



## CAPITAL PROJECT SPECIALIST – TRAFFIC

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

**Organization:** The Capital Projects Specialist reports to Deputy Director of Public Works or Traffic Engineer 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.

Hiring range is \$57,152 - \$77,155, plus excellent benefits. To view the full job description or to apply, please visit our career site at [www.hanovercountyjobs.com](http://www.hanovercountyjobs.com) (804) 365-6075.