

SNOHOMISH COUNTY JOB DESCRIPTION

ENGINEER IV

Spec No. 3034

BASIC FUNCTION

The Engineer IV is a Senior Project Manager position responsible for development and design of programmed projects totaling \$10 million or more and leads a group of professional employees performing advance engineering assignments requiring the application of engineering principles and methods. Seals all plans developed under his/her direction with professional engineer's stamp.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans and coordinates all engineering operations related to complex engineering projects.
2. Acts as a division resource in resolving complex engineering problems relating to design, land development, traffic operations and right of way use and acquisition.
3. Assigns, evaluates and leads the work of four (4) or more subordinate employees as required; advises, assists and trains subordinates as necessary; participates in the selection of new employees, and may perform periodic performance evaluations.
4. Directs the preparation of comprehensive engineering studies and databases in order to compile, cross-index and analyze information for engineering planning and decision making.
5. Resolves design and funding problems on county projects under construction to ensure that the completed project operates as intended and preserves the public health and safety.
6. Prepares and manages the preparation of project plans, specifications, estimates and construction documents to assure that assigned projects are completed on schedule and within an acceptable budget.
7. Coordinates operations with resource groups, other county departments and programs, outside agencies, citizen groups and the general public as necessary; provides technical assistance to other county departments as required.
8. Reviews and approves plans and contract documents before they are used in the public bidding process for county construction projects, includes stamping plans and specifications with Professional Engineering License.
9. Works with the Prosecuting Attorney's Office to resolve engineering related legal issues and acts as an expert witness on engineering aspects of design and right-of-way use/acquisition and land development for assigned public works projects.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Prepares reports and recommendations to the County Council, various community groups and outside agencies as necessary; may conduct or participate in public hearings to explain program plans and solicit public input.
11. Prepares Federal and State funding applications, prospectus packages, council approval motions, permits and jurisdictional agreements and other documents to support funding of design and construction projects on the County ACP and Six Year TIP.
12. Responds to inquiries from the public regarding specific problems or issues in area of assignment.
13. Prepares regular project status reports and task assignments status reports.
14. Selecting and managing of engineering consultants to provide necessary project services for the department when the expertise or resources are not available.
15. Coordinates with other County agencies, governmental agencies; municipalities, citizen groups, developers, and utilities to achieve project goals and presents comments on behalf of the Public Works department.

STATEMENT OF OTHER JOB DUTIES

16. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor of Science degree in civil engineering or a related engineering specialty and eight (8) years of professional engineering experience; OR, any equivalent combination of education and experience which provides the required knowledge, skill and ability to perform the work. Must pass job related tests.

SPECIAL REQUIREMENTS

A Professional Engineer's License in civil engineering is required for all positions.

A valid Washington State Driver's License is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- civil engineering standards, principles and practices with special reference to the functional area

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KNOWLEDGE AND ABILITIES (Continued)

- methods and techniques related to the planning, design, construction and maintenance of public works facilities
- federal, state and local laws, rules and regulations related to the area of assignment
- the principles and practices of planning, scheduling and budgeting

Ability to:

- methods to conduct comprehensive engineering studies and data analysis
- the literature, trends and developments in the area of specialty
- manage multiple projects and activities
- design construction projects by preparing contract plans and specifications and developing estimates
- direct and evaluate the work of subordinate employees
- develop project specific work plans, schedules and budgets
- propose solutions to complex problems utilizing professional knowledge, research and other outside resources
- establish and maintain effective working relationships with elected officials, department heads, associates, subordinates, representatives of other agencies, and with the general public
- communicate effectively, both orally and in writing; prepare a variety of correspondence, reports and other written materials and documents
- exercise excellent interpersonal communication skills, conflict resolution and negotiation skills
- walk and climb on construction sites

SUPERVISION

The employee reports to and receives direction from an Engineering Manager. The work requires considerable independent judgment and discretion in developing and achieving work unit goals and objectives. The work is reviewed through meetings and periodic status reports, and by evaluation of results obtained.

WORKING CONDITIONS

The work is performed in an office and field environment with frequent trips to locations throughout the county to make site visits, attend meetings or coordinate work activities. Meetings or project requirements may involve working evenings, weekends or holidays as necessary. Field conditions involve working in and around hazardous sites and construction vehicles.

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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: March 1986

Previous Spec No. 421416

Revised: July 1991, January 1997, March 2002

EEO Category: 2 - Professionals

Pay Grade: 245 - Classified Pay Plan

Workers Comp: 1501 Hazardous