

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**AIRPORT ENVIRONMENTAL PROJECT MANAGER**

Spec No. 2017

**BASIC FUNCTION**

The primary duties of this class are in support of the county's environmental functions. Responsibilities include planning and managing capital projects; supervising environmental and construction consultants; making final SEPA threshold determinations on all Airport projects; and developing, implementing and monitoring environmental plans in the areas of storm and sewer systems, landfills, wetlands, wildlife control, construction projects, noise and air pollution, and hazardous and toxic wastes.

**STATEMENT OF ESSENTIAL JOB DUTIES**

1. Reviews, comments on and makes State Environmental Policy Act (SEPA) threshold determinations based upon environmental checklists submitted for construction and land use proposals affecting the Airport; completes and submits checklist to other agencies with jurisdiction for Airport proposals.
2. Oversees, directs and ensures that all Airport projects and programs, including all proposed plans and legislation, complies with all applicable local, state and federal environmental laws, regulations and policies.
3. Hires and supervises consultants and contractors for planning, design and construction of development projects.
4. Inspects Airport facilities to insure compliance with environmental regulations and coordinates activities with Airport departments and tenants.
5. Develops annual work program and budget for environmental projects, allocates resources to accomplish objectives, and oversees and approves all expenditures as budgeted.
6. Determines need for consultants in environmental programs; develops scopes of work, selects consultants, negotiates contracts and oversees work of environmental consultants.
7. Develops cost estimates, controls project budgets and maintains associated funding records. This includes the review and approval of progress payments to consultant and contractor.
8. Develops and implements policies and procedures related to environmental activities performed at the Airport.

**STATEMENT OF OTHER DUTIES**

9. Serves as representative on various state and local agency committees.

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**MINIMUM QUALIFICATIONS**

Bachelor's degree in environmental studies, public policy or governmental affairs, AND, four (4) years experience dealing with regulatory environmental issues; OR, any equivalent combination of education and/or experience which provides the skills, knowledge and ability necessary to perform the work. Two (2) years experience in managing applicable construction projects. Must pass job related tests.

**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.

**KNOWLEDGE AND ABILITIES**

Knowledge of:

- federal, state and local environmental legislation;
- principals and practices of construction project management;
- principals and practices of government purchasing;
- environmental planning and analysis;
- computer techniques and procedures.

Ability to:

- manage construction disciplines and labor union relationships to complete projects;
- prepare and organize clear records and reports;
- analyze and interpret special reports and technical data;
- prepare program plans and budgets;
- manage multiple projects and components;
- communicate effectively both orally and in writing;
- read and interpret federal, state and local governmental laws, standards and regulations;
- supervise inspections and monitor operation of airport environment.

**SUPERVISION**

Employee receives limited supervision from the Deputy Airport Director - Land Development. The employee carries out successive steps and resolves problems in accordance with instructions, policies and accepted practices, informing supervisor of progress and of potentially controversial matters.

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WORKING CONDITIONS

The work is performed both indoors and outdoors in all types of weather at work sites at the county Airport. The work may involve working at heights, in confined spaces such as crawl spaces, or from ladders or scaffolding. Attendance at off-hour meetings may be required.

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: September 1991 (under spec 341289)

Revised: March 1995 Airport Environmental Coordinator (under spec 340287)

Revised: May 1998

EEO Category: 2 - Professionals

Pay Grade: 243 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous