION: Administrative Assistant
SALARY RANGE: Part-time (Hourly) **FSLA:** Non-exempt

JOB SUMMARY

This position performs clerical work involving customer service, billing, collection, and record keeping. Work is performed under the general guidance of the Town Clerk/Treasurer.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Assists with frontline interaction with residents to receive payments and address/direct inquiries about Town services.
- Assists with tax and utility payments in person and by mail; completes transaction receipts.
- Receives and directs license and permit inquiries.
- Receives and directs utility service requests and issues.
- Posts, checks, balances, updates and adjusts routine financial accounts.
- Checks invoices, maintains varied financial and statistical records and complies reports.
- Accounts for checks and cash received daily and balances against receipts; produces reports to close daily and monthly records.
- Prepares a variety of correspondence and reports

KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of bookkeeping terminology, methods, procedures, and equipment.
- General knowledge of municipal finance and accounting practices and procedures.
- General knowledge of municipal utility service procedures.
- Ability to process payment information and reconcile accounts through mathematical computations with speed and accuracy.
- Ability to express ideas effectively both verbally and in writing.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school, supplemented by one (1) year of experience in general office work.

WORKING CONDITIONS

Tasks typically require sedentary work with occasional lifting of up to ten (10) pounds in an office environment.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Assistant Town Manager
SALARY RANGE: \$65,000 to \$125,000 **FSLA:** Exempt

JOB SUMMARY

This supervisory position assists with the management, direction, and coordination of all operations of the Town government. Work is performed under the general guidance of the Town Manager.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Coordinates, monitors, and control departmental functions to complete necessary work.
- Assists the Town Manager with meeting agenda preparation and attends all Council meetings.
- Assists with the Zoning Administrator duties for the Town to review and approve development; assists with agenda preparation for Planning Commission review of development applications.
- Assists with preparation annual budget to Town Council and its administration after adoption.
- Provides timely updates to Council on Town activities and budget status.
- Assists with the maintenance of all real property, easements, and rights-of-way owned by or leased to the Town.
- Assists with administration of Town personnel.
- Assists with staff work schedules to ensure adequate coverage and control of work completion.
- Coordinates training and staff development to ensure efficient and safe completion of work.
- Addresses staff concerns and problems through counseling or recommended disciplinary action.
- Interviews potential candidates for employment and assists with hiring decisions.
- Assists with establishing operating policies, procedures, goals, and objectives.
- Responds to public inquiries related to Town operations.
- Coordinates with outside agency inspections of Town projects and initiatives.
- Serves as primary manager of major Town capital projects

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of Town Charter, Town Code, Personnel Policies Manual, Zoning Ordinance Comprehensive Plan, and pertinent rules and regulations of the Commonwealth of Virginia.
- Thorough knowledge of the principals and practices of public administration and local government administration.
- Thorough knowledge of municipal finance practices and procedures.
- Ability to coordinate, monitor, control, plan, and direct the operations of the Town government.
- Ability to express ideas effectively both verbally and in writing.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree (master's degree preferred), supplemented by three (3) years progressively responsible experience in public administration.

WORKING CONDITIONS

Tasks typically require sedentary work with occasional lifting of up to ten (10) pounds in an office environment.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Assistant Town Clerk/Treasurer
SALARY RANGE: \$40,000 to \$75,000 **FSLA:** Non-exempt

JOB SUMMARY

This supervisory position assists with the management, direction, and coordination of all operations of the Town's financial affairs and records management. Work is performed under the general guidance of the Town Clerk/Treasurer.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Assists with coordinating, monitoring, and controlling financial management functions to complete necessary work.
- Attends all Council meetings, transcribes all minutes, and assists with maintaining the Official Minute Book.
- Assists with maintaining the Town Ordinance Book and Resolution Book. Maintenance includes official printed and online versions.
- Assists with preparation annual budget to Town Council and its administration after adoption.
- Provides timely updates to Council on Town finances and budget status.
- Assists with preparing accounts payable checks and produces related reports; files accounts payable invoices.
- Assists with preparing payroll checks and maintains appropriate records.
- Assists with reconciling bank statements.
- Assists with administration of Town finance personnel.
- Assists with staff work schedules to ensure adequate coverage and control of work completion.
- Assists with coordinating training and staff development to ensure efficient and safe completion of work.
- Assists with addressing staff concerns and problems through counseling or recommended disciplinary action.
- Assists with interviewing potential candidates for employment and assists with hiring decisions.
- Assists with establishing operating policies, procedures, goals, and objectives.
- Responds to public inquiries related to Town operations.
- Assists with preparing street maintenance funds report for submission to the State.

KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of Town Charter, Town Code, Personnel Policies Manual, and pertinent financial and records management rules and regulations of the Commonwealth of Virginia.
- General knowledge of municipal finance and accounting practices and procedures.
- Ability to coordinate, monitor, control, plan, and direct the operations of the Town's financial management.
- Ability to express ideas effectively both verbally and in writing.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school, supplemented by two (2) years progressively responsible experience in public financial administration and records management.

WORKING CONDITIONS

Tasks typically require sedentary work with occasional lifting of up to ten (10) pounds in an office environment.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Customer Service Clerk

SALARY RANGE: \$30,000 to \$50,000

FSLA: Non-exempt

JOB SUMMARY

This position performs clerical work involving customer service, billing, collection, and record keeping. Work is performed under the general guidance of the Town Clerk/Treasurer.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Provides frontline interaction with residents to receive payments and address/direct inquiries about Town services.
- Processes tax and utility payments in person and by mail; completes transaction receipts.
- Receives and directs license and permit inquiries.
- Receives and directs utility service requests and issues.
- Posts, checks, balances, updates and adjusts routine financial accounts.
- Checks invoices, maintains varied financial and statistical records and complies reports.
- Accounts for checks and cash received daily and balances against receipts; produces reports to close daily and monthly records.
- Prepares a variety of correspondence and reports

KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of bookkeeping terminology, methods, procedures, and equipment.
- General knowledge of municipal finance and accounting practices and procedures.
- General knowledge of municipal utility service procedures.
- Ability to process payment information and reconcile accounts through mathematical computations with speed and accuracy.
- Ability to express ideas effectively both verbally and in writing.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school, supplemented by two (2) years of experience in general office work.

WORKING CONDITIONS

Tasks typically require sedentary work with occasional lifting of up to ten (10) pounds in an office environment.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Planning & Zoning Assistant
SALARY RANGE: Part-time Hourly **FSLA:** Non-Exempt

JOB SUMMARY

This position assists with the planning functions related to zoning regulation, Code compliance, subdivision and development review, and planning for the Town government. Work is performed under the general guidance of the Town Planner, Assistant Town Manager, and Town Manager.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Assists with necessary work for planning and zoning efforts.
- Assists the Zoning Administrator to review and approve zoning permits and development plans.
- Assists with agenda preparation for Planning Commission review of development applications.
- Assists with establishing operating policies, procedures, goals, and objectives.
- Assists with maintaining currency of Town's Comprehensive Plan and of the Town's planning and zoning regulations.
- Assists with preparing the Planning Commission's Annual Report.
- Assists with interpretation and administration of Town's planning and zoning regulations.
- Assists with presentation material for Planning Commission and Town Council on planning and zoning issues.
- Responds to public inquiries related to Town planning and zoning regulations.
- Assists with maintaining currency of the Town's website

KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of Town Charter, Town Code, Zoning Ordinance Comprehensive Plan, and pertinent rules and regulations of the Commonwealth of Virginia.
- General knowledge of the principals and practices of planning and zoning related to local government administration.
- General knowledge of municipal planning, urban design, zoning regulations, and site plan review.
- Ability to develop application summaries and charts for project impact.
- Ability to express ideas effectively both verbally and in writing.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school, supplemented by two (2) years of experience in general office work.

WORKING CONDITIONS

Tasks typically require sedentary work with occasional lifting of up to ten (10) pounds in an office environment.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required.



TOWN OF LURAY

JOB DESCRIPTION

POSITION: Town Manager
SALARY RANGE: Contract

FSLA: Exempt

JOB SUMMARY

This supervisory position manages, directs, and coordinates all operations of the Town government outlined in the Town Charter, Town Code, and as directed by the Mayor and Town Council. Work is performed through the oversight of the Police Department, Public Works Department, Utilities Departments, Parks & Recreation Department, and Administrative Staff. This is an appointed position by the Town Council, and work is performed under the general guidance of the Mayor and Town Council.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Coordinates, monitors, and control department functions to complete necessary work.
- Assists the Mayor with meeting agenda preparation and attends all Council meetings.
- Serves as the Zoning Administrator for the Town to review and approve development; coordinates agenda preparation for Planning Commission review of development applications.
- Prepares and submits annual budget to Town Council and is responsible for its administration after adoption.
- Provides timely updates to Council on Town activities and budget status.
- Responsible for the maintenance of all real property, easements, and rights-of-way owned by or leased to the Town.
- Serves as the Town's personnel officer to include administration of the Town's classification and pay plan, appointing or removing all Town employees with the exception of the Town Treasurer, Town Clerk, and Town Attorney.
- Develops and oversees staff work schedules to ensure adequate coverage and control of work completion.
- Coordinates training and staff development to ensure efficient and safe completion of work.
- Addresses staff concerns and problems through counseling or recommended disciplinary action.
- Interviews potential candidates for employment and makes hiring decisions.
- Establishes operating policies, procedures, goals, and objectives.
- Responds to public inquiries related to Town operations.
- Coordinates with outside agency inspections of Town projects and initiatives.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of Town Charter, Town Code, Personnel Policies Manual, Zoning Ordinance Comprehensive Plan, and pertinent rules and regulations of the Commonwealth of Virginia.
- Thorough knowledge of the principals and practices of public administration and local government administration.
- Thorough knowledge of municipal finance practices and procedures.
- Ability to coordinate, monitor, control, plan, and direct the operations of the Town government.
- Ability to express ideas effectively both verbally and in writing.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree (master's degree preferred), supplemented by ten (10) years progressively responsible experience in public administration.

WORKING CONDITIONS

Tasks typically require sedentary work with occasional lifting of up to ten (10) pounds in an office environment.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Town Clerk/Treasurer
SALARY RANGE: \$65,000 to \$125,000 **FSLA:** Exempt

JOB SUMMARY

This supervisory position manages, directs, and coordinates of all operations of the Town's financial affairs and records management. Work is performed under the general guidance of the Mayor and Town Council.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Coordinates, monitors, and controls financial management functions to complete necessary work.
- Attends all Council meetings, transcribes all minutes, and maintains the Official Minute Book.
- Maintains the Town Ordinance Book and Resolution Book. Maintenance includes official printed and online versions.
- Assists with preparation annual budget to Town Council and its administration after adoption.
- Provides timely updates to Council on Town finances and budget status.
- Prepares accounts payable checks and produces related reports; files accounts payable invoices.
- Prepares payroll checks and maintains appropriate records.
- Reconciles bank statements.
- Assists with administration of Town finance personnel.
- Assists with staff work schedules to ensure adequate coverage and control of work completion.
- Coordinates training and staff development to ensure efficient and safe completion of work.
- Addresses staff concerns and problems through counseling or recommended disciplinary action.
- Interviews potential candidates for employment and assists with hiring decisions.
- Assists with establishing operating policies, procedures, goals, and objectives.
- Responds to public inquiries related to Town operations.
- Prepares street maintenance funds report for submission to the State.

KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of Town Charter, Town Code, Personnel Policies Manual, and pertinent financial and records management rules and regulations of the Commonwealth of Virginia.
- Thorough knowledge of municipal finance and accounting practices and procedures.
- Ability to coordinate, monitor, control, plan, and direct the operations of the Town's financial management.
- Ability to express ideas effectively both verbally and in writing.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from an accredited community college, supplemented by three (3) years progressively responsible experience in public financial administration and records management.

WORKING CONDITIONS

Tasks typically require sedentary work with occasional lifting of up to ten (10) pounds in an office environment.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Utility Account Specialist

SALARY RANGE: \$34,000 to \$55,000

FSLA: Non-exempt

JOB SUMMARY

This position performs advanced clerical work involving customer service, billing, collection, and record keeping. Work is performed under the general guidance of the Town Clerk/Treasurer.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Calculates, prepares, and prints monthly utility bills.
- Maintains daily meter readings equipment to collect necessary data to process utility usage and billing.
- Reviews utility billing to identify possible problem accounts.
- Assigns new service, disconnects, and re-checks to meter readers.
- Maintains customer records and resolves delinquent accounts.
- Provides frontline interaction with residents to receive payments and address/direct inquiries about Town services.
- Processes tax and utility payments in person and by mail; completes transaction receipts.
- Receives and directs license and permit inquiries.
- Receives and directs utility service requests and issues.
- Posts, checks, balances, updates and adjusts routine financial accounts.
- Checks invoices, maintains varied financial and statistical records and complies reports.
- Accounts for checks and cash received daily and balances against receipts; produces reports to close daily and monthly records.
- Prepares a variety of correspondence and reports

KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of bookkeeping terminology, methods, procedures, and equipment.
- General knowledge of municipal finance and accounting practices and procedures.
- Extensive knowledge of municipal utility service procedures.
- Ability to process payment information and reconcile accounts through mathematical computations with speed and accuracy.
- Ability to express ideas effectively both verbally and in writing.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school, supplemented by two (2) years of experience in general office work.

WORKING CONDITIONS

Tasks typically require sedentary work with occasional lifting of up to ten (10) pounds in an office environment.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Assistant Superintendent of Parks & Recreation
SALARY RANGE: \$37,500 to \$75,000 **FSLA:** Non-Exempt

JOB SUMMARY

This supervisory position assists the Superintendent with managing, directing, and coordinating the development, construction of improvements to and maintenance of parks, trails, and public areas within the Parks & Recreation Department. Work is performed under the general guidance of the Superintendent of Parks & Recreation.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Assists with assessing and prioritizing necessary work for Department.
- Supervises, directs, and evaluates assigned staff to complete necessary work.
- Assists with developing and oversing staff work schedules to ensure adequate coverage and control of work completion.
- Assist with coordinating training and staff development to ensure efficient and safe completion of work.
- Assists with addressing staff concerns and problems through counseling or recommended disciplinary action.
- Interviews potential candidates for employment and makes hiring recommendations.
- Plans, directs, and participates in parks and trail maintenance, as well as snow removal.
- Assists with establishing operating policies, procedures, goals, and objectives.
- Assists with reviews of capital project design plans.
- Inspects in-house and contractor work for progress and conformity to standards.
- Assists with the preparation of Department operating budget.
- Assists with management of weekly timesheet and activity reporting
- Assists with oversight of purchasing for Department operations.
- Responds to public inquiries related to Parks & Recreation operations.
- Assists with preparation of project activity reports and grant applications.
- Coordinates with outside agency inspections of Town projects.
- Serves as Department's primary administrator in the temporary absence of the Superintendent
- Subject to after-hours response to emergency situations

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of current construction practices and equipment used in park development, construction, and maintenance activities.
- Thorough knowledge of current regulations for forestry, landscaping, horticulture, and safety (VOSH, OSHA, etc.) regulations.
- Ability to develop and communicate work plans and schedules to staff (verbal and written).
- Ability to operate hand tools and heavy equipment.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from an accredited college with major course work in horticulture or park planning, supplemented by seven (7) years progressively responsible experience in parks and recreation operations and administration.

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen,



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humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. Certified Sports Field Manager or Environmental Facility Certification accreditation or certification as an Arborist within twelve (12) months assuming the position is required.

Position is determined to be **ESSENTIAL PERSONNEL**



TOWN OF LURAY JOB DESCRIPTION

POSITION: Park Attendant (Part-time or Seasonal)
SALARY RANGE: \$7.25 to \$12.00 per hour **FSLA:** Non-Exempt

JOB SUMMARY

This non-supervisory position performs manual work in the operation and maintenance of parks, trails, and public areas within the Parks & Recreation Department. Work is performed under the general guidance of the Superintendent, Assistant Superintendent, or Crew Leader.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Coordinates park activities at athletic fields and beach
- Coordinates park point of sales and rentals
- Conducts vegetative planting and maintenance on park properties.
- Conducts removal of discarded debris from on park properties to include dead animals.
- Conducts preparation and maintenance of athletic fields, playgrounds, tennis courts, and other recreational amenities.
- Installs and maintains fencing and boardwalks.
- Serves as a lifeguard at Lake Arrowhead Beach (Job Specific Requirement)
- Performs buildings and grounds maintenance to include custodial services as needed.
- Assists with snow and ice removal

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current construction practices and equipment used in construction and maintenance activities.
- Ability to safely operate hand tools.
- Ability to perform manual labor for extended periods, often under unfavorable weather conditions
- Ability to swim and perform rescue operations as Lifeguard (Job Specific Requirement)

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school, supplemented by some experience in parks operations. Certification as Lifeguard or other first aid training may be required for certain positions.

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 25 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. Certification as CPR and emergency medical provider desired. Certification as Lifeguard by a recognized source of training (Job Specific Requirement) desired.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Crew Leader
SALARY RANGE: \$36,000 to \$67,000

FSLA: Non-Exempt

JOB SUMMARY

This supervisory position assists the Superintendent and Assistant Superintendent with field coordination of the construction of improvements to and maintenance of parks, trails, and public areas within the Parks & Recreation Department. Work is performed under the general guidance of the Superintendent or Assistant Superintendent.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Supervises and directs assigned field staff to complete necessary work.
- Safely operates heavy construction equipment to include dump truck, back-hoe, loader, bush hog, and similar equipment in construction and repair of infrastructure.
- Operates light equipment to include mowers, tractors, and similar equipment.
- Assist with training and staff development to ensure efficient and safe completion of work.
- Assists with addressing staff concerns and problems through counseling or recommended disciplinary action.
- Interviews potential candidates for employment and makes hiring recommendations.
- Directs and participates in parks and trail maintenance, as well as snow removal.
- Places asphalt, concrete, or stone to pave, resurface, and patch street and path surfaces.
- Conducts vegetative planting and maintenance on park properties.
- Conducts removal of discarded debris from on park properties to include dead animals.
- Conducts preparation and maintenance of athletic fields, playgrounds, tennis courts, and other recreational amenities.
- Installs and maintains fencing and boardwalks.
- Performs buildings and grounds maintenance to include custodial services as needed.
- Assists with establishing operating policies, procedures, goals, and objectives.
- Inspects in-house and contractor work for progress and conformity to standards.
- Assists with management of weekly timesheet and activity reporting
- Subject to after-hours response to emergency situations

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current construction practices and equipment used in park construction and maintenance activities.
- Knowledge of current regulations for safety (VOSH, OSHA, etc.) regulations.
- Ability to communicate work plans and schedules to staff (verbal).
- Ability to operate hand tools and heavy equipment.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school, supplemented by four (4) years progressively responsible experience in public works and utilities operations and administration.

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.



TOWN OF LURAY JOB DESCRIPTION

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. CDL Class must be obtained within eighteen (18) months of employment in position.

Position is determined to be **ESSENTIAL PERSONNEL**.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Equipment Operator
SALARY RANGE: \$34,000 to \$64,000

FSLA: Non-Exempt

JOB SUMMARY

This non-supervisory position performs manual work through the operation of heavy equipment in the construction of improvements to and maintenance of parks, trails, and public areas within the Parks & Recreation Department. Work is performed under the general guidance of the Superintendent, Assistant Superintendent, or Crew Leader.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Safely operates heavy construction equipment to include dump truck, back-hoe, loader, bush hog, and similar equipment in construction and repair of infrastructure.
- Operates light equipment to include mowers, tractors, sewer jets, and similar equipment.
- Excavates ditches with heavy equipment or hand tools.
- Places asphalt, concrete, or stone to pave, resurface, and patch street and path surfaces.
- Conducts vegetative planting and maintenance on park properties.
- Conducts removal of discarded debris from on park properties to include dead animals.
- Conducts preparation and maintenance of athletic fields, playgrounds, tennis courts, and other recreational amenities.
- Installs and maintains fencing and boardwalks.
- Performs buildings and grounds maintenance to include custodial services as needed.
- Assists with snow and ice removal
- May assist with vehicle and equipment maintenance.
- Subject to after-hours response to emergency situations

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current construction practices and equipment used in park construction and maintenance activities.
- Ability to safely operate hand tools and heavy equipment.
- Ability to perform manual labor for extended periods, often under unfavorable weather conditions

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school, supplemented by two (2) years progressively responsible experience in construction and/or maintenance operations.

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. CDL Class B must be obtained within eighteen (18) months of employment in position.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Maintenance Worker
SALARY RANGE: \$28,000 to \$58,000

FSLA: Non-Exempt

JOB SUMMARY

This non-supervisory position performs manual work in the construction of improvements to and maintenance of parks, trails, and public areas within the Parks & Recreation Department. Work is performed under the general guidance of the Superintendent, Assistant Superintendent, or Crew Leader.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Operates light equipment to include mowers, tractors, and similar equipment and hand tools.
- Occasionally operates heavy construction equipment to include dump truck, back-hoe, loader, bush hog, and similar equipment in construction and repair of infrastructure.
- Excavates trenches and ditches with hand tools
- Places asphalt, concrete, stone, or mulch to pave, resurface, and patch roads, parking areas, and path surfaces.
- Conducts vegetative planting and maintenance on park properties.
- Conducts removal of discarded debris from on park properties to include dead animals.
- Conducts preparation and maintenance of athletic fields, playgrounds, tennis courts, and other recreational amenities.
- Installs and maintains fencing and boardwalks.
- Performs buildings and grounds maintenance to include custodial services as needed, including attending to park trash and restrooms.
- May assist with vehicle and equipment maintenance.
- Subject to after-hours response to emergency situations

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current construction practices and equipment used in construction and maintenance activities.
- Ability to safely operate hand tools.
- Ability to perform manual labor for extended periods, often under unfavorable weather conditions
- Ability to work weekends, evenings, holidays, special events, and overtime as needed.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school, supplemented by some experience in parks, public works, or utilities operations.

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. CDL Class B must be obtained within eighteen (18) months of employment in position. Preference given to those who possess or are willing to obtain upon hire, within eighteen (18) months, a Commercial Applicator License for herbicide application.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Superintendent of Parks & Recreation
SALARY RANGE: \$55,000 to \$95,000 **FSLA:** Exempt

JOB SUMMARY

This supervisory position manages, directs, and coordinates the development and construction of improvements to and maintenance of parks, trails, and public areas within the Parks & Recreation Department. Work is performed under the general guidance of the Town Manager.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Assesses and prioritizes necessary work for Department.
- Supervises, directs, and evaluates assigned staff to complete necessary work.
- Develops and oversees staff work schedules to ensure adequate coverage and control of work completion.
- Coordinates training and staff development to ensure efficient and safe completion of work.
- Addresses staff concerns and problems through counseling or recommended disciplinary action.
- Interviews potential candidates for employment and makes hiring recommendations.
- Plans, directs, and participates in parks and trail maintenance, as well as snow removal.
- Establishes operating policies, procedures, goals, and objectives.
- Reviews and recommends approval of capital project design plans.
- Inspects in-house and contractor work for progress and conformity to standards.
- Prepares operating budget.
- Manages weekly timesheet and activity reporting
- Manages purchasing for Department operations.
- Responds to public inquiries related to Parks & Recreation operations.
- Assists with preparation of project activity reports and grant applications.
- Coordinates with outside agency inspections of Town projects.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of current construction practices and equipment used in park development, construction, and maintenance activities.
- Thorough knowledge of current regulations for forestry, landscaping, horticulture, and safety (VOSH, OSHA, etc.) regulations.
- Ability to develop and communicate work plans and schedules to staff (verbal and written).
- Ability to operate hand tools and heavy equipment.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from an accredited college with major course work in horticulture or park planning, supplemented by ten (10) years progressively responsible experience in parks and recreation operations and administration.

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.



