

SNOHOMISH COUNTY JOB DESCRIPTION

COURTHOUSE PROJECT MANAGER

Spec No. 1176

BASIC FUNCTION

Primary liaison and advocate for the Court to facilitate completion of the Courthouse renovation project. Works within a team structure that includes Superior Court Judges, Snohomish County, the public, architects and consultants; coordinate workflow to minimize operational impacts, and facilitate the development of a strategy for meeting the operational requirements of Snohomish County Superior Court programs and services.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides project management for the Courthouse renovation to ensure operational needs of the Court continue seamlessly, within established timelines and scope of the project.
2. Assists the project team in defining and developing the overall construction life cycle plan, including preconstruction, course of construction and close out of project. This includes but is not limited to scheduling pre-constructive activities; assisting in the creation of the project schedule for the construction team and plan for implementation, budget monitoring, safety, and quality control.
3. Reviews the operating results of the construction team, comparing to established objectives, and taking steps to ensure that appropriate measures are taken to correct any unsatisfactory results.
4. Provides project management by monitoring costs through ongoing evaluation of project; forecasting and analyzing construction costs and exposures from preconstruction through close out of the project.
5. Ensures noise, dust control, temporary ventilation and phased work is effectively managed during the construction life cycle. Escalates critical issues when appropriate.
6. Monitors and coordinates workflow analysis and design work performed by consultants and contractors.
7. Apprises the Presiding Judge and design team members of operational impacts. Maintains positive, productive relations with judicial officers and key partners.
8. Maintains an effective system of communication throughout the project team to ensure the needs of the Court are met.
9. Coordinates and assists in the direction of planning, scheduling, workflow analysis and design services.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Coordinates with other county employees in the preparation of materials and other information required to meet the objectives of the project.
11. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree; AND, six (6) years' experience in full life cycle construction project management or administration of court services within major governmental organizations; OR, any equivalent combination of training and/or experience that provides for the required knowledge and abilities.

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- courtroom operations and work flow
- basic space design principles, total quality management principles
- cost benefit, policy, and workflow analysis
- principles of project management;
- criminal justice workflows or the ability to learn these workflows within a reasonable orientation period

Ability to:

- establish and maintain effective working relationships with elected officials, department heads, associates, subordinates, representatives of other agencies and with the general public;
- accurately capture project requirements and verifies that project requirements are met;
- create analytic reports that are solid, clear, and concise;
- work under pressure;
- complete projects on time and on budget;
- computer skills and database knowledge to prepare project reports;
- develop and establish work plans for projects of comparable size and scope, and to establish and maintain project schedules, with project milestones;
- utilize and manage consultant architectural, engineering and trade services;
- manage multiple project components; communicate effectively orally and in writing

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SUPERVISION

Employee reports to the Presiding Judge and works closely with the Facilities Management Director. The work is performed with a high degree of independence and is reviewed through staff conferences, periodic reports and results obtained.

WORKING CONDITIONS

This position involves a combination of office and field work. The field work will primarily be performed in the Snohomish County Courthouse. The position will require flexibility in the work schedule.

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: November 2017
EEO Category: 1 – Officials and Administrators
Pay Grade: 111 – Management and Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous