

SNOHOMISH COUNTY JOB DESCRIPTION

OPERATIONS PLANNING SPECIALIST

Spec No. 2118

BASIC FUNCTION

To provide management and staff support to the Road Maintenance and Operations Division of Public Works in project development and program planning.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides staff support to the Maintenance and Operations Division by identifying and/or defining the scope of assigned projects; conducts research of technical and regulatory requirements, historical records, title and survey records; conducts on-site inspections.
2. Writes, reviews, and updates plans, policies, reports and procedures for Road Maintenance operations; prepares and reviews technical drawings, sketches and project schedules; coordinates technical and regulatory requirements with appropriate areas of Public Works.
3. Coordinates project requirements with other areas of Public Works and other county departments as required; coordinates the gathering of comments on a variety of requests for public comment; reviews environmental impact statements, draft codes, titles, policies, procedures, regulations and plans for the impact on Road Maintenance operations and drafts/finalizes responses as appropriate.
4. In cooperation with Road Maintenance management and staff, reviews plan sets for road maintenance and construction projects and drafts/finalizes comments for submittal on behalf of the Division.
5. Takes the lead and/or supervises staff in performing a variety of work on field, planning, and policy related projects as assigned.
6. Provides technical and permitting assistance to management and staff in support of field projects; analyzes drainage, habitat, and water quality problems to meet regulatory mandates; develops, drafts and designs best management practice solutions that can be successfully and cost-effectively implemented, including field review.
7. Prepares and presents training classes; assists management and staff in preparing computer-based presentations; takes the lead and performs work on a variety of administrative, operations, and computer/web-based projects as assigned.
8. Establishes and maintains relationships with others within the Division and the County, and other local, state and federal agencies; represents the division on matters of mutual concern; secures information from and provides information to other agencies as needed.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Operates equipment such as computer workstations, printers, Global Positioning System (GPS) equipment, scanners, mobile data collectors, GPS enabled cell phones/laptops, and digital cameras as required in support of operations.

STATEMENT OF OTHER JOB DUTIES

10. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor of Science degree in civil engineering or program/project/environmental management and/or planning; AND, two (2) years of professional civil engineering or road construction or program/project/environmental management and/or planning experience; 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 for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles, practices and techniques of engineering related to the area of assignment
- the principles of planning, program/project/environmental management and scheduling
- the principles of systems analysis, methods and procedures analysis, research methods and statistics
- road construction and maintenance practices and procedures
- proficient in the use of computer and web technology, including GIS and GPS technologies

Ability to:

- collect, interpret and assess field data used for road maintenance and operations projects
- prepare engineering plans, specifications and estimates
- perform basic surveying and grade checking
- review plan sets for road maintenance and construction projects

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KNOWLEDGE AND ABILITIES (Continued)

- analyze data, form conclusions and make recommendations for the resolution of complex operational problems; maintain necessary records and prepare required reports
- establish and maintain effective and productive working relationships with co-workers, management, associates, representatives of other departments, governmental agencies, outside consultants and the general public
- communicate courteously, effectively and professionally both verbally and in writing with management, co-workers, engineering, planning, and field staff
- work under pressure, meet deadlines and cope with interruptions
- critically analyze and evaluate problems and take effective action to correct deficiencies
- identify a particular need, determine appropriate method for resolution, and implement solution
- independently and creatively solve problems, make independent decisions, organize work load for self and field staff; coordinate with staff under deadlines; assume responsibility for meeting deadlines
- operate and use GIS hardware, software and related peripheral equipment
- maintain required records and prepare necessary reports
- exercise initiative and judgment and make decisions within the scope of assigned authority
- effectively function as a team member and leader

SUPERVISION

Employee receives limited supervision The work requires considerable use of experience, leadership, initiative, independent judgment, and discretion in developing and achieving work unit goals and objectives. Work is reviewed through periodic meetings, status reports, and review of documentation and results obtained by the employee.

WORKING CONDITIONS

The work is performed in the usual office environment with field work throughout the County for the purpose of data collection, quality control, to develop a better understanding of operations, maintenance and special projects, and in support of operations and emergency conditions. Employees may be required to work evenings, weekends, holidays and overtime as necessary, and is subject to mandatory overtime in emergency conditions.

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: August 1990

Previous Spec No. 381381

Revised: November 2012

Pay Grade: 239 - Classified Pay Plan

EEO Category: 2 – Professionals

Workers comp: 1501 Hazardous