

SNOHOMISH COUNTY JOB DESCRIPTION

INFRASTRUCTURE PROJECT SPECIALIST

Spec No. 3250

BASIC FUNCTION

To conduct or direct the preparation of drainage and water quality infrastructure plans in conjunction with both sub-area growth management plans and specific drainage problem areas. To coordinate infrastructure analysis with environmental and planning issues and policies. To develop creative, effective solutions to existing and potential drainage and water quality problems.

STATEMENT OF ESSENTIAL JOB DUTIES:

1. Lead and/or performs hydrologic and hydraulic analysis, preliminary design, and cost estimating of drainage and water quality systems; monitors the collection of field data; monitors and directs computer modeling.
2. Analyze drainage problems, using all available field, office, and computer modeling information; monitors the technical evaluations used by others to develop recommendations.
3. Evaluates habitat, water resources, and water quality data; coordinates results with infrastructure plans; recommends solutions that protect water resources and habitat and improve water quality while accommodating and resolving drainage issues.
4. Manages consultant contracts, including preparing requests for proposals, reviews and recommends specific consultants, reviews and approves consultant's scope of work, monitors progress of consultant work and budget, and recommends approval of payments.
5. Develops and monitors budget for drainage infrastructure plans.
6. Prepares written reports and makes oral presentations of analysis and proposed solutions to infrastructure concerns.
7. Recommends creative and effective solutions to existing and potential drainage problems.
8. Assigns and evaluate the work of subordinate employees; advises, assists and trains subordinates as necessary; participates in the selection of new employees; makes recommendations regarding the hiring of subordinate employees.
9. Coordinates progress, information, analysis, and recommends solutions with other county departments and other jurisdictions; evaluates conflicting issues related to drainage and makes recommendations regarding effective solutions.
10. Responds to requests for information from citizens, other county staff, outside agencies regarding drainage infrastructure plans.

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STATEMENT OF ESSENTIAL JOB DUTIES: (continued)

11. Prepares for and participates in public meetings and Council or Executive updates.

STATEMENT OF OTHER JOB DUTIES

12. Coordinates all other work related to drainage infrastructure analysis and preliminary design;

13. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor of Science degree in civil engineering, hydrology, construction management, or related field, and four (4) years of professional-level experience related to drainage, hydrology, water quality analysis, and design, or civil construction; 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.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required. A Professional Engineering license is preferred.

KNOWLEDGE AND ABILITIES

Knowledge of:

- hydrology and hydraulic analysis;
- computer modeling for stream systems and urban drainage systems;
- engineering principles and practices, including drainage design and water quality principles and practices;
- fish and wildlife habitat issues and practices;
- water resources, including wetlands and stream;
- laws and regulations related to drainage, streams and wetlands, wildlife habitat, and water quality related to storm water;
- mathematics related to drainage and infrastructure design;
- cost estimating;
- report writing and oral presentation.

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KNOWLEDGE AND ABILITIES (continued)

Ability to:

- analyze and draw conclusions about drainage using hydrologic, hydraulic, water resource, and field information;
- create effective solutions to drainage issues found during analysis;

Ability to:

- coordinate and recommend solutions for water quality, water resources, and habitat issue related to drainage issues;
- develop and monitor various project budgets;
- develop, direct, and maintain consultant contracts;
- work within tight timelines;
- organize workload and data effectively
- develop and maintain effective working relationships and achieve consensus with a variety of county staff, private citizens, and government jurisdictions;
- manage a number of complex projects that have varying deadlines, goals, and products;
- report complex issues in clear, easily understood manner;
- plan, direct, and coordinate the work of subordinates;
- prepare or oversee preparation of infrastructure studies and plans;
- express ideas effectively, orally and in writing.

SUPERVISION

Employees report to and receive direction from a Group Supervisor or Manager. A high degree of independent judgment and action is exercised in planning projects and programs and resolving administrative and technical problems, in coordination with the Group Supervisor or Manager.

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, and coordinate work activities. Meetings or project requirements may involve working evenings, weekends, or holidays.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: January 1999

Revised: June 2000

EEO Code: 2 – Professionals

Pay Grade: 244 – Classified Pay Plan

Workers Comp: 1501 Hazardous