

SNOHOMISH COUNTY JOB DESCRIPTION
LAND DEVELOPMENT PROJECT MANAGER

Spec No. 3096

BASIC FUNCTION

Primarily functions as Project Manager for airport industrial projects in coordinating and directing the planning, scheduling, architectural and other design services, grading and building permit approvals, construction contracts and project cost control for design and construction.

Secondarily assists with other current projects in land development as assigned. Examples of such assignments could include negotiation and acquisition of land, permitting and construction of wetland mitigation, long term development projects to prepare airport land for industrial or aviation development.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides overall project management to accomplish the project within schedule and budget.
2. Completes general contract administration in progress including cost estimates, purchasing/bidding and bid evaluation. Provides general contract administration including vendor/contractor recommendation, construction inspections, progress payments, billings, job close out, and proper file maintenance.
3. Coordinates and directs the planning, scheduling, architectural and other design services, grading/building permit and Certificate of Occupancy (C of O) applications and approvals, construction contracts, and project cost control for design and construction.
4. Manages the overall work program to achieve defined goals, including project plan and schedule; budget; and monitoring, reporting, and quality control systems.
5. Establishes and maintains effective project cost control, assuring that changes and any approved expenditures are within the established budget.
6. Monitors and coordinates all design work performed by all consultants.
7. Coordinates project requirements/objectives of other County departments/offices, functional groups, and related project task teams, as required and needed.
8. Works directly with key managers within user departments and assists them in defining the needs and requirements of the project.
9. Coordinates preparation of materials and other information required to obtain all land use, zoning and permit approvals as needed from regulatory agencies and jurisdictions.

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Spec No. 3096

STATEMENT OF ESSENTIAL JOB DUTIES (continued)

10. Reviews and understands the bid documents and contract with general contractor. Establishes the Dispute Resolution Board and partnering work session, and monitors the work performed on an on-going basis to assure compliance with contract.
11. Coordinates and manages the system for resolving conflicts/disputes over change orders and other issues.
12. Provides technical assistance to architects, other consultants, project construction managers and engineers.
13. Provides documentation and guidance regarding matters requiring compliance with state policy and statutes.
14. Monitors construction site for compliance with applicable safety requirements and takes actions as appropriate when safety violations or hazards occur.

STATEMENT OF OTHER JOB DUTIES

15. May serve as spokesperson to communicate information about assigned projects to community groups, the general public, the media and others.
16. May coordinate work plan tasks which are required after hours.
17. May negotiate with property owners and administer agreements to acquire property of interest to Snohomish county Airport.
18. May assist other Property Development project managers as assigned in the completion of various land development projects.
19. Performs related duties as required.

MINIMUM QUALIFICATIONS

A bachelor's degree in architecture, engineering, construction management or business administration or related field, AND eight (8) years experience in buildings related activities including design, maintenance, operations, remodeling, and/or construction with emphasis on architecture, engineering, program/construction/contract management and/or capital program management. The formal degree requirement may be substituted with an additional six (6) years of the applicable experiences listed. Must pass job related tests.

SPECIAL REQUIREMENTS

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

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Spec No. 3096

KNOWLEDGE AND ABILITIES

Knowledge of:

- general construction laws;
- general construction and contract administration in projects of comparable size, scope and type, including plans and specification development, building systems and elements, and program management;
- local government procedures and purchasing requirements;
- Federal, state and local laws, rules and regulations related to area of assignment;
- local and regional vendors, contractors, and suppliers in related fields;
- budget preparation and administration;
- safety rules, regulations and procedures;
- commercial building code; construction inspection, beneficial occupancy and building commissioning;
- interior space design and utilization.

Ability to:

- establish and maintain effective working relationships with elected officials, department heads, associates, subordinates, representatives of other agencies and with the general public;
- maintain cost/quality/schedule assurance requirements;
- develop and establish work plans for projects of comparable size and scope, and to establish and maintain project schedules;
- utilize and manage all consultant architectural, engineering and trade services;
- manage multiple projects, as well as multiple project components;
- communicate effectively orally and in writing.

SUPERVISION

This exempt position reports to the Snohomish County Airport Assistant Manager - Land Development. The work is performed with a high degree of independence and is reviewed through conferences, periodic reports and results obtained.

WORKING CONDITIONS

This position involves a combination of office and field work with their individually related work environments. The field work may be performed while climbing ladders and crawling in hard-to-reach areas with exposure to dust, grease, sewage, and varying weather conditions. Employees may risk physical hazard from exposure to live electrical wires and machinery. Position will experience exposure to all normal conditions associated with general construction work including building debris, moving machinery and equipment, overhead work, and elevated working conditions. The employee is required to work evenings, weekends, and holidays as required.

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LAND DEVELOPMENT PROJECT MANAGER

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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 1996
Former Spec No. 420398
EEO Category: 2 – Professionals
Pay Grade: 109 – Management Exempt Pay Plan
Workers Comp: 1501 Hazardous