

County of Henrico Job Classification

Transportation Specialist III



General Summary of Classification:

Performs advanced technical work and serves as a lead worker for crews installing and maintaining traffic control signs and pavement markings; plans work sequences and work zones; performs complex fabrications and installations; trains others; ensures compliance with standards and safety regulations; maintains accurate records; performs other duties as assigned.

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

- This is the third level of an approved career development plan (CDP).
- Serves as lead worker for assigned crews; plans daily work, sequences tasks, and sets up safe work zones for complex sign and marking projects.
- Performs complex sign fabrication and installation; interprets plans, layouts, and field conditions; ensures installations meet specifications and standards.
- Applies pavement markings using specialized equipment and materials; performs layout, measurement, and quality checks.
- Trains and guides staff in proper installation, maintenance, repair techniques, and equipment operation.
- Coordinates with Traffic Operations leadership on schedules, materials, and project priorities; provides status updates and resolves routine field issues.
- Completes work orders and prepares related records and reports accurately and timely; assists with material estimates.
- Monitors inventory levels; identifies needs and recommends orders to maintain continuous operations.
- 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:** Considerable knowledge of traffic control standards, MUTCD-aligned practices, signage systems, and pavement marking applications; ability to read and interpret plans and specifications; ability to prepare accurate material estimates and conduct quality checks.
- **Technical:** Proficiency with hydraulic and specialty equipment for fabrication and markings; intermediate computer skills for work orders and documentation; ability to maintain equipment and calibrations.
- **Interpersonal, Communication and Customer Service:** Strong oral and written communication skills; ability to train, coach, and coordinate the work of others; ability to interact professionally with contractors, vendors, and the public.

- **Decision-making and Authority:** Manages competing priorities and makes sound field decisions under pressure, including during emergency responses; escalates non-routine issues appropriately.
- **Leadership:** Lead worker; provides day-to-day guidance, sets expectations, and monitors work quality.
- **Environment:** Works outdoors in and around varying traffic conditions; may be exposed to adverse temperature and weather conditions.
- **Physical:** Physical ability for heavy lifting, bending, carrying equipment, extended walking/standing, and safe operation of vehicles and equipment.

Minimum Education and Experience:

- **Education:** High school diploma or GED.
- **Experience:** Three (3) or more years of relevant work experience, including lead worker experience preferred.
- **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.0024

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.