

SNOHOMISH COUNTY JOB DESCRIPTION

PROGRAMS ENGINEER

Spec No. 3136

BASIC FUNCTION

To develop and maintain capital improvement programs, management systems, and priority analysis systems for transportation related improvements.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Develops, updates, and maintains the Six Year Transportation Improvement Plan and Annual Construction Program.
2. Develops, updates, and maintains management systems including pavement management, walkways, traffic safety improvements and arterial roadways; develops and maintains complex databases, priority analysis and cost estimating models.
3. Assigns, supervises and evaluates the work of subordinate employees as required; advises, assists and trains subordinates as necessary; participates in the selection of new employees, and makes recommendations regarding the hiring, discipline, transfer and termination of subordinate employees.
4. Develops, updates, and maintains integrated and consistent priority analysis systems for county construction, traffic safety improvement, walkway, and paving projects.
5. In conjunction with Funds Administration Unit, the Design Construction Division and the Road Maintenance Division, identifies and develops funding sources for road, bridge, traffic safety improvement, walkway and paving projects.
6. Provides technical assistance to other county departments and divisions regarding long range programming and funding of road, bridge, traffic safety improvement, walkway and paving projects.
7. Respond to inquiries from the general public regarding specific issues of road programming and funding of road, traffic safety, walkway and paving improvements.

STATEMENT OF OTHER JOB DUTIES

8. Coordinates activities involved in the development and maintenance of the Six Year Transportation Improvement Plan, Annual Construction Program, arterial paving, traffic safety improvement and walkway management systems, the Engineering Operations budget and other programs and activities with other county divisions, the offices of the county executive and county council, outside agencies and the general public as required.
9. Performs related duties as required.

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MINIMUM QUALIFICATIONS

A Bachelor of Science degree in civil engineering urban planning or transportation planning; AND, four (4) years of experience related to one of the above degrees. Work related experience may be substituted for the required education on the basis of one (1) year of experience equals two (2) years of education. Must pass job related tests.

SPECIAL REQUIREMENTS

A Professional Engineer's License is preferred.

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- engineering mathematics applied to area of specialization;
- engineering principles and practices and the materials and equipment applicable to the area of specialization;
- the current literature, trends, and developments in the field of engineering specialization;
- the principles of supervision, organization and administration;
- the laws and regulations applicable to the area of assignment;
- computer database and spreadsheet applications;
- federal and state funding requirements;
- planning and programming road improvement projects;

Ability to:

- direct and inspect the work of consultants and contractors on civil engineering studies and projects;
- prepare and manage project activities, including monitoring budgets, work schedules, grant requirements and progress reviews;
- plan, direct and coordinate the work of subordinates;
- prepare or oversee the preparation of engineering studies and plans;
- express ideas effectively, orally and in writing;
- establish and maintain effective working relationships with subordinates, public and private officials, and the public;
- work independently, work under pressure, be flexible, and adapt to changing priorities and technology;
- take initiative and be innovative in the performance of job duties.

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SUPERVISION

Employee reports to and receives direction from an administrative superior. Employees may lead full time or temporary employees. A high degree of independent judgment and action is exercised in planning projects and programs and resolving administrative and technical problems within the framework of established policies, budgetary limits, and sound engineering practices. Performance is evaluated through conferences and the review of reports to determine program effectiveness and adherence to established policies and objectives.

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, or coordinate work activities. Meetings or project requirements may involve working evenings, weekends or 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: April 1993
Revised: June 1993 and December 1994, June 2000
Previous Spec No. 420433
EEO Category: 2 – Professionals
Pay Grade: 245 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous