

SNOHOMISH COUNTY JOB DESCRIPTION

ENGINEERING TECHNICIAN V – TECHNICAL RESOURCES

Spec No. 3249

BASIC FUNCTION

Responsible for developing, monitoring and maintaining project documentation systems for Public Works projects. Assist Project Managers and Engineers to create plans, specifications, and estimates in support of Public Works projects. Coordinate with County departments and external agencies to prepare project bid documents and post for advertisement.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Manages project documentation in all phases of Public Works projects through organization, update and maintenance of document management systems (paper and electronic) in accordance with state and federal audit requirements.
2. Develops and maintains spreadsheets and data base files used for calculation of engineering data, project schedules and tracking reports.
3. Uses financial and other related systems to manage coordination of new project number requests, documentation of new project numbers, and changes in phase task codes etc. for accurate charging to projects, and timely project closeout.
4. Prepares project specifications and addendums for annual construction program and reimbursable projects that are advertised for bid, using digital databases, macros and specialized software (WSDOT PSE program)
5. Maintains accurate digital specification data by leading in-house technical team review of WSDOT General Special Provision updates and Snohomish County General Special Provisions.
6. Insures that project proposal and summary of quantities language is consistent with the Standard Item Table and WSDOT Standard Specifications.
7. Coordinates with County departments and external agencies for review and approval of project information.
8. Coordinates with various engineering groups to insure all funding or other requirements have been met to release the project for advertisement. Ensures all required specifications and related documents are incorporated into the contract documents.
9. Coordinates printing and digital posting of project bid documents to On-Line Plan room for electronic advertisement and distribution.

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Spec No. 3249

STATEMENT OF OTHER JOB DUTIES

10. Provides organizational support that includes development, standardization, update and maintenance of procedure manuals that document standards and guidelines for project development. Facilitates the collection of draft policies and procedures; meets with employees, managers and supervisors, compiles, edits and revises text; coordinates layout, printing, distribution and update of materials as necessary.
11. Prepares and updates information for project schedules, budgets, and expenditure reports.
12. May use CADD or GIS software to calculate and prepare design details, graphics, quantity estimates and engineering report exhibits.
13. May assist construction and survey crews with miscellaneous fieldwork.
14. May serve on, attend or lead various technical advisory committees as required.
15. Researches and recommends service contracts; enforces vendor contract compliance.
16. Performs related duties as required.

MINIMUM QUALIFICATIONS

A two (2) year vocational certificate, associate's degree, or 2 years of college courses in civil engineering/engineering technology, Construction Management, Business Administration or Public Administration; AND three (3) years of experience in project administration/office work in either the design and/or construction phase of public projects; OR any equivalent combination of education and experience which provides the required knowledge, skills and ability 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:

- federal, state and local laws, rules and regulations related to engineering practices and records management
- Public Works specification preparation and construction contract administration
- principles of organization and administration
- principles of project management and project development
- current literature, trends, materials and issues in all phases of project development

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Spec No. 3249

KNOWLEDGE AND ABILITIES (Continued)

- advanced project development knowledge that includes an understanding of and familiarity with project phases, plans, specifications and estimates and associated terminology
- advanced project scheduling skills that include familiarity with critical path scheduling concepts, terminology and use of scheduling software
- skilled use of word processing, spreadsheet and database software; skill in writing step by step instructions for training materials, and policy/procedures
- proficiency in Microsoft Office products
- reading and interpreting engineering plans, specifications, and standards
- computer aided drafting and design software;
- Washington State Department of Transportation Standard Specifications and Standard Items table
- project schedules and project development

Ability to:

- communicate effectively, both orally and written
- look at issues, gather facts, weigh alternatives and make effective decisions
- contribute creative and innovative ideas to solve problems and meet project goals
- possess highly accurate organizational skills
- work with diverse individuals in stressful deadline situations
- be flexible in how you work with different agencies to accomplish assignment
- work with diverse work groups to solve problems affecting project progress
- work independently or as a team member;
- manage many priorities at one time, while accurately accomplishing tasks in a timely manner.
- plan, schedule and coordinate work assignments to meet tight deadlines
- proofread with proficiency

SUPERVISION

The Employee receives general supervision from a Public Works Supervisor. Work is performed independently in accordance with established policies and accepted practices. Assignments are generally broad in scope with the opportunity for the use of experience, initiative, and independent judgment in solving most problems. Work is reviewed through periodic status reports, staff meeting and observation of results obtained.

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WORKING CONDITIONS

The work is performed in an office setting with possible field trips to various project sites throughout the county. Physical exertion may be required to lift project files or reports that may weigh more than twenty-five (25) pounds.

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: January 1999 as Engineering Technician V - Construction
Revised and Retitled: June 2007
Revised and Retitled: May 2019, was Engineering Tech V – Project Mgt Coordinator
Revised: February 2013
EEO Code: 2 - Professionals
Pay Grade: 239 - Classified Pay Plan
Workers Comp: 5306 Non-Hazardous