

# SNOHOMISH COUNTY JOB DESCRIPTION

## AIRPORT ENVIRONMENTAL AND LAND DEVELOPMENT MANAGER

Spec No. 3391

### BASIC FUNCTION

The duties of this class are in support of the Airport environmental and land development functions. Responsibilities include the lead responsibility for planning and managing airport environmental programs (examples: National Pollutant Discharge Elimination System, Clean Water, State Environmental Policy Act, Green House Gas, HazMat) and land development construction projects (examples: Future of Flight, Dreamlifter Operations Center, and Binding Site Plan).

The environmental responsibilities include making SEPA threshold determinations; directing and managing environmental plans in the areas of storm water, wetlands and wildlife control. The land development responsibilities include managing the planning, budgeting, scheduling and construction for land development construction projects.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Reviews and makes State Environmental Policy Act (SEPA) threshold recommendations and determinations based upon environmental checklists submitted for construction and land use proposals affecting the Airport.
2. Represents the Airport in jurisdictional discussions with federal or state agencies related to periodic re-issuance of the National Pollutant Discharge Elimination System (NPDES) industrial stormwater permit.
3. Serves as Airport's lead on formulation and tracking of Clean Water Act permits related to NPDES industrial and municipal stormwater. Serves as Airport representative on other high level federal or state law compliance efforts related to the Clean Water Act and Endangered Species Act, or other laws as assigned.
4. Assumes direct and independent responsibility for Airport-wide environmental programs and projects, as assigned by the Airport Director or Deputy Director.
5. Makes reports to the Executive and Council on the status of federal, state and local permit compliance and other efforts
6. Oversees and directs staff and / or contractors on compliance with the Federal Aviation Administration mandated Wildlife Hazard Management Plan.
7. Oversees, directs and ensures that Airport projects and programs comply with all applicable local, state and federal environmental laws, regulations and policies. Coordinates with the Prosecuting Attorney
8. Determines need for consultants in environmental and land development programs; develops scopes of work, selects consultants, negotiates contracts and oversees work of environmental consultants.

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **AIRPORT ENVIRONMENTAL AND LAND DEVELOPMENT MANAGER**

Spec No. 3391

#### **STATEMENT OF ESSENTIAL JOB DUTIES** (Continued)

9. Oversees and directs the Airport Binding Site Plan and Record of Survey Program. Develops scopes of work, selects consultants, negotiates contracts and oversees work of consultants.
10. Administers contracts, including cost estimates, purchasing / bidding and bid evaluation. Provides general contract administration including vendor/contractor recommendation, construction inspections, progress payments, billings, job close out, warranty management and proper file maintenance.
11. Directs and coordinates the planning, scheduling, architectural and other design services, grading/building permit and Certificate of Occupancy (C of O) applications and approvals, construction contracts, and project cost control for design and construction.
12. Establishes and maintains effective project cost control, assuring that changes and any approved expenditures are within the established budget.
13. Monitors construction site for compliance with applicable safety requirements and takes actions as appropriate when safety violations or hazards occur.
14. Provides technical assistance in resolving conflicts or problems.

#### **STATEMENT OF OTHER DUTIES**

15. Develops short and long range plans for consideration and approval of the Department Director; assists the director in the preparation and coordination of the department's annual budget and work program.
16. Represents the Airport in negotiations with property owners, municipalities and other units of government concerning environmental and land development issues.
17. Serves as spokesperson to communicate information about assigned projects to community groups, the general public, the media and others as directed by Airport Director.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree in environmental studies, construction management or governmental affairs, AND, ten (10) years experience dealing with regulatory environmental issues including five (5) years experience in design, construction or construction management; OR, any equivalent combination of education and/or experience which provides the skills, knowledge and ability necessary to perform the work. Must pass job related tests.

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **AIRPORT ENVIRONMENTAL AND LAND DEVELOPMENT MANAGER**

Spec No. 3391

#### **SPECIAL REQUIREMENTS**

A valid Washington State Driver's License is required.

Firearm certification.

Hazardous materials certification must be obtained within six (6) months of employment.

State Certified Erosion and Sediment Control Lead within six (6) months of employment.

#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- federal, state and local environmental regulations and compliance
- principles and practices of construction project management
- principles and practices of government purchasing contracting
- environmental planning and analysis
- budget preparation and administration
- principles and practices of program planning, organization and administration
- general construction and contract administration in projects with project costs from 15 to 20 million dollars, including plans and specification development, building systems and elements, and program management

Ability to:

- manage construction disciplines and contractor relationships to complete projects;
- maintain cost/quality/schedule assurance requirements
- analyze and interpret special reports and technical data
- prepare program plans and budgets
- evaluate programs, policies and procedures, analyze operations and recommend effective action to correct deficiencies and resolve problems
- read and interpret federal, state and local governmental laws, standards and regulations
- develop and establish work plans for projects of comparable size and scope, and to establish and maintain project schedules
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds
- manage multiple projects, as well as multiple project components
- prepare a variety of correspondence, reports and other written materials

#### **SUPERVISION**

This position reports to the Snohomish County Airport Deputy Director – Land Development. The work is performed with a high degree of independence and is reviewed through conferences, periodic report and results obtained. A successful accomplishment of the work plan for this position is critical to achieving the goals of the Airport Master Plan. Work

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **AIRPORT ENVIRONMENTAL AND LAND DEVELOPMENT MANAGER**

Spec No. 3391

#### **SUPERVISION** (Continued)

under this section, if mishandled, could expose the county to significant liability from civil or criminal penalties or from third party lawsuits.

#### **WORKING CONDITIONS**

This position involves a combination of office and field work. The field work will be performed in a typical construction environment. 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: January 2013  
EEO Category: 2 - Professionals  
Pay grade: 110 - Management Pay Plan  
Workers Comp: 1501 Hazardous