

County of Henrico Job Classification

Transportation Specialist IV



General Summary of Classification:

Serves as a senior specialist and working lead; plans and coordinates complex Countywide projects for signs and pavement markings; leads multiple crews; ensures compliance, quality control, and readiness of work zones; trains staff; manages documentation and assists with material estimates and inventory; performs other duties as assigned.

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

- This is the fourth level of an approved career development plan (CDP).
- Plans and leads multiple crews on complex sign and pavement marking projects; develops work plans, schedules, and work zone layouts to meet standards, timelines, and cost objectives.
- Performs advanced fabrications and installations; interprets complex plans and field conditions; conducts inspections and quality assurance to ensure compliance with specifications and standards.
- Coordinates with supervisors, contractors, and vendors to sequence work, secure materials, and resolve field issues; provides detailed progress updates and prepares project documentation.
- Trains staff on advanced techniques, equipment operation, and safety practices; mentors lead workers to ensure consistent quality and adherence to standards.
- Prepares accurate records, reports, and material estimates; completes work orders for self and others in a timely manner.
- Assists with inventory management, including drafting specifications and recommending orders to maintain supplies and specialized materials.
- Responds to emergencies and performs on-call duties as assigned; documents incidents and follow-up actions.
- May serve as acting supervisor in the absence of supervisory staff.
- Performs other duties as assigned.

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

- **Occupation-specific:** Extensive knowledge of traffic control standards, signage systems, and pavement marking methods; advanced ability to interpret plans, conduct inspections, and verify compliance; ability to prepare accurate estimates and oversee complex field operations.
- **Technical:** Advanced proficiency with specialized fabrication and marking equipment; strong computer skills for documentation and work order systems; ability to maintain equipment and oversee calibrations.
- **Interpersonal, Communication and Customer Service:** Strong communication and coaching skills; ability to lead crews, coordinate with contractors and vendors, and represent the County professionally; ability to maintain high morale and engagement.

- **Decision-making and Authority:** Independently plans and executes complex projects; makes sound decisions in dynamic field environments and during emergencies.
- **Leadership:** Working lead for multiple crews; provides training, mentoring, and quality control; may act in a supervisory capacity when needed.
- **Environment:** Works in varied outdoor settings and active roadways; frequently exposed to adverse weather conditions.
- **Physical:** Physical condition sufficient for heavy lifting, bending, carrying equipment, climbing, and safe operation of vehicles and specialized equipment.

Minimum Education and Experience:

- **Education:** High school diploma or GED.
- **Experience:** Five (5) or more years of relevant work experience, including lead worker or supervisory 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.0025

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.