

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 5258

**TITLE:** TRANSPORTATION DIVISION CHIEF

**GRADE:** S-33

**DEFINITION:**

Under general direction, plans, organizes, directs, and manages the work of a major division in Transportation; OR serves as the lead and sole County project manager on the Dulles Rail project coordinating county-wide engineering, construction, financial planning, land use, and related transportation efforts; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Transportation Division Chief is distinguished from a Transportation Planner IV in that the Transportation Division Chief plans, organizes, directs, and manages the work of a major division in Transportation OR serves as the lead and sole County project manager on the Dulles Rail project coordinating county-wide engineering, construction, financial planning, land use, and related transportation efforts whereas the Transportation Planner IV typically supervises a branch in Transportation and plans, designs, and implements transportation programs or services.

**ILLUSTRATIVE DUTIES:**

*(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position job description.)*

Plans and directs the work of a major division such as Transportation Planning, Highway Operations, or Transit Operations;

Monitors and evaluates division progress toward meeting goals and objectives;

Adjusts work priorities as needed to assure objectives are met;

Represents the County on committees and ad hoc groups in order to provide technical expertise regarding division transportation issues with which the division is involved;

Presents the results of division studies to elected officials, citizen groups, and other public agencies;

Oversees division activities related to budget and personnel administration;

Provides policy and procedural guidance to staff regarding both technical and administrative issues;

Coordinates division's activities with other County agencies and external agencies such as Virginia Department of Transportation, WMATA, Airport Authority, etc.;

Supervises transportation professionals engaged in the preparation, review, monitoring and implementation of transportation plans, studies and programs;

Develops project schedules and prepares periodic status reports for Director, County Executive and Board of Supervisors;

Serves as lead project manager for all phases of large-scale and complex engineering and construction projects;

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Partners with the county agencies including the County Debt Manager, Planning and Zoning, Public Works, the County Attorney's office and the Office of Public Affairs to coordinate project plan and issues related to financing, permits/land use, contractors, and the media;  
Coordinates with federal, state, and other transportation organizations including the Federal Transportation Agency, VDOT, and WMATA during all phases of the design, development, and construction process; and  
Leads the rail and station area planning efforts and coordinates with business and community groups, Tax District Advisory Board, Dulles Corridor Rail Association, Dulles Area Transportation Association, TYTRAN on the build out of the metro rail system.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

*(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)*

Extensive knowledge of the principles and methods of transportation planning and analysis;  
Knowledge of management concepts and practices;  
Knowledge of budgetary and personnel regulations and procedures;  
Ability to plan, direct, and evaluate the activities and accomplishments of transportation professionals;  
Ability to effectively manage large complex and long-term project across different functions within and outside the organization;  
Ability to communicate effectively, both orally and in writing;  
Ability to establish and maintain effective relationships with subordinates, elected officials, citizen groups, and others engaged in transportation-related matters.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:  
Graduation from a four-year college or university with a degree in civil engineering, urban/transportation planning, financial management, or a related field; PLUS  
Five years of progressively responsible relevant transportation experience, including two years of experience in an administrative/supervisory capacity.  
A Master's degree in civil engineering, urban/transportation planning, or a related field may be substituted for one year of the required transportation experience.

**CERTIFICATES AND LICENSES REQUIRED:**

Possession of a valid Virginia Professional Engineer license for certain positions as identified to the Department of Human Resources. An individual who possesses a valid Professional Engineer in another state will be granted a temporary exemption to this requirement pending the Board for Professional Engineers decision regarding that individual's application for reciprocity.

REVISED:	April 27, 2010
REVISED:	May 6, 2004
REVISED & RETITLED:	February 18, 1993
ESTABLISHED:	February 8, 1988