

SNOHOMISH COUNTY JOB DESCRIPTION

PDS ENGINEERING SUPERVISOR

Spec No. 2411

BASIC FUNCTION

To supervise a section of employees performing complex engineering, scientific, surveying or planning assignments in Planning and Development Services (PDS), requiring the application of a broad range of engineering, scientific, surveying or planning principles and methods.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans and directs all office and field activities related to the PDS Engineering group.
2. Acts as a technical resource for staff resolving problems; oversees the review of plans, designs, reports and documents necessary to carry out functions and operations of the work group while remaining consistent with county and department standards, principles, methods and priorities; signs off on appropriate documents as required.
3. Assigns, supervises and evaluates the work of subordinate employees as required; advises, assists and trains subordinates as necessary; participates in the selection of new employees, and makes recommendations regarding the hiring, discipline, and termination of subordinate employees.
4. Develops and implements policies, procedures and budgets related to specific section functions and ensures that area of operations complies with applicable federal and state laws, regulations and guidelines, and with county ordinances, policies and procedures.
5. Coordinates operations and promotes partnership with other county departments and programs, outside agencies, citizen groups and the general public as necessary; provides technical assistance to other public agencies or sections as required.
6. Supervises or participates in the review of studies, needs assessments and other activities used to plan or evaluate services provided by the section. Drafts recommended modifications to applicable ordinances, regulations, policies, procedures and standards.
7. Prepares reports and recommendations to the County Council, various community groups and outside agencies as necessary; may conduct or participate in public hearings to explain program plans and solicit public input.
8. Responds to inquiries from the public regarding specific problems or issues in area of assignment.
9. Recommends modifications to county codes and associated regulations, procedures and engineering standards.
10. Prepares short term and long range work program and service plans which identify and prioritize proposed projects and programs.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. Assists in developing and implementing systems, programs, and long range plans to provide for effective PDS operations.
12. Advises on the need for public information and involvement efforts; directs design and implementation of such efforts.
13. Signs acceptance of stormwater facility easements or drainage easements.
14. Prepares reports and recommendations to the County Council, various community groups and outside agencies as necessary; may conduct or participate in public hearings to explain program plans and solicit public input.
15. Performs cursory review and signs final construction plans for public and private development projects in accordance with SCC Title 30 as delegated by Public Works.
16. Renders decisions on drainage modification/waiver requests and deviations from landslide hazard setback requirements.
17. Assists with the review and inspection of other civil structural items such as, walls, culverts, signs, signals and detention vaults.
18. Oversees the review of studies, reports, design calculations, construction plans and construction specifications for public and private projects.
19. Attends professional seminars, training and meetings as required.
20. May assume the duties of the division manager in his/her absence; may perform the duties of subordinate level employees as required.
21. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree in Civil Engineering or related engineering specialty; and six (6) years of professional level experience with at least three (3) years of supervisory/lead 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.

PREFERRED QUALIFICATIONS

Master of Science degree in Civil Engineering is preferred.

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SPECIAL REQUIREMENTS

A Professional License in Civil Engineering (or related field) in the State of Washington is required or must be obtained within 6 months of employment.

A valid Washington State Driver's License is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles, practices and techniques in area of assignment
- federal, state and local laws, rules and regulations related to area of assignment
- the principles and practices of planning, organization and supervision
- the principles, practices and procedures associated with budget preparation and administration
- the methods and techniques used in conducting engineering or scientific studies and needs assessments
- literature, trends and developments in the area of specialty

Ability to:

- plan, coordinate and administer a functional area of PDS
- manage staff to strategically meet delivery of PDS projects or program area responsibilities
- delegate assignments to staff to best utilize resources and provide opportunities for career growth
- supervise and evaluate the work of assigned staff
- coach and mentor staff in performance of their roles and responsibilities
- provide staff training and develop their skills to meet program needs
- foster a positive work environment and expectations for professionalism and respect
- develop work plans, schedules and budgets
- assess the relative advantages and disadvantages of courses of action and use judgment to determine the best approach and potential program risks
- collaborate and confer with other groups and management to develop solutions and outcomes for changing project or program needs
- gather, analyze, synthesize and evaluate a variety of data including statistical data
- manage consultant contracts for the planning, design and/or construction of major public works projects
- read, interpret and apply federal, state and local laws, rules and regulations governing area of assignment
- analyze and evaluate operations and take effective action to correct deficiencies and resolve problems

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KNOWLEDGE AND ABILITIES (Continued)

- establish and maintain effective working relationships with elected officials, department heads, associates, subordinates, representatives of other agencies and with the general public
- lead programs with public groups
- communicate effectively, both orally and in writing
- prepare a variety of correspondence, reports, and other written materials and documents

SUPERVISION

The employee reports to and receives direction from a manager or director. The work requires considerable independent judgment and discretion in developing and achieving work unit goals and objectives. The work is reviewed through meetings and periodic status reports, and by evaluation of results obtained.

WORKING CONDITIONS

The work is performed in an office environment with frequent 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: May 2019
EEO Category: 2 - Professionals
Pay Grade: 248 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous