

SNOHOMISH COUNTY JOB DESCRIPTION

PAVEMENT MANAGEMENT ENGINEER

Spec No. 3225

BASIC FUNCTION

To plan, develop, manage and implement Snohomish County Pavement Management System.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Identify, prioritize and schedule road resurfacing projects.
2. Analyze, forecast and promote the preservation of the Snohomish County road system using standard engineering principal and methods. This would include analysis of system-wide needs and impact of preservation activities, researching cost effective preservation techniques.
3. Research funding opportunities, prepare prospectus and applications for federal and state funding; that include scope, preliminary design and project cost estimates; justify funding levels and prepare presentations.
4. Direct the inspection of the County road system/pavement and maintain the Pavement Management System (PMS) database; provide technical support as necessary.
5. Submit reports to State County Road Administration Board (CRAB) to maintain qualifications for State funding.
6. Co-manage the annual resurfacing program that includes private contract as well as county forces and maintains budget projections while overseeing the construction process.
7. Research, analyze and resolve a variety of problems, such as right of way and constructability.
8. Prioritize citizen request for road improvements and provide information to the Director, Division Director, Council Staff, engineers and the public about road system conditions, funding and future needs.
9. Coordinate the department's road improvement activities with utilities, notify and coordinate with utilities on county's road improvement plans, review and coordinate revisions to standards and policies related to roadway infrastructure restoration, and assist project managers in scheduling and expediting utility relocation.
10. Prepare or supervises the preparation of maps, exhibits, drawings, charts and graphs and provide technical testimony on proposed paving program/projects.
11. Perform design and project management duties such as preparing and reviewing technical reports related to engineering assignments.

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Spec No. 3225

STATEMENT OF ESSENTIAL JOB DUTIES (continued)

12. Analyzes the environmental impact of proposed paving projects/program and prepares required reports.

MINIMUM QUALIFICATIONS

A Bachelor of Science degree in civil engineering or related field and two (2) years of engineering experience; OR, any equivalent combination of education and/or experience which provides the skills, knowledge and ability necessary to perform the work. Must pass job related tests.

SPECIAL REQUIREMENTS

An Engineer-in-Training Certificate or ability to obtain within one (1) year is required.

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles, practices and techniques of engineering related to road construction, paving and pavement maintenance;
- pavement performance and design;
- accounting and finance concepts in government;
- road surface maintenance planning and procedures;
- methods and techniques used in conducting engineering studies and needs assessments.

Ability to:

- interpret and assess field data used for maintenance and design of road projects;
- oral and written communications;
- forecasting and statistical analysis in related area;
- use of computer data base and spreadsheets;
- project/program accounting and administration;
- prepare engineering plans, specifications and estimates for paving projects;
- prepare a variety of correspondence, reports, and other written materials and documents.

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SUPERVISION

The work requires considerable independent judgment and discretion in developing and achieving work goals and objectives. The work is reviewed through meetings and periodic status reports, and by evaluation of results obtained.

WORKING CONDITIONS

Positions in this class typically require working indoors and outdoors in all types of weather at work sites throughout the county and may be exposed to heavy equipment, automobile traffic and inclement weather.

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

[EEO policy and ADA notice](#)

New Job Classification: March 1998 Revised: August 1998, September 1998

EEO Category: 2 – Professionals

Pay Grade: 243 – Classified Pay Plan

Workers Comp: 5306 Non-hazardous