

SNOHOMISH COUNTY JOB DESCRIPTION

ENGINEERING MANAGER (113P)

Spec No. 1042

BASIC FUNCTION

To plan and manage a major section of the Public Works department such as design, construction or surface water. Perform administrative and advanced engineering, construction or surface water work to direct a complex and diversified program.

Incumbents in this position supervise 25 or more employees including two or more group supervisors.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Manages the preparation of plans, specifications, estimates, construction documents, permitting and other material required for the planning, design and construction of projects included in the Annual Construction Programs.
2. Assures that Public Works construction projects are constructed to the required specifications, within the approved budget, and in the specified time frame. Provides necessary survey control to comply with state regulations and Public Works project demands.
3. Oversees a comprehensive storm and surface water program for the county including such activities as river improvement, drainage spot improvements, flood control maintenance program of water resources assessment and long-range comprehensive drainage plans.
4. Manages program development of Public Works projects which include the coordination of program planning, transportation, funding environmental, traffic and right-of-way planning and operations programs.
5. Plans, schedules, assigns and evaluates work of subordinate employees; provides assistance, training, guidance and performance appraisal to subordinate employees; selects, hires, promotes and disciplines subordinate employees as necessary.
6. Conducts short and long-range planning efforts to establish program goals and objectives, budgets, work programs and staffing, facilities and equipment needs.
7. Directs the preparation of reports and studies required for the planning and development of Public Works projects.
8. Performs complex technical engineering work as a staff specialist engaged in the evaluation and application of engineering principles to difficult projects of major scope, subject to several independent standards for construction and/or operations.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Proposes, develops and implements policies, procedures and budgets for work section; administers the approved budget including monitoring revenues and expenditures of assigned operations.
10. Oversees the selection, negotiation and monitoring of consultants employed by the county.
11. Represents the county at public hearings or meetings with public officials, agencies, special interest groups and citizens.
12. Makes public presentations and responds to inquiries from citizens and the press concerning the development and scheduling of department projects.
13. Acts as engineering expert witness in court cases relating to area of assignment.
14. Reviews and develops program policies and procedures for Department of Public Works activities.
15. Proposes, develops, and implements modifications to county codes and associated regulations, procedures, and engineering standards.
16. Represents the assigned division Director or Director of Public Works, as directed.
17. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor of Science degree in civil engineering or a related engineering specialty; AND five (5) years of professional engineering experience, including four (4) years of supervisory experience in the area of transportation, design, utilities or construction engineering depending on the area of assignment; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A Professional Engineer's License is required.

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

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KNOWLEDGE AND ABILITIES

Knowledge of:

- broad knowledge of engineering principles and practices related to the planning, design and construction of complex public works projects
- federal, state and local laws, rules and regulations related to area of assignment
- comprehensive knowledge of a specialized area of public works engineering
- the principles and practices of planning, organization, and administration
- comprehensive knowledge of public works project management
- the principles, practices, and procedures associated with budget preparation and administration
- the literature, trends, and developments in the area of specialty

Ability to:

- administer diversified engineering programs
- provide administrative direction and technical supervision to engineering, technical and clerical staff
- develop short and long-range goals, objectives, plans and budgets for complex engineering programs
- analyze and develop department policies, procedures and plans
- provide technical assistance to county staff to resolve complex engineering-related problems
- manage staff to strategically meet delivery of Department of Public Works projects or program area responsibilities
- delegate assignments to staff to best utilize resources and provide opportunities for career growth
- provide staff training and develop their skills to meet program needs
- 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

PHYSICAL REQUIREMENT

There is a moderate amount of walking required in variety project sites throughout the county. Seeing, reading and speaking is also required with occasional exposure to dangerous equipment, noise, noxious fumes and hazardous work sites.

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SUPERVISION

The employee reports to and receives direction from the Division Director. Direction is exercised over a staff of engineering and other professional, technical, and clerical personnel. Work is evaluated by the director through conferences and the review of reports to determine program effectiveness and adherence to established policies and objectives.

WORKING CONDITIONS

Work is primarily performed in an office environment, but driving is required to make site visits and attend meetings. Meetings or division requirements may involve working evenings, weekends or holidays as necessary.

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: 1982

Reestablished December 1991

Revised: May 2013, February 2017, June 2017

EEO Category: 1 - Officials and Administrators

Pay Grade: 113P - Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous