

SNOHOMISH COUNTY JOB DESCRIPTION

COLD STORAGE FACILITY (CSF) PROJECT MANAGER

Spec No. 1117

BASIC FUNCTION

As project manager for the Cold Storage Facility project (CSF), this position will coordinate and direct the overall project. Will lead insurance claim negotiations, third party insurance claims settlements, and a project feasibility and due diligence study of the CSF site. This project manager will participate with the Campus Redevelopment Initiative (CRI) project office document preparation process as requested.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assumes lead role in overall project management for insurance claim negotiations, third party insurance claims settlements, and a project feasibility and due diligence study of the CSF site within schedule and budget.
2. Monitors and coordinates all environmental assessment and clean-up work performed by all consultants.
3. Monitors and coordinates all property issues work performed by all consultants, including title report, appraisal, and survey.
4. Leads insurance negotiations, including: a) coverage/procedural steps under the policy; 2) value negotiations; 3) options available to County under the policy, e.g., re-build on site, re-build off site; and 4) settlement negotiations.
5. In concert with Finance, determines ultimate project dollars and explores sources of revenue, including: 1) participation by cities and other agencies in gun range, evidence storage, or impound lot, and 2) rates and structure of the financial contributions of other agencies.
6. Prepares decision package on use of property, with outline of options for sale versus build and use scenarios.
7. Identifies regulatory concerns, including zoning, code upgrade requirements, taxes, utilities, permits, and special use requirements, e.g., gun range.
8. Develops concept designs with county architect, given site's capacity to meet various needs, such as headquarters, evidence storage, impound lot, gun range, other.
9. Works with the Executive Office to develop recommendation, including issue paper, options, and presentation to Council. Assists with presentation.
10. Responsible for Request For Qualifications (RFQ) process for Design/Construction, including drafting RFQ, following county bid procedures, developing screening process and selection committee, and carrying process through to selection.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. Participates with the Campus Redevelopment Initiative (CRI) project office document preparation process as requested.
12. Coordinates project requirements/objectives of other county departments/offices, functional groups, and related project task teams, as required and needed.
13. Plans, coordinates, and implements business planning across county departments.
14. Works directly with key managers within potential user departments and assists them in defining the needs and requirements of the project.
15. Identifies information required, chooses data collection methods and collects data; develops project options; prepares analysis and proposals; solicits departmental involvement and input.

STATEMENT OF OTHER JOB DUTIES

16. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

A bachelor's degree in business administration, public administration, or related field; AND, ten (10) years experience in insurance claims, property management, or related fields; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Doctor of Jurisprudence (JD) may substitute for five years of experience. Must pass job related tests.

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- project management concepts;
- local government procedures;
- federal, state, and local laws, rules and regulations related to area of assignment;
- insurance claims requirements under federal, state, and local law;
- budget preparation and administration; and
- safety rules, regulations and procedures.

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- establish and maintain effective working relationships with elected officials, department heads, associates, subordinates, representatives of other agencies, and the general public;
- maintain cost/quality/schedule assurance requirements;
- develop and establish work plans for projects of comparable size and scope, and to establish and maintain project schedules;
- manage multiple project components;
- communicate effectively orally and in writing;
- gather, evaluate, and document technical data;
- independently organize tasks, delegate responsibility, and coordinate a team effort under deadlines; and
- make effective group presentations.

SUPERVISION

This position is performed under the direction of the Facilities Management Director and the oversight of the County Executive's Office. The work is performed with a high degree of independence and is reviewed through conferences, periodic reports and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with field trips to locations throughout the county for the purpose of attending meetings and making site visits.

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 2001
EEO Category: 2 - Professionals
Pay grade: 115 – Management Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous