

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **AIRPORT ENGINEER**

Spec No. 5306

### **BASIC FUNCTION**

To perform professional engineering assignments in Snohomish County Airport (Airport), maintenance, repair, design, construction, land development, and program development, which requires advanced expertise in a specialized area of engineering and in multiple engineering related functions. To act as a resource to engineers on complex projects or manage projects or project components.

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

1. Performs project management, analysis, and design of major improvements and modifications to Airport roads, runways, taxiways, utilities, and structures; produces design reports and plans, specifications and cost estimates for construction or repair of Airport facilities, such as roadways, taxiways, runway pavements, surface water systems, sewer systems, and structures.
2. Reviews engineering design work to ensure proposed designs meet project needs, meets engineering specifications cost regulatory requirements, schedule needs, and complies with state laws, county codes and policies, and county engineering design standards, where applicable.
3. Conducts or directs the preparation of major planning or design engineering studies; identifies and researches needs and problems in the area of specialization; monitors the collection of field data and the technical evaluations used to develop recommendations.
4. Manages the selection and administration of engineering consultants performing work for planning and reports, plans, specifications, estimates, and on call engineering services.
5. Prepares requests for proposals for professional engineering, consulting, and environmental services; reviews requests from consultants for changes in scope of work and recommends appropriate action.
6. Acts as a technical resource in a specialized area of engineering to resolve complex design and construction problems within the Airport facility and provides assistance in correcting related problems on adjoining or affected private property. Assists with review of tenant improvement plans.
7. Conducts field trips to inspect project sites during planning and design phases, and during construction for compliance with specifications and plans.

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#### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

8. Provides technical support and acts as engineering liaison between the Airport, consulting engineering firms and other governmental agencies; reviews agency documents preparing and presenting comments on behalf of the Airport. Coordinates review of developments with appropriate planning, environmental, traffic, and structural staff within Snohomish County PDS, Public Works and with the County Engineer for final approval. Updates and maintains applicable design codes and code revisions, including Snohomish County, relevant cities, FAA, Ecology, and WSDOT.
9. Coordinates or obtains appropriate permits from Snohomish County, Department of Ecology, WSDOT, and other federal, state, county or city agencies as required.
10. Supervises and directs contractor Certified Erosion and Sedimentation Control Lead (CESCL) duties on Airport construction projects. May assume CESCL responsibility as required.
11. Acts as county inspector for permitted projects. Reviews and approves As-Built documentation. Closes out permits.
12. Coordinates the location, notification and preparation of presentations at public meetings for assigned projects and assists in other Airport staff's public meetings. Provides technical testimony at Public Hearings or Meetings.
13. Provides technical assistance, guidance, and training to Airport staff.
14. Assigns, leads, 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 hiring.
15. Researches and prepares pertinent data and reports for legal counsel for court actions and represents the Airport on matters pertaining to Airport facilities.
16. Reviews and approves all plans and contract documents before they are used in the public bidding process for Airport construction projects.
17. Establishes and monitors a current public meeting calendar for all required public information meetings on proposed public works projects; confers with the appropriate personnel and goes through a checklist for all the required logistical details for the meeting.
18. Assures the accuracy of all engineering design standards and standard specifications used by the Airport; updates design standards and specifications and maintains up to date files of design standard drawings and standard specifications for staff use.

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### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

19. Develops recommendations for mitigating measures to reduce or provide for environmental impacts to the Airport.
20. Supervises or conducts field and laboratory investigations required to obtain representative soil information of potential construction sites; such investigations may be through borings, soundings, sampling or testing.
21. Evaluates field laboratory soils results and makes engineering recommendations pertaining to the foundation design of airfield and roadway pavements, retaining walls and airport facilities. Supervises the materials testing laboratory; approves construction materials and their sources, maintains materials records, makes recommendations pertaining to material acceptance; establishes related procedures and criteria as necessary.

### STATEMENT OF OTHER JOB DUTIES

22. Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

A Bachelor of Science degree in civil engineering or related field; AND four (4) years of professional civil engineering experience, three (3) of which are directly as an airport engineer; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### SPECIAL REQUIREMENTS

A Professional Engineer's License or ability to obtain one by demonstrated training or experience is required.

A valid Washington State Driver's License is required.

Certified Erosion and Sediment Control Lead License or ability to obtain one within one month is required.

First Aid, CPR, and AED Certification.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- FAA Part 139
- FAA Advisory Circulars(multiple) on Airfield Construction
- engineering mathematics applied to area of specialization

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### KNOWLEDGE AND ABILITIES (Continued)

- engineering principles and practices and the materials and equipment applicable to the area of specialization
- the current codes, trends, and developments in the field of engineering specialization
- principles of project management, organization and administration
- laws and regulations applicable to the area of assignment
- FAA Design Standards and Airfield Construction methods and regulations

### 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
- establish and maintain effective working relationships with other county employees, representatives of other agencies and with the general public
- communicate effectively both orally and in writing
- prepare or oversee the preparation of engineering studies and plans

### SUPERVISION

Engineer reports to and receives direction from the Airport Director and Airport Deputy Director., and coordinates work with Airport staff as required. 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 codes, policies, budgetary limits and sound engineering practices.

### WORKING CONDITIONS

The work is performed in an office environment with frequent field trips to locations throughout the Airport and greater Seattle area to make site visits, attend meetings, or coordinate work activities. Meeting 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 2010

Revised: September 2017

EEO Category: 2 - Professionals

Pay Grade: 244 – Classified Pay Plan

Workers Comp: 1501 Hazardous