

County of Henrico Job Classification

Transportation Specialist II



General Summary of Classification:

Works as part of a crew to fabricate, install, maintain, repair, and replace traffic control signs and pavement markings Countywide; performs field work under varied traffic and weather conditions; sets up safe work zones; operates tools and equipment; maintains accurate records; performs other duties as assigned.

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

- This is the second level of an approved career development plan (CDP).
- Fabricates aluminum traffic control signs; prepares sign blanks; drills aligned mounting holes; stocks finished signs appropriately.
- Installs new traffic control signs, mounting brackets, and various types of signposts; excavates post holes; reclaims and restores signposts.
- Performs routine maintenance and repairs of damaged or defaced signs; removes vegetation that impedes sight distance to signs and signals.
- Applies and maintains pavement markings using approved materials and equipment.
- Sets up and maintains safe work zones in accordance with standards; operates and maintains hand, power, and hydraulic tools and County vehicles.
- Completes work orders and records time, materials, and equipment usage accurately and timely.
- Monitors inventories of materials and hardware; reports shortages and assists with restocking.
- Responds to emergencies and participates in on-call assignments as directed.
- Performs other duties as assigned.

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

- **Occupation-specific:** Working knowledge of traffic control devices, signage materials, pavement marking methods, and applicable standards; ability to read basic plans and sketches; ability to estimate materials for routine installations; attention to safety and work zone practices.
- **Technical:** Proficiency with sign fabrication equipment, pavement marking applicators, and standard hand/power tools; ability to use County systems for timekeeping and work orders; ability to create and maintain accurate records.
- **Interpersonal, Communication and Customer Service:** Ability to communicate clearly and courteously with coworkers, supervisors, contractors, and the public; ability to work effectively as part of a team and represent the County professionally.
- **Decision-making and Authority:** Follows established procedures and standards; identifies routine field issues and elevates unusual or complex situations to the supervisor.
- **Leadership:** Non-supervisory; may provide guidance to less experienced staff.

- **Environment:** Works outdoors in and around active roadways; may be exposed to adverse temperature and weather conditions.
- **Physical:** Physical condition sufficient for heavy lifting, bending, carrying equipment, prolonged standing, and safely operating vehicles and equipment.

Minimum Education and Experience:

- **Education:** High school diploma or GED.
- **Experience:** Two (2) or more 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 all required NIMS courses.

Job Code: G.H.L.0022

Date of Last Revision: 22-Jan-2026

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.