

SNOHOMISH COUNTY JOB DESCRIPTION

DRAINAGE NEEDS REPORT (DNR) PROJECT MANAGER

Spec No. 1118

BASIC FUNCTION

Manage and coordinate the work on the preparation of the Drainage Needs Report. This includes management of a substantial consultant contract and county resources

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides overall project management within schedule and budget.
2. Performs overall contract administration including cost estimates, progress payments, billings, job close out, and proper file maintenance.
3. Defines and develops the overall work program, including project plan and schedule; budget; and monitoring, reporting, and quality control systems.
4. Establishes and maintains effective project cost control, assuring that changes and any approved expenditures are within the established budget.
5. Monitors and coordinates all work performed by all consultants.
6. As necessary, coordinate the DNR work with other county departments, other cities, other governmental agencies, and the public at large.
7. Manages the selection process for consultants, coordinates the development of contracts, partnering and dispute resolution processes, and monitors the work performed on a day-to-day basis to assure compliance with contracts, schedules, and budgets.
8. Coordinates and manages the system for resolving conflicts/disputes over change orders and other issues.
9. Provides technical assistance and owner preferences to consultants.
10. Oversees coordination of consultant work and internal county staff work.
11. Provides documentation and guidance regarding matters requiring compliance with state policy and statutes.

STATEMENT OF OTHER JOB DUTIES

12. May serve as a spokesperson to communicate information about the project to community groups, the general public, the media and others.
13. May coordinate work plan tasks that are required after hours.
14. Performs other related duties as assigned.

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MINIMUM QUALIFICATIONS

A bachelor's degree in civil engineering, construction management or business administration, AND, fifteen (15) years experience at the highest levels of public works and engineering management such as county/city engineer or public works director. Experience should include activities such as design, maintenance, operations, surface water management, capital facilities planning, land use planning. The formal degree requirement may be substituted with an additional six (6) years of the applicable experiences listed. Must pass job related tests.

SPECIAL REQUIREMENTS

A Professional Engineering license in Civil Engineering is required. Direct knowledge of the Southwest Snohomish County Urban Growth Area is highly preferred. Direct knowledge of drainage master planning in the context of capital facilities planning is highly desirable. A valid Washington State Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- general consulting selection and contract laws;
- general consulting contract administration in projects of comparable size, scope and type;
- local government procedures and purchasing requirements;
- federal, state and local laws, rules and regulations related to area of assignment;
- local and regional vendors, contractors, and suppliers in related fields;
- budget preparation and administration;
- safety rules, regulations and procedures;
- relation of capital facilities plans and land use;
- knowledge of surface water management capital and planning processes;
- familiarity with surface water modeling such as HSPF;

Ability to:

- establish and maintain effective working relationships with elected officials, department heads, associates, subordinates, representatives of other agencies and with 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;
- utilize and manage all consultant architectural, engineering and trade services;
- manage multiple project components; communicate effectively orally and in writing.

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SUPERVISION

This exempt position reports to Public Works Director. Policy matters regarding the DNR effort will receive strong review by the county council and there may be additional formal processes identified as the project progresses. The work is performed with a high degree of independence and is reviewed through conferences, periodic reports and results obtained.

WORKING CONDITIONS

This position involves primarily office work with occasional site visits. Occasional project meetings may be held outside of normal office work hours.

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