



HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Capital Projects Specialist
(22480)

Department of Human Resources
PO Box 470
Hanover, VA 23069
Telephone (804) 365-6075
Facsimile (804) 365-6334

*Department of Public Works
(05)*

Established Date: January 2008

General Description: This is a professional position. The incumbent assists the Department of Public Works in acquisitions, planning, development and construction of County capital projects.

Organization: The Capital Projects Specialist reports to Deputy Director of Public Works and supervises no staff.

Essential Functions:

- Prepares and submits applications for project development.
- Assists in selection, hiring and supervising architects and consultants.
- Assesses project needs, justification of project sites for their development and usage.
- Works with consultants, architects and engineers regarding plan development and implementation.
- Schedules and monitors project progress from planning to completion.
- Works with various County departments and offices to coordinate and implement construction.
- Meets with community groups to supply information regarding plans and to solicit input.
- Makes presentations concerning project development and plans at various public hearing and meetings.
- Assists with capital budget preparation and requests.
- Performs related work as assigned.

Working Conditions:

- A. Hazards
- None Known
- B. Environment
- Office
 - Field – Routine exposure to outside environment which may include severe weather, dust, fumes, noise, vibration, insects and hot/cold temperatures
- C. Physical Effort
- Minimal – Routine lifting of objects less than 15 lbs.
 - Routinely walks over rough terrains, including mud, debris and other obstruction on slopes ranging from 0% to 50%
- D. Exempt

Knowledge, Skills and Abilities: Knowledge of capital project planning concepts, development and all phases of construction, required. Must be able to exercise independent judgment while adhering to County policies and procedures. Ability to read and interpret blueprints, specifications and contract documents, required. Must have effective oral and written communications skills. Ability to establish and maintain effective working relationships with department heads, County staff, clients and vendors.

Education, Experience and Training: Bachelor's degree in park planning, administration, landscape architecture, or related field required with at least three (3) years of related experience preferred – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period
- May work beyond normal work schedule