TOWN OF LURAY

JOB DESCRIPTION

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. Certified Sports Field Manager or Environmental Facility Certification accreditation or certification as an Arborist within twelve (12) months assuming the position is required.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Assistant Superintendent of Public Works
SALARY RANGE: \$37,500 to \$75,000 **FSLA:** Non-Exempt

JOB SUMMARY

This supervisory position assists the Superintendent with managing, directing, and coordinating the construction of improvements to and maintenance of roads, public Rights-of-Way, water distribution, sewer collection, building and grounds, and solid waste collection within the Public Works Department. Work is performed under the general guidance of the Superintendent of Public Works.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Assists with assessing and prioritizing necessary work for Department.
- Supervises, directs, and evaluates assigned staff to complete necessary work.
- Assists with developing and overseeing staff work schedules to ensure adequate coverage and control of work completion.
- Assist with coordinating training and staff development to ensure efficient and safe completion of work.
- Assists with addressing staff concerns and problems through counseling or recommended disciplinary action.
- Interviews potential candidates for employment and makes hiring recommendations.
- Plans, directs, and participates in street and Right-of-Way maintenance, as well as snow removal.
- Plans, directs, and participates in water line installation and repair, and installation of water services.
- Plans, directs, and participates in sewer line installation and repair
- Assists with establishing operating policies, procedures, goals, and objectives.
- Assists with reviews of capital project design plans.
- Inspects in-house and contractor work for progress and conformity to standards.
- Assists with the preparation of Department operating budget.
- Assists with management of weekly timesheet and activity reporting
- Assists with oversight of purchasing for Department operations.
- Responds to public inquiries related to Public Works operations.
- Assists with preparation of project activity reports and grant applications.
- Coordinates with outside agency inspections of Town projects.
- Serves as Department's primary administrator in the temporary absence of the Superintendent
- Subject to after-hours response to emergency situations

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of current construction practices and equipment used in construction and maintenance activities.
- Thorough knowledge of current regulations for water distribution system installation, sewer collection installation, road construction, maintenance of traffic, and safety (VOSH, OSHA, etc.) regulations.
- Ability to develop and communicate work plans and schedules to staff (verbal and written).
- Ability to operate hand tools and heavy equipment.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school, supplemented by seven (7) years progressively responsible experience in public works and utilities operations and administration.

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate



TOWN OF LURAY

JOB DESCRIPTION

verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Tasks routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. VDOT Intermediate Work Zone Traffic Control certification.

Position is determined to be **ESSENTIAL PERSONNEL**.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Crew Leader
SALARY RANGE: \$36,000 to \$67,000

FSLA: Non-Exempt

JOB SUMMARY

This supervisory position assists the Superintendent and Assistant Superintendent with field coordination of the construction of improvements to and maintenance of roads, public Rights-of-Way, water distribution, sewer collection, building and grounds, and solid waste collection within the Public Works Department. Work is performed under the general guidance of the Superintendent or Assistant Superintendent.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Supervises and directs assigned field staff to complete necessary work.
- Safely operates heavy construction equipment to include dump truck, back-hoe, loader, sweeper, bucket truck, roller, milling apparatus, and similar equipment in construction and repair of infrastructure.
- Operates light equipment to include mowers, tractors, sewer jets, and similar equipment.
- Assist with training and staff development to ensure efficient and safe completion of work.
- Assists with addressing staff concerns and problems through counseling or recommended disciplinary action.
- Interviews potential candidates for employment and makes hiring recommendations.
- Directs and participates in street and Right-of-Way maintenance, as well as snow removal.
- Directs and participates in water line installation and repair, and installation of water services.
- Directs and participates in sewer line installation and repair
- Installs roadway and building signage.
- Installs pavement markings, curb paint, and other traffic related installations.
- Performs buildings and grounds maintenance to include custodial services as needed.
- Performs maintenance of traffic as needed for street repairs.
- Assists with establishing operating policies, procedures, goals, and objectives.
- Inspects in-house and contractor work for progress and conformity to standards.
- Assists with management of weekly timesheet and activity reporting
- Subject to after-hours response to emergency situations

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current construction practices and equipment used in construction and maintenance activities.
- Knowledge of current regulations for water distribution system installation, sewer collection installation, road construction, maintenance of traffic, and safety (VOSH, OSHA, etc.) regulations.
- Ability to communicate work plans and schedules to staff (verbal).
- Ability to operate hand tools and heavy equipment.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school, supplemented by four (4) years progressively responsible experience in public works and utilities operations and administration.

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.



TOWN OF LURAY

JOB DESCRIPTION

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. CDL Class must be obtained within twelve (12) months of employment in position. VDOT Basic Work Zone Traffic Control certification.

Position is determined to be **ESSENTIAL PERSONNEL**.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Equipment Operator
SALARY RANGE: \$34,000 to \$64,000

FSLA: Non-Exempt

JOB SUMMARY

This non-supervisory position performs manual work through the operation of heavy equipment in the construction of improvements to and maintenance of roads, public Rights-of-Way, water distribution, sewer collection, building and grounds, and solid waste collection within the Public Works Department. Work is performed under the general guidance of the Superintendent, Assistant Superintendent, or Crew Leader.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Safely operates heavy construction equipment to include dump truck, back-hoe, loader, sweeper, bucket truck, roller, milling apparatus, and similar equipment in construction and repair of infrastructure.
- Operates light equipment to include mowers, tractors, sewer jets, and similar equipment.
- Excavates trenches and ditches with heavy equipment
- Clears storm sewer facilities and sanitary sewer facilities.
- Installs and maintains storm sewer facilities, sanitary sewer facilities, and water facilities.
- Places asphalt to pave, resurface, and patch street surfaces.
- Conducts vegetative maintenance in Rights-of-Way and on Town properties.
- Conducts removal of discarded debris from Rights-of-Way and on Town properties to include dead animals.
- Installs roadway and building signage.
- Installs pavement markings, curb paint, and other traffic related installations.
- Performs buildings and grounds maintenance to include custodial services as needed.
- Performs maintenance of traffic as needed for street repairs.
- Assists with snow and ice removal from roads and sidewalks
- May assist with meter reading duties.
- May assist with vehicle and equipment maintenance.
- Paints fire hydrants.
- Subject to after-hours response to emergency situations

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current construction practices and equipment used in construction and maintenance activities.
- Ability to safely operate hand tools and heavy equipment.
- Ability to perform manual labor for extended periods, often under unfavorable weather conditions

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school, supplemented by two (2) years progressively responsible experience in public works and utilities operations.

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS



TOWN OF LURAY JOB DESCRIPTION

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. CDL Class B must be obtained within twelve (12) months of employment in position.

Position is determined to be **ESSENTIAL PERSONNEL**.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Maintenance Worker
SALARY RANGE: \$28,000 to \$58,000

FSLA: Non-Exempt

JOB SUMMARY

This non-supervisory position performs manual work in the construction of improvements to and maintenance of roads, public Rights-of-Way, water distribution, sewer collection, building and grounds, and solid waste collection within the Public Works Department. Work is performed under the general guidance of the Superintendent, Assistant Superintendent, or Crew Leader.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Operates light equipment to include mowers, tractors, sewer jets, and similar equipment and hand tools.
- Occasionally operates heavy construction equipment to include dump truck, back-hoe, loader, sweeper, bucket truck, roller, milling apparatus, and similar equipment in construction and repair of infrastructure.
- Excavates trenches and ditches with hand tools
- Clears storm sewer facilities and sanitary sewer facilities.
- Installs and maintains storm sewer facilities, sanitary sewer facilities, and water facilities.
- Places asphalt to pave, resurface, and patch street surfaces.
- Conducts vegetative maintenance in Rights-of-Way and on Town properties.
- Conducts removal of discarded debris from Rights-of-Way and on Town properties to include dead animals.
- Installs roadway and building signage.
- Installs pavement markings, curb paint, and other traffic related installations.
- Performs buildings and grounds maintenance to include custodial services as needed.
- Performs maintenance of traffic as needed for street repairs.
- Assists with snow and ice removal from roads and sidewalks
- May assist with meter reading duties.
- May assist with vehicle and equipment maintenance.
- Paints fire hydrants.
- Subject to after-hours response to emergency situations

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current construction practices and equipment used in construction and maintenance activities.
- Ability to safely operate hand tools.
- Ability to perform manual labor for extended periods, often under unfavorable weather conditions

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school, supplemented by some experience in public works and utilities operations.

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS



TOWN OF LURAY JOB DESCRIPTION

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. CDL Class B must be obtained within twelve (12) months of employment in position.

Position is determined to be **ESSENTIAL PERSONNEL**.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Meter Reader
SALARY RANGE: \$30,000 to \$60,000

FSLA: Non-Exempt

JOB SUMMARY

This non-supervisory position performs manual work in the locating and reading of water meters. Work is performed under the general guidance of the Superintendent, Assistant Superintendent, or Town Treasurer.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Locates and reads water meters on assigned routes to record consumption.
- Transfers meter reading data to consumption recording devices
- Assesses operation of water meters; reports identified defects for repairs.
- Conducts water meter cutoffs as requested.
- Interacts with water customers and politely addresses inquiries.
- Operates light equipment to include mowers, tractors, sewer jets, and similar equipment and hand tools.
- Conducts vegetative maintenance in Rights-of-Way and on Town properties.
- Conducts removal of discarded debris from Rights-of-Way and on Town properties to include dead animals.
- Performs buildings and grounds maintenance to include custodial services as needed.
- Performs maintenance of traffic as needed for street repairs.
- Assists with snow and ice removal from roads and sidewalks
- May assist with vehicle and equipment maintenance.
- Paints fire hydrants.
- Subject to after-hours response to emergency situations

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of methods and procedures in reading of water meters and recording consumption.
- Basic land navigation ability.
- Knowledge of current construction practices and equipment used in construction and maintenance activities.
- Ability to safely operate hand tools.
- Ability to perform manual labor for extended periods, often under unfavorable weather conditions

EDUCATION AND EXPERIENCE

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

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. CDL Class B must be obtained within twelve (12) months of employment in position.

Position is determined to be **ESSENTIAL PERSONNEL**.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Superintendent of Public Works
SALARY RANGE: \$55,000 to \$95,000 **FSLA:** Exempt

JOB SUMMARY

This supervisory position manages, directs, and coordinates the construction of improvements to and maintenance of roads, public Rights-of-Way, water distribution, sewer collection, building and grounds, and solid waste collection within the Public Works Department. Work is performed under the general guidance of the Town Manager.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Assesses and prioritizes necessary work for Department.
- Supervises, directs, and evaluates assigned staff to complete necessary work.
- Develops and oversees staff work schedules to ensure adequate coverage and control of work completion.
- Coordinates training and staff development to ensure efficient and safe completion of work.
- Addresses staff concerns and problems through counseling or recommended disciplinary action.
- Interviews potential candidates for employment and makes hiring recommendations.
- Plans, directs, and participates in street and Right-of-Way maintenance, as well as snow removal.
- Plans, directs, and participates in water line installation and repair, and installation of water services.
- Plans, directs, and participates in sewer line installation and repair
- Establishes operating policies, procedures, goals, and objectives.
- Reviews and recommends approval of capital project design plans.
- Inspects in-house and contractor work for progress and conformity to standards.
- Prepares operating budget.
- Manages weekly timesheet and activity reporting
- Manages purchasing for Department operations.
- Responds to public inquiries related to Public Works operations.
- Assists with preparation of project activity reports and grant applications.
- Coordinates with outside agency inspections of Town projects.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of current construction practices and equipment used in construction and maintenance activities.
- Thorough knowledge of current regulations for water distribution system installation, sewer collection installation, road construction, maintenance of traffic, and safety (VOSH, OSHA, etc.) regulations.
- Ability to develop and communicate work plans and schedules to staff (verbal and written).
- Ability to operate hand tools and heavy equipment.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school, supplemented by ten (10) years progressively responsible experience in public works and utilities operations and administration.

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.



TOWN OF LURAY JOB DESCRIPTION

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. VDOT Intermediate Work Zone Traffic Control certification.

Position is determined to be **ESSENTIAL PERSONNEL**.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Assistant Superintendent of Utilities
SALARY RANGE: \$40,000 to \$75,000 **FSLA:** Non-Exempt

JOB SUMMARY

This supervisory position manages, directs, and coordinates the operation of, construction of improvements to, and maintenance of the treatment plant (either water or wastewater). Work is performed under the general guidance of the Superintendent.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Assists with assessing and prioritizing necessary work for treatment plant operations.
- Assists with supervising, directing, and evaluating assigned staff to complete necessary work.
- Assists with developing and overseeing staff work schedules to ensure adequate coverage and control of plant operations and work completion.
- Assists with coordinating training and staff development to ensure efficient and safe completion of operations and work.
- Assists with addressing staff concerns and problems through counseling or recommended disciplinary action.
- Interviews potential candidates for employment and assists with hiring recommendations.
- Assists with planning, directing, and participating in plant operation to include storage facilities, as well as all system pumping facilities.
- Assists with planning, directing, and participating in plant maintenance, as well as snow removal.
- Assists with planning, directing, and participating in future plant expansion.
- Assists in diagnosing collection/transmission system issues with the Department of Public Works.
- Assists with establishing operating policies, procedures, goals, and objectives.
- Assists with review and approval of capital project design plans.
- Inspects in-house and contractor work for progress and conformity to standards.
- Assists with preparation of operating budgets.
- Manages weekly timesheet and activity reporting
- Assists with managing purchasing for plant operations.
- Responds to public inquiries related to plant operations.
- Assists with preparation of project activity reports and grant applications.
- Coordinates with outside agency inspections of Town projects.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of current construction practices and equipment used in plant operation, construction, and maintenance activities to include possession of the necessary operator's license issued by the Commonwealth of Virginia.
- Thorough knowledge of current regulations for plant operations and safety (VOSH, OSHA, etc.) regulations.
- Ability to develop and communicate work plans and schedules to staff (verbal and written).
- Ability to operate hand tools and heavy equipment.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school, supplemented by two (2) years progressively responsible experience in utilities operations and administration.

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate



TOWN OF LURAY JOB DESCRIPTION

verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. A Class 2 operator's license for the plant supervised issued by the Commonwealth of Virginia is required; a Class 1 license is preferred. A Class 2 operator's license shall be obtained with twelve (12) months of assuming the position.

Position is determined to be **ESSENTIAL PERSONNEL**.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Maintenance Worker
SALARY RANGE: \$28,000 to \$58,000

FSLA: Non-Exempt

JOB SUMMARY

This non-supervisory position performs manual work in the construction of improvements to and maintenance of the treatment plant (either water or wastewater). Work is performed under the general guidance of the Superintendent or Assistant Superintendent.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Operates light equipment to include mowers, tractors, sewer jets, and similar equipment and hand tools.
- Occasionally operates heavy construction equipment to include dump truck, back-hoe, loader, sweeper, bucket truck, roller, and similar equipment in construction and repair of infrastructure.
- Performs routine preventative maintenance on plant equipment to include: operating adjustments and calibrations on equipment, basic mechanical and electrical work, and cleaning, lubricating, and replacing equipment parts.
- Performs building and grounds maintenance as needed, including mowing, painting, cleaning, etc.
- Assist Safety Officer with regular safety inspections of plant equipment, facilities, and vehicles; identify potential hazards, record any violations, and take proactive corrective actions.
- Assists with snow and ice removal from roads and sidewalks
- May assist with vehicle and equipment maintenance.
- Subject to after-hours response to emergency situations

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current construction practices and equipment used in construction and maintenance activities.
- Ability to safely operate hand tools.
- Ability to perform manual labor for extended periods, often under unfavorable weather conditions

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school, supplemented by some experience in public works and utilities operations.

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. CDL Class B must be obtained within twelve (12) months of employment in position.

Position is determined to be **ESSENTIAL PERSONNEL**.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Utility Plant Operator
SALARY RANGE: \$30,000 to \$60,000

FSLA: Non-Exempt

JOB SUMMARY

This non-supervisory position conducts the operation and maintenance of the treatment plant (either water or wastewater). Work is performed under the general guidance of the Superintendent or Assistant Superintendent.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Conducts plant operation to include storage facilities, as well as all system pumping facilities.
- Monitor all plant operations and ensures operations are within accepted standards.
- Ensures all necessary readings are recorded to report plant operations to supervisors and appropriated reporting agencies.
- Understand treatment theory/technology appropriate to the plants treatment processes.
- Obtain all required sampling and conduct necessary on-site testing per established procedures and protocols.
- Conducts plant maintenance, as well as snow removal.
- Performs routine preventative maintenance on plant equipment to include: operating adjustments and calibrations on equipment, basic mechanical and electrical work, and cleaning, lubricating, and replacing equipment parts.
- Performs building and grounds maintenance as needed, including mowing, painting, cleaning, etc.
- Assist Safety Officer with regular safety inspections of plant equipment, facilities, and vehicles; identify potential hazards, record any violations, and take proactive corrective actions.
- Assists with preparation of project activity reports and grant applications.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of current construction practices and equipment used in plant operation, construction, and maintenance activities to include possession of the necessary operator's license issued by the Commonwealth of Virginia.
- Thorough knowledge of current regulations for plant operations and safety (VOSH, OSHA, etc.) regulations.
- Ability to develop and communicate work plans and schedules to staff (verbal and written).
- Ability to operate hand tools and heavy equipment.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school, supplemented by two (2) years progressively responsible experience in utilities operations.

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B shall be obtained within twelve (12) months of assuming the position. A Class 2 operator's license for the plant issued by the Commonwealth of Virginia is preferred. Employee shall demonstrate progression to obtaining a



TOWN OF LURAY JOB DESCRIPTION

Class 2 license by obtaining the next higher license within eighteen (18) months of achieving the previous class of operator's license.

Position is determined to be **ESSENTIAL PERSONNEL**.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Superintendent of Utilities
SALARY RANGE: \$55,000 to \$95,000
FSLA: Exempt

JOB SUMMARY

This supervisory position manages, directs, and coordinates the operation of, construction of improvements to, and maintenance of the treatment plant (either water or wastewater). Work is performed under the general guidance of the Town Manager.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Assesses and prioritizes necessary work for treatment plant operations.
- Supervises, directs, and evaluates assigned staff to complete necessary work.
- Develops and oversees staff work schedules to ensure adequate coverage and control of plant operations and work completion.
- Coordinates training and staff development to ensure efficient and safe completion of operations and work.
- Addresses staff concerns and problems through counseling or recommended disciplinary action.
- Interviews potential candidates for employment and makes hiring recommendations.
- Plans, directs, and participates in plant operation to include storage facilities, as well as all system pumping facilities.
- Plans, directs, and participates in plant maintenance, as well as snow removal.
- Plans, directs, and participates in future plant expansion.
- Assists in diagnosing collection/transmission system issues with the Department of Public Works.
- Establishes operating policies, procedures, goals, and objectives.
- Reviews and recommends approval of capital project design plans.
- Inspects in-house and contractor work for progress and conformity to standards.
- Prepares operating budget.
- Manages weekly timesheet and activity reporting
- Manages purchasing for plant operations.
- Responds to public inquiries related to plant operations.
- Assists with preparation of project activity reports and grant applications.
- Coordinates with outside agency inspections of Town projects.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of current construction practices and equipment used in plant operation, construction, and maintenance activities to include possession of the necessary operator's license issued by the Commonwealth of Virginia.
- Thorough knowledge of current regulations for plant operations and safety (VOSH, OSHA, etc.) regulations.
- Ability to develop and communicate work plans and schedules to staff (verbal and written).
- Ability to operate hand tools and heavy equipment.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school, supplemented by ten (10) years progressively responsible experience in utilities operations and administration.

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or



TOWN OF LURAY JOB DESCRIPTION

signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. A Class 2 operator's license for the plant supervised issued by the Commonwealth of Virginia is required; a Class 1 license is preferred.

Position is determined to be **ESSENTIAL PERSONNEL**.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Administrative Assistant/Chief Dispatcher
SALARY RANGE: \$31,000 to \$50,000 **FSLA:** Non-Exempt

JOB SUMMARY

Performs general administrative and communication functions to assist with the protection of life, property, and general order. Work normally consists of communicating with citizens and relaying information to Officers in the field, preparation of purchasing, payroll, budget, and activity reports under the direction of the Chief of Police.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- General typing or reports and correspondence from the Chief of Police, supervisors, detectives, and Officers when necessary
- Keep and maintain adult and juvenile records in accordance with laws pertaining to such documents
- Keep and maintain motor vehicle incident reports
- Keep and maintain records of Department expenditures
- Keep and maintain records and reports to all agencies and internal Town communication
- Performs related tasks as required

KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of office work and operation of Microsoft Office software
- General knowledge of police methods, practices, and procedures
- General knowledge of geography of the Town and surrounding County
- General knowledge of the rules and regulations of the Luray Police Department
- Ability to deal courteously but firmly with the public
- Ability to understand and carry out oral and written instruction
- Ability to establish and maintain effective working relationship with co-workers

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school, supplemented by one (1) year of experience in general office work.

WORKING CONDITIONS

Tasks typically require sedentary work with occasional lifting of up to ten (10) pounds in an office environment

SPECIAL REQUIREMENTS

Possession and maintenance of a valid operator's license issued by the Commonwealth of Virginia is desired. Obtain and maintain First Aid certification.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Captain
SALARY RANGE: \$60,000 to \$100,000
FSLA: Exempt

JOB SUMMARY

Performs complex administrative work in planning and directing the activities of the Police Department. Work normally consists of reviewing previous days incident reports, coordination with the Police Chief, and conveying daily responsibilities and activities to Lieutenants for implementation. Work is performed under the direction of the Chief of Police.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Acts on behalf of or in the absence of the Chief of Police
- Researches, develops, and assists with implementation of policies, procedures, and strategic initiatives
- Consults with Commonwealth Attorney's Office for legal guidance on significant internal and external issues
- Coordinates and oversees incident support services
- Provides counseling and guidance to Officers on various tactical, operational, administrative and personnel matters
- Assists with the development and implementation of the Department's strategic goals
- Advises and assists in solving highly complex police problems
- Manages the performances of supervisors and staff in their charge to include disciplinary recommendations
- Ensures the Department maintains a state of readiness for response to all critical incidents and that proper training and exercises occur
- Participates in the preparation of the budget and pursues grant opportunities
- Handles media appearances/press releases as needed; serves as an executive-level representative for the Chief of Police
- Works collaboratively with other laws enforcement agencies, government agencies, private businesses, and the greater community in an effort to solve community problems
- Makes arrests and testifies in court; prepares reports
- Participates in a variety of in-service and special training programs
- Participates in after-hours emergency response operations as required
- Performs related tasks as required

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of police methods, practices, and procedures
- Thorough knowledge of the principles and practices of leadership and supervisory techniques
- Thorough knowledge of geography of the Town and surrounding County
- Thorough knowledge of the rules and regulations of the Luray Police Department
- Ability to delegate and assign duties to fulfill mission of the Department
- Ability to deal courteously but firmly with the public and staff
- Ability to understand and carry out oral and written instruction and to prepare clear reports
- Ability to analyze situations and to adopt quick, effective, and reasonable response with due regard to surrounding hazards and circumstances
- Skill in the use of firearms and the operation of an automobile
- Ability to establish and maintain effective working relationship with co-workers
- Ability to assign, instruct, review and supervise the work of subordinate Officers

EDUCATION AND EXPERIENCE

High school diploma or GED; must be at least 21 years of age prior to completion of the training academy. A minimum of ten years of law enforcement experience. College-level coursework or prior work experience in law enforcement, corrections or armed services preferred. Successful applicants must pass a written and a physical agility test; possess or be eligible for a valid driver's license issued by the Commonwealth of Virginia; be a U.S. citizen; have no conviction of felonies and/or habitual misdemeanors; and pass an extensive background investigation which can include a polygraph,



TOWN OF LURAY

JOB DESCRIPTION

psychological, medical and drug screening. Must also successfully complete appropriate training prescribed by the Commonwealth of Virginia for this level of position.

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, running, climbing, kneeling, and manipulating heavy objects in excess of 50 pounds. Tasks include the ability to physically subdue and restrain an individual. Tasks routinely require the ability to communicate verbally and in writing. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens. Tasks are scheduled on varying work schedules to include nights and holidays. Tasks include exposure to stressful and sometimes life-threatening conditions. Potential exposure to bloodborne pathogens. Wears the required uniform and safety equipment.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. Must carry a firearm and qualify annually through skill assessment. Ability to complete required training prescribed by the Luray Police Department and the Commonwealth of Virginia within twelve (12) months of hire. Maintain required certification as prescribed by the Luray Police Department and the Commonwealth of Virginia. Obtain and maintain First Aid certification.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Chief of Police
SALARY RANGE: \$65,000 to \$125,000
FSLA: Exempt

JOB SUMMARY

Performs complex administrative work in planning and directing all activities of the Police Department. Work normally consists of reviewing previous days incident reports, establishing policies and goals for implementation. Work is performed under the direction of the Town Manager.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Plans, programs, directs, and evaluates the operation of the Police Department
- Researches, develops, and implements the policies, procedures, and strategic initiatives
- Develops and manages the annual operating budget
- Consults with Commonwealth Attorney's Office for legal guidance on significant internal and external issues
- Provides counseling and guidance to Officers on various tactical, operational, administrative and personnel matters
- Ensures the Department maintains a state of readiness for response to all critical incidents and that proper training and exercises occur
- Coordinate and recommends hiring and promotion of Officers to the Town Manager
- Handles media appearances/press releases as needed
- Works collaboratively with other laws enforcement agencies, government agencies, private businesses, and the greater community in an effort to solve community problems
- Attends Town Council Meeting
- Makes arrests and testifies in court; prepares reports
- Participates in a variety of in-service and special training programs
- Participates in after-hours emergency response operations as required
- Performs related tasks as required

