



County of  
**Henrico**  
Virginia

Human Resources Department  
PO Box 90775  
Henrico, VA 23273-0775  
804-501-4628  
FAX 804-501-5287

CLASS SPECIFICATION FOR:

**Transportation Specialist Shop Manager**

**General Statement of Duties:**

Supervises the fabrication, installation, and maintenance of non-electrical traffic control devices and systems; does related work as required.

**Distinguishing Features of Class:**

This is supervisory work directing traffic sign fabrication, installation, and street-marking activities. Assignments require the application of a considerable knowledge of the Manual on Uniform Traffic Control Devices. Duties are performed in accordance with established policies and procedures under the general supervision of the Assistant Traffic Engineer. Supervision is exercised over a staff of skilled and semi-skilled production and maintenance personnel.

**Examples of Assigned Duties** (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Supervises two Transportation Specialist Supervisors and oversees maintenance crews engaged in the installation and maintenance of traffic regulatory, warning, and guide signs, street name signs, and related pavement marking operations;
- Responsible for the effective supervision of full-time, part-time and temporary staff including staff schedules, time cards and leave, performance evaluations, prioritizing and assigning work, including on-call assignments, creating and assigning work orders, and other related activities not limited to selection, training, coaching, disciplinary actions and development;
- Trains or guides Transportation Specialists in complex installations, modifications, repairs and maintenance of traffic signs and pavement markings and supporting apparatus;
- Instructs personnel in proper work methods and procedures and personally directs and participates as necessary in the more complex and difficult work assignments;
- Inspects traffic sign and pavement marking installations, modifications, maintenance and repairs performed by County staff to ensure work performed meets design plan specifications and County standards;
- Assists with managing the inventory for the section, may include writing specifications, submitting orders and inventorying;
- Orders and maintains an inventory of materials, spare parts, and equipment as necessary;
- Prepares and maintains records on work activities;
- Meets regularly with assigned staff to facilitate open, accurate and up-to-date communications and collaboration;
- Approves the selection of full-time, part-time, temporary and seasonal staff;
- Maintains current knowledge of traffic sign fabrications and installations, including related equipment and tools and related federal, state and local guidelines, codes and regulations;
- Maintains current knowledge of pavement markings and installations, including related equipment and tools and related federal, state and local guidelines, codes and regulations;
- other duties as assigned.

**Required Knowledge, Skills and Abilities:**

Considerable knowledge of traffic control using road markings and signs; considerable knowledge of various federal, state and local codes and regulations pertaining to traffic control using markings and signs; mechanical aptitude; ability to read and write and to understand and follow complex oral and written instructions; ability to read and accurately interpret traffic control blueprints and plans; requires thorough knowledge of work zone traffic control, occupational hazards, safety precautions, and safety regulations related to traffic control activities as well as County safety and risk management policies and practices; ability to perceive hazards and to take precautionary measures to ensure the safety of self and staff working in the County roadways; basic skills in the use and care of hand, power and hydraulic tools, equipment, and materials; physical condition that permits the activities necessary in and inherent to the installation, maintenance, repair and replacement of traffic and directional signs and pavement markings such as heavy lifting, bending and moving and carrying equipment, and safely driving and working in/around varying traffic conditions and working under adverse temperature and/or weather conditions; ability to multitask and effectively manage competing priorities and make sound decisions; good supervisory skills including good training skills and the ability to effectively manage workloads and projects and to foster and maintain high morale and engagement; critical thinking skills with the ability to problem solve and make sound decisions, including but not limited to working under pressure and in emergency situations; good oral and written communication skills; ability to express ideas and complex instructions clearly and concisely, orally and in writing; ability to establish and maintain good working relationships with County staff, contractors, vendors, customers and the public; ability to develop and maintain detailed and accurate records and to make regular and special reports; basic accounting or other financial skills with



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CLASS SPECIFICATION FOR:  
**Traffic Operations Supervisor**

sufficient ability to develop estimates, manage expenditures in accordance with County Finance policies and manage operations effectively within budget; basic computer skills with ability to use computer for creating and approving timecards and leave slips, and for creating and maintaining accurate records in County systems; demonstrated ability to prepare accurate material estimates; personal accountability including teamwork and establishing and maintaining positive relationships with coworkers, department and other County staff; ability to work independently and as part of a team; excellent customer service skills; tact; and courtesy. Must be able to positively represent the County with the public. Requires ability to work a flexible schedule as needed.

**Minimum Education and Experience:**

Education: Graduation from high school;

Experience: Five (5) years of relevant work experience, with some supervisory experience preferred;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Additional Requirements:**

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Requires a valid driver's license with a safe driving record.
- May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.