

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **ENGINEERING DIVISION DIRECTOR**

Spec No. 1041

### **BASIC FUNCTION**

To plan, organize, coordinate and direct the activities of an Engineering Division of the Department of Public Works. Serves as a member of the Department's core management and strategic planning teams.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Supervises and directs the work of subordinate supervisors and managers; reviews and evaluates the work of subordinates; selects, hires, terminates and disciplines subordinate employees as necessary.
2. Supervises and directs, through subordinate supervisors and managers, the preparation of short and long term capital plans, for a variety of public works projects including bridge and road projects.
3. Supervises and directs, through subordinate supervisors and managers, other assigned public works activities such as transportation studies, design reports, code writing, inter-local agreements with other agencies, and grant writing.
4. Prepares or supervises the development of the Division annual budget request; administers the Division's approved budget; including monitoring Division revenues, expenditures and cash flow requirements for various programs.
5. Evaluates division operations and initiates changes as necessary; develops and recommends strategic operational policies and procedures as necessary.
6. Coordinates division operations and activities with other divisions of the department, with other county departments, and with outside agencies as required; may represent the department at public hearings or before the County Council, the Hearing Examiner or other individuals or groups as directed; makes presentations before the County Council and coordinates activities with the Council on behalf of the Director of Public Works.
7. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

A Bachelor's degree in civil engineering or transportation planning; AND, five (5) years of related management experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### **PREFERRED QUALIFICATIONS**

Possession of a valid Professional Engineer's License with specialization in civil engineering or an advanced degree in transportation planning is preferred.

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### **SPECIAL REQUIREMENTS**

A valid Washington State Driver's License is required.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- the theory, principles and practices of modern civil engineering
- modern construction methods, materials and equipment; relevant laws, rules, regulations and legislation governing various public works projects and programs
- the principles and practices of program planning, organization and budgeting
- the principles and practices of effective supervision and management
- financing projects via multiple sources and partners

Ability to:

- plan, organize, coordinate and direct the operations and activities of division
- effectively supervise, manage and evaluate the work of subordinate employees
- prepare and administer the division's budget
- analyze division operations and take effective action to correct deficiencies and resolve problems
- read, interpret and apply a variety of work related laws, rules, regulations, policies and procedures
- establish and maintain effective work relationships with public officials, higher level management, associates, subordinates, employees of other agencies, and with the general public
- communicate effectively both orally and in writing
- prepare a variety of correspondence, reports and other written materials
- work under pressure and delegate responsibility effectively
- negotiate multi-stakeholder agreements

### **SUPERVISION**

The employee reports directly to the Deputy Director OR Director of Public Works and is responsible for all operations and activities of an Engineering Division. Considerable independent judgment is exercised in planning projects and programs, and in resolving administrative and technical problems within the division. Performance is evaluated through conferences and results obtained.

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### WORKING CONDITIONS

The majority of the work is performed in the usual office environment with occasional field trips to locations throughout the county. The employee may be required to work evenings, weekends and holidays as circumstances dictate.

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: 1982 Engineering Manager;  
Revised/Retitled: August 1990 as Engineering Division Manager, January 1991, July 1992,  
October 2014, October 2016  
Revised: March 1986  
EEO Category: 1 - Officials and Administrators  
Pay Grade: 113 - Management Exempt Pay Plan  
Workers Comp: 5306 Non-Hazardous