

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **ENGINEERING TECHNICIAN IV - CONTRACT ADMINISTRATION**

Spec No. 3057

### **BASIC FUNCTION**

Prepare project specifications for projects constructed by the Engineering Services Division. Assist project managers and consultants in selecting appropriate specifications for use on Public Works projects. Input specifications into a computer using Microsoft Word. Utilize a network to assemble specifications.

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

1. Prepares project specifications for projects constructed by the Engineering Services Division on a computer connected to a network.
2. Assists project managers and consultants with selecting appropriate specifications.
3. Updates general special provisions on a quarterly basis with revision sent by WSDOT.
4. Prepares summary of quantities.

### **STATEMENT OF OTHER JOB DUTIES**

5. Attends team meetings and gives input on specification requirements.
6. Reviews plans and specifications for correctness; attends plan review and gives input on specifications requirements.
7. Assists project managers and specification writer and project managers with the preparation of special provisions.

### **MINIMUM QUALIFICATIONS**

Graduation from a two-year vocational or college accredited course in civil engineering technology and one (1) year of field or office experience in civil engineering AND one (1) year of experience in specification preparation; OR, any equivalent combination of education and experience which provides the skills, knowledge and ability necessary to perform the work. Must pass job related tests.

### **SPECIAL REQUIREMENTS**

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

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- principles and practices of engineering and construction

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#### KNOWLEDGE AND ABILITIES (Continued)

- mathematics, algebra, geometry, and trigonometry
- current laws, codes, regulations, and applicable construction standards as they relate to specifications

#### Ability to:

- understand and interpret engineering plans and specifications
- pay close attention to detail
- organize your workload and work independently
- work well under pressure and meet critical deadlines
- communicate effectively as part of a team
- operate a computer using Microsoft products in a network environment and input specifications by touch

#### SUPERVISION

Employees report to a technical or professional supervisor as assigned. Work is performed independently or as a member of a team. Work is reviewed in progress or upon completion for accuracy and adherence to division engineering standards.

#### WORKING CONDITIONS

Work is performed in the office.

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: June 1995  
Previous Spec No. 420457  
EEO Category: 3 - Technicians  
Pay Grade: 238 - Classified Pay Plan  
Workers Comp: 1501 Hazardous