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of police methods, practices, and procedures
- Thorough knowledge of the principles and practices of leadership and supervisory techniques
- Thorough knowledge of geography of the Town and surrounding County
- Thorough knowledge of the rules and regulations of the Luray Police Department
- Ability to delegate and assign duties to fulfill mission of the Department
- Ability to deal courteously but firmly with the public and staff
- Ability to understand and carry out oral and written instruction and to prepare clear reports
- Ability to analyze situations and to adopt quick, effective, and reasonable response with due regard to surrounding hazards and circumstances
- Skill in the use of firearms and the operation of an automobile
- Ability to establish and maintain effective working relationship with co-workers
- Ability to assign, instruct, review and supervise the work of subordinate Officers

EDUCATION AND EXPERIENCE

High school diploma or GED; must be at least 21 years of age prior to completion of the training academy. A minimum of ten years of law enforcement experience. College-level coursework or prior work experience in law enforcement, corrections or armed services preferred. Successful applicants must pass a written and a physical agility test; possess or be eligible for a valid driver's license issued by the Commonwealth of Virginia; be a U.S. citizen; have no conviction of felonies and/or habitual misdemeanors; and pass an extensive background investigation which can include a polygraph, psychological, medical and drug screening. Must also successfully complete appropriate training prescribed by the Commonwealth of Virginia for this level of position.



TOWN OF LURAY

JOB DESCRIPTION

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, running, climbing, kneeling, and manipulating heavy objects in excess of 50 pounds. Tasks include the ability to physically subdue and restrain an individual. Tasks routinely require the ability to communicate verbally and in writing. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens. Tasks are scheduled on varying work schedules to include nights and holidays. Tasks include exposure to stressful and sometimes life-threatening conditions. Potential exposure to bloodborne pathogens. Wears the required uniform and safety equipment.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. Must carry a firearm and qualify annually through skill assessment. Ability to complete required training prescribed by the Luray Police Department and the Commonwealth of Virginia within twelve (12) months of hire. Maintain required certification as prescribed by the Luray Police Department and the Commonwealth of Virginia. Obtain and maintain First Aid certification.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Detective Sergeant
SALARY RANGE: \$45,000 to \$75,000

FSLA: Non-Exempt

JOB SUMMARY

Performs intermediate community-oriented police work in the protection of life, property, and general order through the enforcement of laws and ordinances. Work normally consists of investigating incidents to conclusion, normally closing with the preparation of a case for prosecution, gathering of intelligence of ongoing criminal activity, outside agency coordination, case preparation, and other specialized activities. Work can also include routine patrol and traffic control duties in a designated area on an assigned shift. Work is performed under the direction of the Chief of Police through the ranking officer on duty.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Investigates all assigned cases to the standard established by the Department
- Demonstrates skills in interviewing and interrogating, properly observing legal safeguards, and prepares depositions
- Testifies in various state and federal courts, presenting a professional and competent image of the Department
- Develops and maintains case files and other paperwork appropriate to investigative matters. Knowledgeable about relevant legal processes such as grand juries and obtaining warrants
- Gathers and safeguards evidence
- Gathers intelligence related to criminal activities, analyzes information, and makes available for investigation or other purposes
- Informs the Chief of Police about all investigative responsibilities and particularly the status of cases
- Maintains liaison with detectives/investigators of other agencies, court personnel, and correctional officers on matters of mutual concern
- Actively promotes crime-prevention strategies and methods. Knowledgeably advises citizens and businesses on crime prevention
- Performs all duties required of Patrol Officers
- Participates in a variety of in-service and special training programs
- May serve as field training officer
- Participates in after-hours emergency response operations as required
- Performs related tasks as required

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of police methods, practices, and procedures
- Thorough knowledge of police investigative methods and techniques of identification
- Thorough knowledge of rules and evidence and the law of interrogation and search and seizure
- Thorough knowledge of geography of the Town and surrounding County
- Thorough knowledge of the rules and regulations of the Luray Police Department
- Ability to question and interview skillfully
- Ability to organize and prepare clear and concise reports
- Ability to deal courteously but firmly with the public
- Ability to understand and carry out oral and written instruction and to prepare clear reports
- Ability to analyze situations and to adopt quick, effective, and reasonable response with due regard to surrounding hazards and circumstances
- Skill in the use of firearms and the operation of an automobile
- Ability to establish and maintain effective working relationship with co-workers

EDUCATION AND EXPERIENCE



TOWN OF LURAY

JOB DESCRIPTION

High school diploma or GED; must be at least 21 years of age prior to completion of the training academy. A minimum of three years of law enforcement experience. College-level coursework or prior work experience in law enforcement, corrections or armed services preferred. Successful applicants must pass a written and a physical agility test; possess or be eligible for a valid driver's license issued by the Commonwealth of Virginia; be a U.S. citizen; have no conviction of felonies and/or habitual misdemeanors; and pass an extensive background investigation which can include a polygraph, psychological, medical and drug screening. Must also successfully complete appropriate training prescribed by the Commonwealth of Virginia for this level of position.

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, running, climbing, kneeling, and manipulating heavy objects in excess of 50 pounds. Tasks include the ability to physically subdue and restrain an individual. Tasks routinely require the ability to communicate verbally and in writing. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens. Tasks are scheduled on varying work schedules to include nights and holidays. Tasks include exposure to stressful and sometimes life-threatening conditions. Potential exposure to bloodborne pathogens. Wears the required uniform and safety equipment.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. Must carry a firearm and qualify annually through skill assessment. Ability to complete required training prescribed by the Luray Police Department and the Commonwealth of Virginia within twelve (12) months of hire. Maintain required certification as prescribed by the Luray Police Department and the Commonwealth of Virginia. Obtain and maintain First Aid certification.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Lieutenant
SALARY RANGE: \$50,000 to \$80,000

FSLA: Non-Exempt

JOB SUMMARY

Performs complex administrative work in planning and directing the activities of the Police Department. Work normally consists reviewing previous days incident reports, developing operational plans for duty Patrol Officers, coordination with the Police Chief, and conveying daily responsibilities and activities to Duty Sergeants for implementation. Work is performed under the direction of the Chief of Police.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Responsible for training, coaching, and mentoring Police Officers
- Review of incident reports
- Responds to major criminal and civil incidents to direct the response of Officers
- Provides oversight of the property and evidence control functions
- Researches, develops, and assists with implementation of policies, procedures, and strategic initiatives
- Consults with Commonwealth Attorney's Office for legal guidance on significant internal and external issues
- Coordinates and oversees incident support services
- Advises and assists in solving highly complex police problems
- Manages the performances of supervisors and staff in their charge to include disciplinary recommendations
- Ensures the Department maintains a state of readiness for response to all critical incidents and that proper training and exercises occur
- Participates in the preparation of the budget and pursues grant opportunities
- Assists with developing and implementing Operational Orders (Action Plans) and After Action Reports that support problem solving activities and special enforcement activities
- Performs liaison activities with community leaders and citizen groups within the framework of Community Policing
- Helps investigate crimes; helps collect evidence; conducts searches; investigates traffic accidents
- Responds to radio dispatches and answers calls and complaints
- Makes arrests and testifies in court; prepares reports
- Provides police escorts, directs traffic; performs residential and commercial checks
- Participates in a variety of in-service and special training programs
- Participates in after-hours emergency response operations as required
- Performs related tasks as required

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of police methods, practices, and procedures
- Thorough knowledge of the principles and practices of leadership and supervisory techniques
- Thorough knowledge of geography of the Town and surrounding County
- Thorough knowledge of the rules and regulations of the Luray Police Department
- Ability to delegate and assign duties to fulfill mission of the Department
- Ability to deal courteously but firmly with the public and staff
- Ability to understand and carry out oral and written instruction and to prepare clear reports
- Ability to analyze situations and to adopt quick, effective, and reasonable response with due regard to surrounding hazards and circumstances
- Skill in the use of firearms and the operation of an automobile
- Ability to establish and maintain effective working relationship with co-workers
- Ability to assign, instruct, review and supervise the work of subordinate Officers

EDUCATION AND EXPERIENCE



TOWN OF LURAY

JOB DESCRIPTION

High school diploma or GED; must be at least 21 years of age prior to completion of the training academy. A minimum of five years of law enforcement experience. College-level coursework or prior work experience in law enforcement, corrections or armed services preferred. Successful applicants must pass a written and a physical agility test; possess or be eligible for a valid driver's license issued by the Commonwealth of Virginia; be a U.S. citizen; have no conviction of felonies and/or habitual misdemeanors; and pass an extensive background investigation which can include a polygraph, psychological, medical and drug screening. Must also successfully complete appropriate training prescribed by the Commonwealth of Virginia for this level of position.

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, running, climbing, kneeling, and manipulating heavy objects in excess of 50 pounds. Tasks include the ability to physically subdue and restrain an individual. Tasks routinely require the ability to communicate verbally and in writing. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens. Tasks are scheduled on varying work schedules to include nights and holidays. Tasks include exposure to stressful and sometimes life-threatening conditions. Potential exposure to bloodborne pathogens. Wears the required uniform and safety equipment.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. Must carry a firearm and qualify annually through skill assessment. Ability to complete required training prescribed by the Luray Police Department and the Commonwealth of Virginia within twelve (12) months of hire. Maintain required certification as prescribed by the Luray Police Department and the Commonwealth of Virginia. Obtain and maintain First Aid certification.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Patrol Officer
SALARY RANGE: \$36,000 to \$58,000

FSLA: Non-Exempt

JOB SUMMARY

Performs general community-oriented police work in the protection of life, property, and general order through the enforcement of laws and ordinances. Work normally consists of routine patrol, preliminary investigation and traffic control duties in a designated area on an assigned shift. Patrol may be performed in motor vehicles, on bicycle or on foot. Police Officer duties involve an element of personal danger, and employees must be able to act without immediate supervision and exercise independent judgment in meeting emergencies. Work is performed under the direction of the Chief of Police through the ranking officer on duty.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- On an assigned shift, operates a patrol vehicle or walks to observe for violations of traffic laws, suspicious activities or persons, Code Enforcement violations, and disturbances of law and order
- Interviews victims and witnesses to obtain additional necessary information regarding crime, accident, violation, etc.
- Helps investigate crimes; helps collect evidence; conducts searches; investigates traffic accidents
- Responds to radio dispatches and answers calls and complaints
- Issues traffic citations; serves warrants, summons, etc.; completes arrest records
- Makes arrests and testifies in court; prepares reports
- Provides police escorts, directs traffic; performs residential and commercial checks
- Participates in a variety of in-service and special training programs
- Responds to and investigates domestic disputes; assists other law enforcement agencies when requested or assigned;
- May serve as field training officer as qualified
- May be assigned to investigation, crime prevention, community service or other technical or special support operations;
- Participates in after-hours emergency response operations as required
- Performs related tasks as required

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of police methods, practices, and procedures
- Thorough knowledge of geography of the Town and surrounding County
- Thorough knowledge of the rules and regulations of the Luray Police Department
- Ability to deal courteously but firmly with the public
- Ability to understand and carry out oral and written instruction and to prepare clear reports
- Ability to analyze situations and to adopt quick, effective, and reasonable response with due regard to surrounding hazards and circumstances
- Skill in the use of firearms and the operation of an automobile
- Ability to establish and maintain effective working relationship with co-workers

EDUCATION AND EXPERIENCE

High school diploma or GED; must be at least 21 years of age prior to completion of the training academy. College-level coursework or prior work experience in law enforcement, corrections or armed services preferred. Successful applicants must pass a written and a physical agility test; possess or be eligible for a valid driver's license issued by the Commonwealth of Virginia; be a U.S. citizen; have no conviction of felonies and/or habitual misdemeanors; and pass an extensive background investigation which includes a polygraph, psychological, medical and drug screening. Must also successfully complete appropriate training prescribed by the Commonwealth of Virginia for this level of position.

WORKING CONDITIONS



TOWN OF LURAY

JOB DESCRIPTION

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, running, climbing, kneeling, and manipulating heavy objects in excess of 50 pounds. Tasks include the ability to physically subdue and restrain an individual. Tasks routinely require the ability to communicate verbally and in writing. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens. Tasks are scheduled on varying work schedules to include nights and holidays. Tasks include exposure to stressful and sometimes life-threatening conditions. Potential exposure to bloodborne pathogens. Wears the required uniform and safety equipment.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. Must carry a firearm and qualify annually through skill assessment. Ability to complete required training prescribed by the Luray Police Department and the Commonwealth of Virginia within twelve (12) months of hire. Maintain required certification as prescribed by the Luray Police Department and the Commonwealth of Virginia. Obtain and maintain First Aid certification.



TOWN OF LURAY JOB DESCRIPTION

POSITION: Sergeant
SALARY RANGE: \$45,000 to \$75,000

FSLA: Non-Exempt

JOB SUMMARY

Performs intermediate community-oriented police work in the protection of life, property, and general order through the enforcement of laws and ordinances. Work normally consists of routine patrol, preliminary investigation, traffic control duties in a designated area on an assigned shift, and supervision of shift Officers. Patrol may be performed in motor vehicles, on bicycle or on foot. Police Officer duties involve an element of personal danger, and employees must be able to act without immediate supervision and exercise independent judgment in meeting emergencies. Supervisory work includes assignment of shift staff duties, review of shift work performed, and oversight of crime scenes as needed. Work is performed under the direction of the Chief of Police through the ranking officer on duty.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Responsible for training, coaching, and mentoring Police Officers
- Assists and review preparation of incident reports
- Assists with roll call briefing at the beginning of shift
- Responds to major criminal and civil incidents to direct the response of Officers in the absence of the Lieutenant
- Develops and implements Operational Orders (Action Plans) and After Action Reports that support problem solving activities and special enforcement activities
- Performs liaison activities with community leaders and citizen groups within the framework of Community Policing
- On an assigned shift, operates a patrol vehicle or walks to observe for violations of traffic laws, suspicious activities or persons, Code Enforcement violations, and disturbances of law and order
- Interviews victims and witnesses to obtain additional necessary information regarding crime, accident, violation, etc.
- Helps investigate crimes; helps collect evidence; conducts searches; investigates traffic accidents
- Responds to radio dispatches and answers calls and complaints
- Issues traffic citations; serves warrants, summons, etc.; completes arrest records
- Makes arrests and testifies in court; prepares reports
- Provides police escorts, directs traffic; performs residential and commercial checks
- Participates in a variety of in-service and special training programs
- Responds to and investigates domestic disputes; assists other law enforcement agencies when requested or assigned;
- May serve as field training officer
- May be assigned to investigation, crime prevention, community service or other technical or special support operations;
- Participates in after-hours emergency response operations as required
- Performs related tasks as required

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of police methods, practices, and procedures
- Thorough knowledge of the principles and practices of leadership and supervisory techniques
- Thorough knowledge of geography of the Town and surrounding County
- Thorough knowledge of the rules and regulations of the Luray Police Department
- Ability to deal courteously but firmly with the public
- Ability to understand and carry out oral and written instruction and to prepare clear reports
- Ability to analyze situations and to adopt quick, effective, and reasonable response with due regard to surrounding hazards and circumstances
- Skill in the use of firearms and the operation of an automobile
- Ability to establish and maintain effective working relationship with co-workers
- Ability to assign, instruct, review and supervise the work of subordinate Officers



TOWN OF LURAY

JOB DESCRIPTION

EDUCATION AND EXPERIENCE

High school diploma or GED; must be at least 21 years of age prior to completion of the training academy. A minimum of three years of law enforcement experience. College-level coursework or prior work experience in law enforcement, corrections or armed services preferred. Successful applicants must pass a written and a physical agility test; possess or be eligible for a valid driver's license issued by the Commonwealth of Virginia; be a U.S. citizen; have no conviction of felonies and/or habitual misdemeanors; and pass an extensive background investigation which can include a polygraph, psychological, medical and drug screening. Must also successfully complete appropriate training prescribed by the Commonwealth of Virginia for this level of position.

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, running, climbing, kneeling, and manipulating heavy objects in excess of 50 pounds. Tasks include the ability to physically subdue and restrain an individual. Tasks routinely require the ability to communicate verbally and in writing. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens. Tasks are scheduled on varying work schedules to include nights and holidays. Tasks include exposure to stressful and sometimes life-threatening conditions. Potential exposure to bloodborne pathogens. Wears the required uniform and safety equipment.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. Must carry a firearm and qualify annually through skill assessment. Ability to complete required training prescribed by the Luray Police Department and the Commonwealth of Virginia within twelve (12) months of hire. Maintain required certification as prescribed by the Luray Police Department and the Commonwealth of Virginia. Obtain and maintain First Aid certification.