

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **ENGINEERING AND PLANNING SUPERVISOR - AIRPORT**

Spec No. 2412

#### **BASIC FUNCTION**

Plan, organize, coordinate, and direct engineering and airfield planning related projects for the airport. Serves as a member of the core management team.

#### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Plan, organize, coordinate and direct the activities of assigned staff and consultants to keep the Airport Master Plan in compliance with FAA regulations.
2. Oversee the Engineering Division for the airport focusing on the Airport Paving Program, the Drainage Programs, and the airport street system. Oversee the preparation and/or prepare reports, plans, specifications, estimates, construction documents, permitting, legal documents and other material required for the planning, design, construction and property transactions for special projects.
3. Supervise and direct the work of assigned staff; evaluate staffing needs; prepare annual budget proposals, participate in hiring of staff, performance reviews and employee grievances and conflict resolution.
4. Direct the preparation and/or prepare bid documents, requests for proposals, contracts and inter-local agreements; negotiate scope of work, contract price, and contract changes; monitor the performance of various consultants and inter-local agreements; monitor budget expenditures; approve work in progress and on completion; approve billings for services received. Analyze, prepare, and negotiate budget and programmatic proposals and long term planning documents.
5. Administer Federal Aviation Administration Airport Improvement Grant Program and ensures timely reporting and requests for reimbursement of expenses. Implement programs and track results to ensure compliance with Airport Improvement Program requirements to include FAA mandated sponsor assurances, FAA mandated contract provisions, Disadvantaged Business Enterprise, Americans with Disabilities Act, Buy American, Davis Bacon and other local, state, and federally mandated programs.
6. Develop, plan, prepare, and oversee the Airport's Capital Improvement Program consistent with federal aviation regulations and state audit requirements. Develop and administer projects and approve project(s) scope of work, budget, and schedules. Approve the scope of work, budgets and schedules of projects. Oversee and approve work plans, budget, technical and organizational issues.
7. Prepare, maintain, and/or supervise the preparation and maintenance of reports and records of consultant and staff performance and production; initiate changes as

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necessary; develop and recommend operational policies and procedures as necessary. Develop and implement policies and procedures.

8. Serve as signatory authority for engineering designs, construction contract payments, change orders, and acceptance of work products.
9. Serve as liaison to various technical advisory committees and interest groups and various state and local agencies; provides information and technical assistance to citizens, municipalities, special purpose districts and grant applicants.
10. Contribute to the development and annual updating of the department's strategic plan; work with management team and staff to ensure plan goals and objectives are achieved on schedule and within budget; participate in the management and leadership of the department.
11. May represent the department at public meetings and hearings or before the County Council, Hearing Examiner, or other individuals or groups as directed; makes presentations before the County Council and coordinates activities with the Council on behalf of the department Director. Represents the section and division with internal staff and external clients and the public.
12. May represent the department in negotiations with municipalities and other units of government concerning services, transportation and land use issues.
13. May represent the county in court cases dealing with airport construction or other matters.
14. Performs related duties as required.

#### **MINIMUM QUALIFICATIONS**

A bachelor's degree in engineering, business, planning, administration or closely related field or the equivalent combination of education and experience. Six (6) years of increasingly responsible experience in airport engineering, airport project management, airport construction management and airport planning. Three (3) years of supervisory experience is required. Must pass job-related tests.

#### **SPECIAL REQUIREMENTS**

A valid Washington State Driver's License is required for employment.  
A current Washington State Professional Engineering (PE) license is required.

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### KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of airport planning, airport design and airport operations
- Federal Aviation Administration standards, specifications and grant procedures
- relevant laws, rules, regulations and legislation governing various planning and construction projects and programs
- engineering techniques and principles
- principles and practices of program and systems planning, organization and budgeting
- human resources techniques and principles
- budgeting techniques and principles and grant management
- team building techniques and principles
- engineering design techniques and principles and specification development
- pavement management techniques and systems
- drainage techniques and principles
- competitive bidding for public works contracts
- project control techniques and principles including scheduling
- contract negotiation techniques and principles
- MS Project and CAD
- applicable federal, state, and local laws and regulations for assigned work responsibilities

Ability to:

- apply team building techniques and principles to build consensus
- apply supervisory techniques and principles to multi-discipline assigned staff
- delegate work assignments to assigned staff
- plan, organize, coordinate and direct the day to day activities of the work unit
- prepare and administer program and project budgets, work plans and business plans
- work cooperatively and productively with other members of the management team to accomplish the goals and objectives of the department's strategic plan
- synthesize technical information into a clear and concise manner and draw conclusion and/or develop key performance measures
- analyze assigned programs and initiate action to correct deficiencies and resolve problems
- establish and maintain effective working relationships with public officials, management, associates, subordinates, employees of other agencies, customers, stakeholders, and with the general public

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- communicate (orally or in writing) with a diverse group of individuals with differing viewpoints
- work as an integral and effective member of the department's management team
- work under pressure and meet deadlines and delegate work assignments as necessary to meet deadlines
- analyze problems and develop innovative solutions within industry standards
- supervise staff and make efficient decisions with strong conflict resolution skills; receive and provide feedback
- work with individuals with differing opinions and build consensus.
- work in a tactful and diplomatic manner while handling politically sensitive issues
- manage a number of project simultaneously
- read, interpret, and develop engineering plans, specifications and cost estimates

#### SUPERVISION

The employee reports directly to the Director or Deputy Director of the department. The work is performed with a high degree of independent judgment. Performance is evaluated through conferences and periodic reports.

#### WORKING CONDITIONS

The majority of work performed is in the usual office environment with occasional field trips to locations throughout the county. The employee may be required to work evenings, weekends and holidays.

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: February 2019

Revised: February 2019, December 2019

Retitled and Revised: December 2019 as Engineering and Planning Supervisor-Airport

EEO Category: 2 – Professionals

Pay Grade: 111 – Management Exempt Pay Plan

Workers Comp: 5306 – Non-Hazardous