

SNOHOMISH COUNTY JOB DESCRIPTION
ENGINEER I - CONTRACT ADMINISTRATION

Spec No. 3027

BASIC FUNCTION

Perform entry level professional engineering assignments in contract administration, design and construction; budgetary tracking and reporting of preliminary and construction engineering costs for road, bridge and other construction projects.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assist Engineers II, III, and IV with project management by coordinating funding, scheduling and financial activities on construction projects within Design/Construction, other divisions of Public Works, other county departments or outside agencies.
2. Review billings to outside agencies/departments to insure that correct charges are being billed, and that charges are in line with funding agreement limits.
3. Track project costs on the Annual Construction Program to insure program is in balance.
4. Coordinate with project manager and funding coordinator to initiate Resource Modification form when changes are required on the Annual Construction Program.
5. Serve as lead for Design/Construction on reimbursable service requests; log in service request and coordinate with project manager on project cost and appropriate resource group participation.
6. Set up reimbursable accounts, review monthly billings and make corrections if necessary; prepare monthly billing summaries on electronic spreadsheet and attach appropriate backup documentation.
7. Serve as lead for Design/Construction to work with the Finance Department in design phase audits, resolving outside agency billing problems, and coordinate production of specialized FMIS reports reflecting preliminary and construction engineering charges to projects.
8. Coordinate with Program Planning in initiating construction project charge numbers; prepare project initiation form; review project number list for Design/Construction.
9. Review CRP list prepared by project management technician to insure correct function codes and project phases are listed.
10. Determine and direct appropriate function codes to be used when charging to ACP and reimbursable projects for Design/Construction; determine appropriate resource groups to charge to ACP and reimbursable projects.
11. Oversee the review of FMIS reports for appropriate time charges; coordinate adjustments or corrections with Finance.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

12. Review project correspondence to be familiar with scope and progress of ACP and reimbursable projects; notify project manager or appropriate individual of potential problems involving scheduling, funding or engineering issues.
13. Coordinate with project manager and funding coordinator on interlocal agreements; participate in meetings with other cities and outside agencies in setting up interlocal agreements.
14. Serve as FEMA coordinator for Department of Public Works; answer questions concerning FEMA function, advise all departments of FEMA rules and regulations, approve payments to the county from FEMA; negotiate with federal and state officials to receive additional funds; represent county at all FEMA related activities.

STATEMENT OF OTHER JOB DUTIES

15. Performs other duties as required.

MINIMUM QUALIFICATIONS

A Bachelors degree in civil engineering, business administration, accounting or a related field; OR, an equivalent combination of education and experience which provides the required knowledge, skill and ability to perform the work. One year of experience will be equal to two years of education. Must pass job related tests.

SPECIAL REQUIREMENTS

Previous accounting, finance or engineering experience at a governmental agency is preferred.

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- accounting principles, practices and techniques related to area of assignment;
- the use of computer technology as it relates to standardized reporting concepts;
- engineering principles, practices and techniques in related area of assignment;
- engineering plans, specifications and estimate procedures applied to area of assignment;
- engineering mathematics as applied to area of assignments.

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KNOWLEDGE AND ABILITIES (continued)

Ability to:

- organize facts and prepare reports with recommendations in a clear concise and logical manner;
- analyze program details and financial records;
- work independently, under pressure and meet deadlines;
- establish and maintain effective working relationships with department managers, supervisors, associates and subordinates;
- utilize computer technology to perform assigned duties;
- gather, analyze, and evaluate a variety of data;
- write and prepare policies and procedures;
- prepare engineering estimate;
- use and care for equipment employed in the area of assignment.

SUPERVISION

Assignments are generally broad in scope with opportunity for the use of experience, initiative, and independent judgment in solving most problems, although assistance from professional superiors is available when especially difficult problems are encountered. Work is periodically evaluated by a professional supervisor.

WORKING CONDITIONS

Work is performed in an office environment or in a field. Physical effort is required for site inspections. Physical hazards may occur from traffic or from construction equipment in the field.

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: August 1994 (Spec No. 420450)
EEO Category: 2 - Professionals
Pay Grade: 240 – Classified Pay Plan
Workers Comp: 1501 Hazardous