

SNOHOMISH COUNTY CLASS SPECIFICATION

ENGINEERING REVIEW SUPERVISOR

Spec No. 3040

BASIC FUNCTION

To supervise the operations of the Engineering Review Section of the Community Development Department.

STATEMENT OF DUTIES

1. Plans, organizes, coordinates and supervises the operations of the Engineering Review Section; participates in and makes recommendations concerning the hiring, discipline, transfer and termination of subordinate employees; advises, assists and trains subordinates as necessary.
2. Reviews the more technical engineering aspects of land use applications, plans and specifications; confirms staff comments are both appropriate and clear prior to return of comments to design professionals.
3. Represents the county as an engineering expert witness or technical expert on land use cases; assists the Prosecutor's Office by researching department files and compiling engineering evidence as necessary.
4. Reviews environmental documents such as impact statements for compliance with engineering requirements and county codes; develops recommendations for mitigation measures to enforce or provide for environmental impacts to the county road system.
5. Reviews and approves or denies modification requests for the Snohomish County Design Standards and Specifications for land development projects; meets with development industry groups, the general public and environmental groups to answer technical and engineering questions related to land development in the county.
6. Develops, recommends and implements operational policies and procedures related to county design standards and engineering and technical issues as required.
7. Reviews annexation proposals and comments to the Planning Department regarding the impacts of proposed annexation requests; reviews final plats prior to sign-off.
8. Signs and approves all construction development plans as a representative of the County Engineer; approves grading permits.
9. Coordinates the work of the Technical Review section with other groups in the department, with other county departments and with outside agencies.
10. Provides technical information to builders, architects, engineers and the general public; answers difficult questions and resolves problems which other employees can't handle; receives, investigates and resolves customer complaints.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

11. Assists in the preparation of the annual operations and Technical Review budget; assists in the preparation of division plans, goals and objectives.
12. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor of Science degree in civil engineering or a related specialty; PLUS, four (4) years of professional engineering experience and registration as a Professional Civil Engineer licensed in the State of Washington. Prior supervisory experience and a professional land surveyor's license is preferred. Must pass job related tests.

SPECIAL REQUIREMENTS

Professional Civil Engineer License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- standard engineering principles and practices;
- modern methods and techniques related to the planning, construction and maintenance of public works;
- federal, state and local laws, rules and regulations related to area of assignment;
- the principles and practices of planning, organization and administration;
- the principles and practices of program planning, organization and administration;
- the principles and procedures of personnel management;
- the principles and practices of effective supervision.

Ability to:

- effectively supervise, train and evaluate the work of subordinate employees;
- read, interpret and apply work related laws, rules, regulations and guidelines;
- read and interpret a variety of maps, charts, drawings and blueprints;
- identify procedural conflicts, problems and develop solutions;
- identify procedural problems and develop solutions;
- establish and maintain effective work relationships with superiors, peers, associates, architects, engineers, contractors, developers and the general public;
- coordinate the work of the unit with other units in the department;
- communicate effectively orally and in writing;
- make work related decisions under pressure and meet deadlines as required;
- maintain necessary records and prepare required reports;
- prepare a variety of correspondence, memoranda, reports and other written materials.

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SUPERVISION

The employee receives administrative direction from the Operations and Review Manager and has wide latitude for dealing with technical matters. Direct supervision is exercised over assigned staff. The work is reviewed through meetings and periodic status reports and by evaluation of results obtained.

WORKING CONDITIONS

The majority of work is performed in the usual office environment with occasional trips to locations in-the surrounding community for the purpose of speaking before community groups.

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 1988

Revised: June 1990

Old Spec No. 441466

EEO Category: 2 – Professionals

Pay Grade: 244 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous