

SNOHOMISH COUNTY JOB DESCRIPTION

ENGINEER III - SPECIAL PROJECTS

Spec No. 3385

BASIC FUNCTION

To perform professional engineering assignments in design and construction of transportation and site development projects, which require advanced expertise in a specialized area of engineering or in multiple engineering related functions. To act as an engineering resource on complex projects and to manage consultant and staff project teams.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Project management, analysis, and design of major improvements and modifications to county roads and structures, regional trails and facilities; produces design reports and plans, specifications and cost estimates for construction of public works facilities, such as roadways, bridges, regional trails, surface water systems, operations centers and solid waste sites.
2. Reviews engineering design work to ensure proposed designs meet project needs, engineering specifications, budget and regulatory requirements.
3. Conducts or directs the preparation of major planning or design engineering studies by identifying and researching needs and problems in the area of specialization; monitors the collection of field data and the technical evaluations used to develop recommendations.
4. Manages the selection and administration of engineering, architectural, planning and environmental consultants to perform work for planning and reports, plans, specifications, estimates, and on call engineering services.
5. Prepares requests for proposals for professional engineering, architectural, planning and environmental services; reviews consultant scope of work and fee proposals and recommends appropriate action.
6. Acts as a technical resource in specialized fields of engineering for a variety of special projects to recommend solutions to complex property development, non-motorized transportation and roadway design and construction issues.
7. Conducts field visits to inspect project sites during planning and design phases to identify design solutions, and during construction to confirm compliance with plans and specifications.
8. Manages projects and acts as engineering liaison between public works divisions, consulting engineering firms, other county departments and other governmental agencies; reviews agency documents preparing and presenting comments on behalf of the department.

SNOHOMISH COUNTY JOB DESCRIPTION

ENGINEER III - SPECIAL PROJECTS

Spec No. 3385

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Coordinates the location, notification and preparation of presentations at public meetings for assigned projects and assists in other project manager's public meetings. Provides technical testimony at Public Hearings or Meetings.
10. Reviews and approves all plans and contract documents before they are used in the public bidding process for county construction projects.

STATEMENT OF OTHER JOB DUTIES

11. Assigns, leads and evaluates the work of subordinate employees as required.
12. Performs related duties as required

MINIMUM QUALIFICATIONS

A Bachelor of Science degree in civil engineering or related field; AND four (4) years of civil engineering project management or design experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A Professional Engineer's License, or ability to obtain one by demonstrated training or experience, may be required for some positions.

A valid Washington State Driver's License.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles of project management, organization and administration
- engineering mathematics applied to area of specialization
- engineering principles and practices and the materials and equipment applicable to the area of specialization
- the current codes, trends, and developments in the field of engineering specialization
- laws and regulations applicable to the area of assignment

Ability to:

- establish and maintain effective working relationships with other county employees, representatives of other agencies, union and open shop contractors' representatives, and with the general public

SNOHOMISH COUNTY JOB DESCRIPTION

ENGINEER III - SPECIAL PROJECTS

Spec No. 3385

KNOWLEDGE AND ABILITIES (Continued)

- prepare and manage project activities, including monitoring budgets, work schedules, grant requirements, team meetings, and progress reviews
- direct and inspect the work of consultants and contractors on civil engineering and architectural studies, designs and projects
- plan, direct and coordinate the work of subordinates
- communicate effectively both orally and in writing
- prepare or oversee the preparation of engineering and architectural studies and plans

SUPERVISION

Position reports to and receives direction from the Special Projects Manager or Engineering Services' Design Manager or other division manager in Public Works. A high degree of independent judgment and action is exercised in planning projects and programs and resolving administrative and technical problems within the framework of established codes, policies, budgetary limits and sound engineering practices.

WORKING CONDITIONS

The work is performed in an office environment with field trips to locations throughout the county to make site visits, attend meetings, or coordinate work activities. Meetings or project requirements may involve working evenings, weekends or holidays as necessary.

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 2012
Revised and Retitled: Engineer III – Special Projects Manager
Revised: November 2012, December 2016
EEO Category: 2 - Professionals
Pay Grade: 244 - Classified Pay Plan
Workers Comp: 5306 Non-Hazardous