



CLASS SPECIFICATION FOR:

Traffic Service Worker II

General Statement of Duties:

This is semi-skilled work in the installation and maintenance of traffic control signs Countywide; installs and maintains pavement markings Countywide; does related work as assigned.

Distinguishing Features of Class:

An employee in this classification is part of a crew responsible for the installation, maintenance, repair and replacement of the County's traffic control signs and pavement markings; safely operates County equipment and vehicles as assigned. Receives general supervision for assigned job duties from the supervisor. Work is primarily performed in the field under all types of weather and traffic conditions Countywide. An employee in this class is subject to being on call for specified periods to respond to emergency calls. Receives general supervision from supervisor.

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

- Assists with the installation, maintenance, repair and replacement of traffic signs for roadways maintained by the County;
- Repairs broken and defaced signs;
- Clears brush and limbs blocking road signs;
- Installs cross walks, school-zone areas, stop lines and other directional pavement markings;
- Removes traffic lines and pavement markings;
- Maintains accurate records of time and materials used in sign installation and maintenance of pavement markings;
- Operates the controls on the truck-mounted paint machines and other equipment as assigned;
- Drives a stake-body truck with truck-mounted attenuator and message board and other County vehicles as assigned;
- May respond to emergency calls relative to traffic-sign repair during assigned on-call periods;
- Assists in preparation of materials for use in sign fabrication;
- May serve as lead worker for assigned crew;
- Safely operates and maintains a wide variety of tools, equipment and County vehicles as needed to perform assigned tasks;
- Attends all scheduled training and meetings;
- Assists with inclement weather cleanups as assigned;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Knowledge of traffic control using road markings and signs; mechanical aptitude; ability to perceive hazards and to take precautionary measures while working in the County roadways; ability to read and write and to understand and follow oral and written instructions; ability to read and accurately interpret traffic control blueprints and plans; basic skills in the use and care of hand and power 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; critical thinking and problem solving skills with the ability to cost effectively and appropriately solve a variety of problems occurring at work sites; good oral and written communication skills; ability to express ideas clearly and concisely, orally and in writing; ability to establish and maintain good working relationships with County staff; basic supervisory skills to serve as a lead worker, including good training skills and the ability to effectively manage workloads, direct the activities of coworkers efficiently, and to foster and maintain high morale and engagement; ability to successfully complete assigned tasks in accordance with applicable guidelines and other requirements within given deadlines; ability to accurately track and report detailed information on work assignments; basic computer skills with ability to use computer for timecards, leave slips, maintaining accurate records, etc.; 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 as needed. Requires ability to work a flexible schedule as needed.



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Minimum Education and Experience:

Education: High school graduation/GED;

Experience: One (1) year of relevant traffic sign or controls experience;

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.
- Requires a valid Class B CDL License with the airbrakes endorsement necessary to operate County equipment and vehicles.
- 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.