

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **C.I.P. COORDINATOR**

Spec No. 3008

### **BASIC FUNCTION**

To provide support to the Surface Water Management Capital Improvement Program by assisting engineering staff in applying for and administering grants, loans and other project funding, applying for permits, and coordinating project schedules and budgets.

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

1. Assists project managers in reviewing consultant contracts and interlocal agreements for compliance to established requirements.
2. Prepares permit applications for Surface Water capital improvement projects; determines which data will be required by the various agencies involved; reads plans and specifications as required for permit related information.
3. Coordinates the collection of technical data required for permit applications; reviews plans and specs prior to submittal for conformance with agency requirements; researches county records for required information as necessary.
4. Prepares spreadsheets and tracking reports and monitors revenue, expenditure and funding for C.I.P. annual, 6 year program and Drainage Rehabilitation Investigation, and River Management budgets.
5. Serves as coordinator for C.I.P. grants tracking and reporting system. Prepare applications, inter-local agreements and ECAFs.
6. Tracks and monitors funding, scheduling and financial activities on construction projects with Surface Water Management.
7. Assists in preparation of reimbursable salaries and benefits agreements for each program activity; coordinates with other divisions and reviews other department's reimbursable agreements to ensure correct function and project codes are used and project phases.
8. Assists in the preparation of applications for Public Trust Fund Loans; coordinates the loan paperwork and tracks the loan budget for approved projects.
9. Coordinates the development of project schedules with project managers; prepares status reports; modifies construction schedules as necessary; assists in tracking project budgets.
10. Provides information and responds to inquiries from consultants, property owners, county staff and the general public regarding schedules and permits for projects.
11. Coordinates the preparation of graphic materials for such things as ground breaking and ribbon cutting ceremonies; prepares agendas and fact sheets.

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### STATEMENT OF OTHER JOB DUTIES

12. May lead the work of lower classified technicians relating to assigned projects or in supervisor's absence.
13. Performs related duties as required.

### MINIMUM QUALIFICATIONS

An AA degree in accounting, business administration, public administration or other related field and two (2) years of office experience related to civil engineering, cost accounting or permit processing; OR, any equivalent combination of education and experience which provides the skills, knowledge and ability necessary to perform the work. Must pass job related tests.

### SPECIAL REQUIREMENTS

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

### KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of engineering;
- the use of computer technology;
- office practices and procedures.

Ability to:

- interpret engineering plans and specifications;
- communicate effectively with engineers, contractors, developers, staff members, other agencies, consultants and the general public;
- work independently and organize workload;
- prepare clear and concise written reports;
- operate computer terminals and applied software packages;
- establish and maintain effective work relationships;
- exercise initiative and judgment and make decisions within the scope of assigned authority.

### SUPERVISION

The employee receives supervision the Capital Improvement Program Manager. The work is carried out independently in accordance with instructions, established policies and accepted practices.

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### WORKING CONDITIONS

The majority of work performed is in the usual office environment with occasional trips to work sites throughout the county.

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: August 1990

EEO Category: 3 - Technicians

Pay Grade: 236 – Classified Pay Plan

Workers Comp: