

SNOHOMISH COUNTY JOB DESCRIPTION

FACILITIES PROJECT SPECIALIST

Spec No. 8109

BASIC FUNCTION

Responsible for providing project support for one or more projects to the Facilities Management Department under the direction of the Director or their designee. Assist Facilities Management Staff by leading one or more elements of project. Coordinates and manage the planning, development and implementation of Capital Facilities and Tenant Improvement Projects associated with the repair, remodel, renovation, reconfiguration, and construction of county and leased facilities including contract administration. Position will assist in all stages of the project.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Develops comprehensive plans, specifications, cost estimates, contracts, proposals and other documents related to facility projects; prepare bids, contracts, scope of services, RFQ's, RFP's and other related paperwork; reviews documents for accuracy; evaluates submittals and recommends awards.
2. Conducts project research and cost comparisons to determine industry standards, drafts scopes of work, coordinates with staff and stakeholders, maintains project management plans, develops project schedules and reports of project status.
3. Coordinates planning, design and technical needs during all project phases; oversees consultant selection process and contract negotiations; monitors and inspects work in progress and on completion to ensure compliance with specifications and timelines.
4. Monitors and acknowledges contractors are compliant with necessary prevailing wage procedures and requirements. Develops and maintains project documentation and communication plans ensuring regular and thorough communication and proper record keeping on all aspects of the project. Identify and resolve communication or documentation issues. Recommends actions to improve project performance and compliance.
5. Provides space planning services using AutoCAD software and symbol libraries including optional interior layouts; maintains facility standards, coordinates with other departments, vendors and contractors to minimize project disruption, conflicts and delays.
6. Consults with clients to determine facilities needs and requirements; conducts site inspections and provides technical assistance to resolve technical issues.
7. Advises and assists with the annual and long range capital facility planning; researches, gathers and analyzes data.
8. Manage vendor to the responsibilities outlined in the contract and statement of work. Author contract documents, including service level exhibits, statements of work, and examples.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Well versed in key terminology associated with contracts and understands how they are interrelated. Manage the vendor to the contract and be creative when contracts don't address certain issues
10. Measure the quality and timeliness of delivery and understand core operations management variables and calculations to ensure the vendor is effectively delivering services.
11. Provides assistance to consultants and subcontractors for federal, states and local guidelines. Informs consultants and appropriate officials of non-compliance with established federal, state and local guidelines. Reviews incoming billing for compliance to terms and conditions of the contract and work authorization.
12. Oversees the RFP, RFQ and QR processes, reviews interview questions and criteria prior to interview, tabulates results to determine finalists. Reviews vendor fee structure prior to negotiations; acts as member of negotiation team to define contract agreements, rates and terms and conditions.
13. Prepares award letters for Facilities projects and services, reviews agreements for required information and appropriate signatures, and secures approvals on Facilities agreements. Reviews and approves all Obligation Requests prior to authorizing use of On Call Consultants Master Agreements, maintains files, track and prepare payment requisitions.
14. Serves as project liaison for other divisions, departments, vendors, contractors and consultants as required.

STATEMENT OF OTHER JOB DUTIES

15. Performs related duties as required.

MINIMUM QUALIFICATIONS

Two (2) years of college level course work in architecture, industrial design, interior design or a related field; AND, two (2) years of progressively responsible experience in coordinating facility projects and purchasing; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities.

SPECIAL REQUIREMENTS

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

Completion of RSMeans cost estimating classes within 6 months of employment.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- project management concepts techniques and scheduling
- RSM means cost estimating process
- contract types, procurement documents, construction documents
- preparing a variety of records, reports and correspondence utilizing MS Office programs
- the principles, practices and procedures of construction, remodeling and interior design
- facility vendors, contractors and suppliers
- computer systems, software and hardware
- word processing, spreadsheet, database, project management and presentation software packages
- autoCAD software
- standard office practices and procedures
- research and data collection and analysis techniques
- governmental purchasing
- public works contracting
- safety, ergonomic and ADA standards
- relevant building codes

Ability to:

- manage multiple projects and components concurrently, efficiently and accurately
- prepare and review plans, estimates, specifications, contracts and other project documents
- gather and evaluate data and make recommendations
- manage vendors portraying broad and strategic thinking
- determine resource requirements
- utilized standard office equipment, computer applications and the internet
- work independently with a minimum of supervision in a logical, analytical and detail oriented manner
- work under pressure and cope with interruptions and changing priorities in a professional manner
- plan, schedule, and manage work to meet deadlines and budgets
- communicate effectively both verbally and in writing
- establish and maintain effective work relationships with supervisors, peers, associates, vendors and the general public
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds
- maintain accurate written records
- make decisions within scope of assigned authority

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SUPERVISION

The employee in this class reports to the Facilities Management Director or other superior as assigned. Work is performed with considerable independence and is reviewed observation, meetings, client response and by evaluation of results obtained.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment and outdoors as necessary, with field trips to work sites throughout the county. May be required to work evenings, weekends, and holidays as required.

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: March 2008
Revised: November 2012, November 2017
EEO Category: 3 - Technicians
Pay Grade: 236 - Classified Pay Plan
Worker Comp: 1501 Hazardous