

# **SNOHOMISH COUNTY CLASS SPECIFICATION**

## **OPERATIONS TECHNICIAN, SR.**

Spec No. 2279

### **BASIC FUNCTION**

To provide advanced technical engineering, operational and construction support to the Road Maintenance Division of Public Works in program development, planning, project development and field operations. Perform lead and technical training responsibilities and coordinate project staff.

### **STATEMENT OF DUTIES**

1. Provides technical support to the Road Maintenance Division for the implementation of various programs in order to meet the requirements of certain laws and regulations. Monitors field application of storm water and construction Best Management Practice's, provides training to division staff, makes recommendations and implements new procedures to meet adaptive management requirements or improve effectiveness of programs.
2. Analyzes complex problems involving engineering, environmental, or other aspects of maintenance operations. Solves complex technical problems and implements programs.
3. Prepares and modifies maintenance standards for the division. Monitors work progress and conformance with standards. Prepares reports. Makes recommendations to management.
4. Implements construction and maintenance standards in the division; implements Engineering and construction standards on projects, ensures consistency in the application of standards across the division; provides technical support and conducts engineering related training.
5. Prepares plans and procedures for field operations and emergency response. Prepares drawings, sketches and project schedules; coordinates technical requirements with other divisions of Public Works.
6. Analyzes and reviews development standards for maintainability, makes recommendations for revisions as needed. Reviews land use submittals for request for deviation from standards, analyzes impacts to the division and makes recommendations.
7. Reviews and interprets engineered drawings for capital construction projects, analyses the maintainability of proposed capital improvements. Represents the Division in plan review meetings with other divisions of Public Works for other Public Works projects.
8. Reads and interprets projects plans and specifications. Provides supplemental construction staking on projects and needed, and interprets technical aspects of projects. Makes field changes as necessary. Provides training to division staff.
9. Conducts research of technical and legal requirements of various regulations, researches historical records, title and survey records; conducts on-site inspections.

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### STATEMENT OF DUTIES (continued)

Investigates options for disposal of excavated spoils and other waste stream products that are consistent with the requirements of pertinent regulations. Coordinates required testing and disposal of certain materials, prepares related documentation.

10. Coordinates project requirements with other divisions of Public Works, and with other county departments as required; reviews draft codes, titles, policies and regulations; studies procedures and plans prepared by other departments for potential impact to Road Maintenance; makes recommendations to Management; drafts responses as appropriate.
11. Manages special projects as assigned; prepares plans, specifications and estimates, defines requirements, contacts vendors and suppliers; prepares contracting and purchasing documents as required; trains and supervises assigned personnel.
12. Provides technical assistance to division supervisors and managers in support of maintenance operations or projects; may interface with utility companies, arrange for construction permits, and/or coordinate actions under inter-local agreements.
13. Prepares and presents training classes; assists managers, supervisors and staff in preparing presentations.
14. Analyzes new maintenance and construction technology, recommends and/or implements improved operating methods and practices where necessary.
15. May perform field inventory work using GPS equipment.
16. May assist in the development and implementation of a maintenance management system.
17. Performs other duties as required.

### MINIMUM QUALIFICATIONS

Graduation from a two (2) year accredited program in civil engineering technology and four (4) years of field or office experience in civil engineering, construction inspection or surveying; OR, any equivalent combination of education and/or experience which provides the skills, knowledge and ability necessary to perform the work.

### SPECIAL REQUIREMENTS

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

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### KNOWLEDGE AND ABILITIES

Knowledge of:

- principles, practices and techniques of technical engineering related to area of assignment;
- federal, state and local laws, rules and regulations related to area of assignment;
- the principles and practices of planning, organizing and supervising;
- the literature, trends and developments in the area of specialty;
- the principles of systems analysis, methods and procedures analysis, research methods and statistics;
- road construction and maintenance practices and procedures;
- the use of computer technology.
- road surface maintenance planning and procedures;

Ability to

- interpret and assess field data used for maintenance and design of road projects;
- develop work plans and schedules;
- analyze and evaluate operations and take effective action to correct deficiencies and resolve problems;
- analyze data, form conclusions and make recommendations for the resolution of complex operational problems;
- assess the relative advantages and disadvantages of alternative courses of action;
- read, interpret and apply federal, state and local laws, rules and regulations governing area of assignment;
- exercise initiative and judgment and make decisions within the scope of assigned authority.
- maintain necessary records; prepare a variety of correspondence, reports, and other written materials and documents.
- establish and maintain effective working relationships with elected officials, department heads, associates, subordinates, representatives of other agencies and with the general public;
- communicate effectively both orally and in writing;
- work under pressure, meet deadlines and cope with interruptions;

### SUPERVISION

Employee receives limited supervision from the Road Maintenance Operations Manager or other administrative Manager. The work is performed independently in accordance with instructions, established policies and accepted practices. The work is reviewed through meetings and periodic status reports, and by evaluation of results obtained.

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#### WORKING CONDITIONS

The work is performed in the usual office environment with field trips to work sites throughout Snohomish County.

Since Road Maintenance is a first responder in a variety of storm and disaster situations, the employee is subject to call 24 hours a day and may require working long hours, nights, weekends and holidays as necessary.

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: October 2005  
EEO Category: 3 – Technicians  
Pay Grade: 241 – Classified Pay Plan  
Workers Comp: 1501 Hazardous