

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**CONSTRUCTION REPRESENTATIVE, SENIOR**

Spec No. 3236

**BASIC FUNCTION**

As the County's senior on-site field authority manages the construction of complex public works projects; coordinates all aspects of administering and delivery of construction projects; responsible for ensuring the Contractor's conformance with the contract plans and specifications; monitors construction budgets and schedules. Performs other engineering assignments in design, construction or program development requiring advanced construction expertise on public works projects. Serves as a resource to engineering managers, supervisors and project engineering staff dealing with complex construction issues.

**STATEMENT OF ESSENTIAL JOB DUTIES**

1. Manages and oversees the construction phase of large, complex, high-profile and/or multiple public works projects to ensure compliance with the plans and specifications and monitors construction contract budgets and schedules.
2. Maintains close on-site supervision of projects under construction. Position may require being stationed on project sites during construction.
3. Coordinates and facilitates the activities of multiple project owners, utilities, contractors, permit and regulatory agencies, and funding agencies during project construction.
4. Leads a construction engineering project team or multiple construction engineering project teams consisting of construction support staff, other construction resources groups, and consultant's construction support staff. Mentors and trains staff to develop skills required to perform effective project inspection, prepare accurate contract documentation, and recognize the importance of their role as a project team member.
5. Monitors and coordinates construction engineering activities, maintains field documentation and records, provides construction progress reports and cost projections, prepares contractor progress payment documentation, negotiates and prepares construction contract changes orders, and prepares and monitors construction engineering scopes, budgets, and schedules.
6. Analyzes, designs and details major improvements and modifications to public works projects. Produces specialized design reports and plans, specifications and cost estimates for construction of public works facilities such as roadways and bridges.
7. Reviews engineering design work to ensure proposed designs meet project needs, engineering specifications, and regulatory requirements. Makes regular field trips to inspect project sites during planning and design phases.
8. Conducts or directs the preparation of engineering studies by identifying and researching needs and problems in the area of specialization; conducts the collection of field data and the technical evaluations used to develop recommendations.

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

9. Manages engineering consultants performing work on construction projects.
10. Prepares requests for proposals for professional engineering, consulting, and environmental services. Reviews requests from consultants for changes in scope of work and recommends appropriate action.
11. Acts as a technical resource in construction engineering to resolve complex design and construction problems within the public right-of-way and provide assistance in correcting related problems on private property.
12. Provides technical support and acts as engineering liaison between public works, consulting engineering firms and contractors.
13. Provides technical assistance, guidance, and training to other engineering staff.
14. Researches and prepares pertinent data and reports for legal counsel for court actions and represents public works on matters pertaining to construction projects.
15. Reviews and makes recommendations for plans and contract documents for county construction projects before distributing for public bidding process.
16. Confers with the appropriate project manager and organizes meetings related to construction projects.
17. Develops recommendations for mitigating measures for environmental impacts and is responsible to ensure compliance with environmental permits.

**STATEMENT OF OTHER JOB DUTIES**

18. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

A Bachelor of Science degree in civil engineering or a related field, and five (5) years of progressively responsible civil engineering or construction management experience; OR, any equivalent combination of education and experience which provides the required knowledge, skill and ability to perform the work. Must pass job related tests.

**SPECIAL REQUIREMENTS**

Demonstrated expertise in the roles and responsibilities of construction project management as lead engineer, construction manager, or project inspector overseeing large and complex construction projects.

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**SPECIAL REQUIREMENTS** (Continued)

A Professional Engineer's License is desirable but not required.

A valid Washington State Driver's License is required.

**KNOWLEDGE AND ABILITIES**

Knowledge of:

- engineering principles, practices, and standards and the materials and equipment for construction of roads, bridges and other public works project sites
- interpretation and enforcement of contract specifications and documentation requirements
- the current literature, trends, and developments in the field of road, bridge and other public works project sites engineering and construction
- the laws and regulations applicable to road, bridge and project site engineering and construction
- environmental permit conditions and permit compliance requirements

Ability to:

- direct and inspect the work of contractors on major public works construction projects;
- manage assigned team members and consultants; evaluate their work for accuracy and completeness
- determine priorities and risks and adapt to meet project deadlines when changes develop
- make field decisions based on an informed problem solving approach assessing the relative advantages and disadvantages of alternative courses of action
- analyze and evaluate field operations and take effective action to correct deficiencies and resolve problems
- communicate project status updates to management and stakeholders in a timely manner
- develop work plans, schedules, and budgets and monitor throughout project progress
- prepare correspondence, reports, and other written materials and documentation records
- communicate effectively, both orally and in writing
- establish and maintain effective working relationships with public and private officials, staff, consultants, contractors and the public

**SUPERVISION**

The Construction Representative Senior reports to and receives direction from an engineering manager or group supervisor. This position will lead employees on project teams. A considerable degree of independent judgment and action is exercised in resolving

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administrative and technical problems within the framework of established policies, budgetary limits, and engineering standards and practices. Performance is evaluated through conferences and the review of reports to determine program effectiveness and adherence to established policies and objectives.

#### **WORKING CONDITIONS**

The work is required to be performed at construction sites at specified times on public works projects throughout the county and in an office environment. May be stationed on construction sites and required to be physically on site during construction hours. Meeting project requirements may occasionally involve working nights, weekends, or holidays when necessary. Field work is performed in varying weather conditions. Physical hazards from traffic and construction equipment may be present at the site.

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: July 1998

Revised: March 2016

EEO Category: 2 - Professionals

Pay Grade: 244 Classified Pay Plan

Workers Comp: 1501 Hazardous