

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **COMPLIANCE OFFICER II - PUBLIC WORKS**

Spec No. 2395

### **BASIC FUNCTION**

To perform professional and technical work in the field of contract compliance for the Department of Public Works enforcing contract compliance with state, federal and local laws and requirements; resolving non-compliance issues for Public Works construction projects.

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

1. Enforces contractor compliance with Washington State Public Works Act, Disadvantaged Business Enterprise (DBE) goals and Prevailing Wage laws; take necessary action to bring contractors into compliance.
2. Works with and assists the Public Works Contract Administrators to enforce compliance with Federal Highway Administration, EEO, DBE and Apprentice Training programs; review for completeness EEO contractor reports, training programs and use of DBE contractors.
3. Prepare monthly contract payments on Public Works construction projects.
4. Administer the statutory retained percentage of contract payments and the handling of claims.
5. Compile project files and review for completeness; represent Public Works in audits.
6. Develop and update procedures to conform to changes in laws, division resources and funding agency requirements.
7. Prepare monthly project budget and engineering expense reports for management's use.
8. Review the work of lower level compliance officers and trainees.
9. Attend bid openings and prepare bid tabs. Review contractor bids for completeness, accuracy and compliance with specification requirements; assist in recommendation of award.
10. Attend preconstruction conferences, provide procedural and obligation information to contractors.
11. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

A Bachelor's degree in public administration or related field; AND two (2) years of experience involving contract administration; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities necessary to perform the work. Must pass job related tests.

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**SPECIAL REQUIREMENTS**

A valid Washington State Driver's license is required.

**KNOWLEDGE AND ABILITIES**

Knowledge of:

- bookkeeping and accounting procedures
- engineering and construction terminology
- state and federal laws, regulations and guidelines pertaining to public works contract administration
- contract administration practices and procedures
- county standard computer systems and software

Ability to:

- communicate effectively, orally and in writing to people from diverse backgrounds
- use software and hardware for creating, monitoring, entering and updating information and reports
- develop and maintain effective work relationships with managers and superiors, associates, contractors, vendors and the general public
- interpret and enforce procedures, rules and regulations of Public Works contracts
- work independently, organize workload and meet deadlines
- understand and execute complex oral and written instructions
- create and maintain necessary records and reports
- exercise good judgment
- maintain an overview of complex processes
- read, interpret and apply relevant federal, state and local laws, rules, regulations and guidelines

**SUPERVISION**

The employee reports to the Administrative Operations Contract Administration Supervisor. Work is performed with considerable independence and is reviewed through status reports and meetings.

**WORKING CONDITIONS**

Position in this class typically require daily precise control of fingers and hand movements; regularly deal with distraught or difficult individuals; occasionally lift, move or carry objects over 20 pounds, and occasionally operate a motor vehicle for travel 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: February 1994  
Revised: February 1997, August 1999  
EEO Category: 2 - Professionals  
Pay Grade: 239 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous

Previous Spec No. 320265, 2054