

SNOHOMISH COUNTY JOB DESCRIPTION

COMPLIANCE OFFICER I - TRAINEE

Spec No. 2053

BASIC FUNCTION

To monitor contractor and subcontractor compliance on small construction projects under \$300,000 and to assist senior compliance officer on projects over \$300,000 with state, federal and local regulations. Upon successful completion of six (6) months training program incumbent will be reclassified to Compliance Officer I classification.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Enforce contractor compliance with Washington State Public Works Act and Prevailing Wage laws on construction projects under \$300,000.
2. Prepare monthly contract payments on small construction projects from information provided by Project Engineers.
3. Enforce compliance with Disadvantaged Business Enterprise goals to comply with Washington State Department of Transportation funding requirements.
4. Use computerized spreadsheets and ledgers to prepare payments and document quantities of materials used in small construction projects.
5. Prepare Force Accounts on small projects and assist Senior Compliance Officer on large projects in order to reimburse contractors when their contract extends beyond the original items and scope of work.
6. Compile contract records for permanent file according to Washington State Department of Transportation standards.
7. Attend bid openings and prepare bid tabulations for small construction projects.
8. Assist Specifications Technician IV with entering General Special Provision updates into computer files when provided by the State Department of Transportation.
9. Assist Senior Compliance officer with entering field document data on large construction projects.

STATEMENT OF OTHER JOB DUTIES

10. Performs related duties as required.

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MINIMUM QUALIFICATIONS

One (1) year of technical training in Engineering Technology, Business Administration, or Accounting; AND, one and one half (1 1/2) years related office and computer experience; 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:

- engineering and construction terminology;
- accounting and bookkeeping procedures;
- state and federal laws, regulations and guidelines pertaining to Public Works contract administration;
- contract administration practices/procedures.

Ability to:

- successfully complete six (6) month on-the-job training program;
- operate computer for the purposes of entering information and creating or designing new reports;
- communicate effectively, orally and in writing; develop and maintain effective working relationships with contractors, department staff and governmental agencies;
- interpret and enforce procedures, rules and regulations of Public Works contracts;
- work independently and to organize workload.

SUPERVISION

The employee reports to the Engineering Group Supervisor. Work is performed with considerable independence and is reviewed through status reports and meetings.

WORKING CONDITIONS

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

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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: September 1994 Spec No. 320258

EEO Category: 5 – Paraprofessional

Pay Grade: 234 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous