

County of Henrico Job Classification

Project Specialist Supervisor



General Summary of Classification:

Serves as a working supervisor for an assigned division; supervises division-specific and/or program-specific services and activities including plan review, reporting, inspections, compliance determinations, issue resolution, and stakeholder collaboration; monitors and ensures assigned projects' compliance with approved plans, specifications, requirements, and applicable regulations; prepares and maintains required records and reports; performs related work as assigned under limited supervision.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

- Performs all essential duties of a Project Specialist Senior and additional supervisory responsibilities.
- Serves as a working supervisor with responsibility for staffing, schedules, timecards and leave, performance evaluations, prioritizing and assigning work, facilitating communications and trainings, and related activities including selection, training, coaching, disciplinary actions, and staff development.
- Reviews project plans, specifications, and revisions; provides feedback and comments; identifies issues; resolves identified issues; and ensures project compliance with all applicable technical and regulatory requirements; schedules and facilitates field/site meetings and assists staff with reviews and interpretation.
- Makes accurate project compliance determinations using extensive working knowledge of division and project-specific requirements while on worksites or in the field; assists staff with compliance determinations and resolution efforts.
- Proactively identifies and responds to project issues; researches viable options; collaborates with supervisor, contractors, and stakeholders to make appropriate decisions; oversees or inspects the implementation of approved solutions.
- Serves as a primary contact with internal and external stakeholders to resolve questions, concerns, and operational, program, project, and compliance-related issues.
- Ensures duties and project activities are performed and completed in compliance with County, State, and Federal requirements and deadlines; accurately creates and maintains records, inventories, logs, reports, and other required documentation; prepares and submits required reports.
- Works collaboratively with internal and external stakeholders to accomplish division operational mandates; may develop or assist with policies and procedures.
- Attends public hearings; presents information; answers questions and follows up as needed.
- Obtains and maintains all required licenses and certifications.
- Utilizes required personal protective equipment (PPE) and safety measures while working in work zones and hazardous conditions, within live traffic, near heavy equipment, and in all weather conditions, day or night.

- May be required to work a flexible schedule and assist with inclement weather cleanups.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities (KSA) Typically Required:

- **Occupation-specific:** Extensive working knowledge of division-specific project management, basic engineering and construction practices, and relevant construction, environmental, and stormwater management practices; ability to manage assigned projects to completion within specifications, regulations, and budget; advanced skills for reading and interpreting project plans, identifying issues, and making recommendations; excellent organization and multi-tasking skills to plan, assign, and execute project-related work effectively and ensure timely, accurate completion of division workloads and responsibilities.
- **Technical:** Basic computer skills with the ability to proficiently use typical business software, proprietary systems, and applications to complete assigned tasks.
- **Communication, Customer Service and Interpersonal:** Excellent written and oral communication skills; ability to communicate clearly with diverse audiences using non-technical language; ability to represent the County professionally and maintain effective working relationships with internal and external stakeholders.
- **Decision-making and Authority:** Demonstrated sound judgment and problem-solving; makes decisions independently within established policies and regulations and escalates unusual or politically sensitive issues appropriately; ability to plan, organize, and conduct meetings and trainings.
- **Leadership:** Supervisory; effectively manages workloads; directs activities of assigned staff; trains, coaches, and evaluates performance; fosters engagement and high morale.
- **Environment:** Works in office settings and at various locations based on assigned duties, including field sites.
- **Physical:** Visual and hearing acuity sufficient for effective interactions, inspections, and data collection; physical condition permitting safe traversal of varied terrain and worksite conditions, including adverse weather and traffic conditions; ability to safely use required PPE.

Minimum Education and Experience:

- **Education:** Graduation from high school supplemented by relevant college or other secondary coursework; two (2) or four (4) year degree in a relevant field preferred.
- **Experience:** Ten (10) years of relevant work experience.
- **OR:** Any equivalent combination of experience and training which provides the necessary Knowledge, Skills, and Abilities.

Other Requirements (License, Certifications, Training, etc.):

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety-sensitive positions.
- Successful completion of NIMS ICS 700; additional NIMS ICS courses may be required.
- Valid driver's license to perform duties at various locations Countywide.

- Valid Class B CDL may be required based on assignment.

Job Code: G.E.M.0006

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This is a generalized class specification and not a job description. Actual duties, qualifications, and requirements vary by position. For more information, contact the Henrico County Department of Human Resources.