

SNOHOMISH COUNTY JOB DESCRIPTION

AIRPORT DEVELOPMENT PROJECT MANAGER

Spec No. 1060

BASIC FUNCTION

Supervise the completion of assigned Airport projects; work within a project office team structure that will coordinate and guide the planning, scheduling, architectural and other design services, zoning permit approval, construction contracts and project cost control for design and construction of Airport projects.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides overall project management services on assigned Airport projects within schedule and budget.
2. Performs contract administration including cost estimates, purchasing/bidding, bid evaluation, vendor/contractor recommendation, construction inspections, progress payments, billings, job close-outs, and proper file maintenance.
3. Coordinates and directs the planning, scheduling, architectural and other design services; zoning permit approval, construction contracts, and project cost control for the design and construction of assigned Airport projects.
4. Assist in defining and developing the overall work program, including project plan and schedule; budget; and monitoring, reporting, and quality control systems.
5. Establishes and maintains effective project cost control, assuring that changes and any approved expenditures are within the established budget.
6. Monitors and coordinates all design work performed by all consultants.
7. Assists on coordination of project requirements/objectives of other county departments/offices, functional groups, and related project task teams, as required and needed.
8. Works directly with key managers within user departments and assists them in defining the needs and requirements of the project.
9. Coordinates with other Airport staff in the preparation of materials and other information required to obtain all land use and zoning approvals.
10. Advises in the selection process for contractors, oversees the bid and award phase activities, coordinates the development of contracts and monitors the work performed on a day-to-day basis to assure compliance with contract for assigned Airport projects.
11. Coordinates and manages the system for resolving conflicts/disputes over change orders and other issues relating to assigned Airport projects.

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Spec No. 1060

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

12. Provides technical assistance and owner preferences to architects, other consultants, project construction managers and engineers.
13. Provides documentation and guidance regarding matters requiring compliance with state policy and statutes.

STATEMENT OF OTHER JOB DUTIES

14. May assist the Airport in communicating information about the project to community groups, the general public, the media and others.
15. Provides technical insight and advice on project and construction management to other members of the Airport.
16. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree in architecture, architectural engineering, engineering, construction management or business administration; AND, eight (8) years of experience in building construction related activities including design, maintenance, operations, remodeling, and/or construction with emphasis on architecture, engineering, program/construction/contract management and/or capital program management; OR, any equivalent combination of training and/or experience that provides for the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- general construction laws
- general construction and contract administration in projects of comparable size, scope and type, including, plans and specification development, building systems and elements, and program management
- local government procedures and purchasing requirements
- federal, state and local laws, rules and regulations related to area of assignment
- local and regional vendors, contractors, and suppliers in related fields
- budget preparation and administration
- safety rules, regulations and procedures

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KNOWLEDGE AND ABILITIES (Continued)

- commercial building code
- construction inspection, beneficial occupancy and building commissioning
- interior space design and utilization

Ability to:

- establish and maintain effective working relationships with elected officials, department heads, associates, subordinates, representatives of other agencies and with the general public
- maintain cost/quality/schedule assurance requirements
- develop and establish work plans for projects of comparable size and scope, and to establish and maintain project schedules
- utilize and manage all consultant architectural, engineering and trade services
- manage multiple project components; communicate effectively orally and in writing

SUPERVISION

Employee reports to the Airport Director. The work is performed with a high degree of independence and is reviewed through conferences, periodic reports and results obtained.

WORKING CONDITIONS

This position involves a combination of office and field work. The field work will be performed in a typical construction environment. Some work may be performed near detained inmates. Employee will experience exposure to all normal conditions associated with general construction work including building debris, moving machinery and equipment, overhead work, and elevated working conditions in typical local annual weather conditions.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: March 1995 as Juvenile Justice Center Project Manager
Revised and Re-titled: 1999 Regional Justice Center Project Manager, January 2001
Construction Management Specialist, September 2018 Campus Redevelopment Project Mgr
Revised: October 2001, January 2002
EEO Category: 2 - Professionals
Pay Grade: 114 - Management Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous