

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **ENGINEERING TECHNICIAN II - PROJECT COORDINATING ASSISTANT**

Spec No. 3045

### **BASIC FUNCTION**

Assist office engineer with project related work requiring knowledge of engineering management practices, scheduling, funding and administrative techniques.

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

1. Maintains project records and files and prepares documents requiring considerable knowledge of proper format and content of documents, processing and approval steps, and continued monitoring through completion of each project.
2. Processes contracts, agreements, or other transactions where attention to detail is required.
3. Assists funding coordinator in gathering, sorting, and preparing funding applications for various funding agencies working with the project manager.
4. Organizes and updates procedure manuals and project files for design engineers.

### **STATEMENT OF OTHER JOB DUTIES**

5. Assists in planning, organizing, and controlling office operations as assigned.
6. Reviews design calculations as required.
7. Assists with the preparation of design schedules.
8. Performs special projects and assignments as required.
9. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

One (1) year of vocational or college courses in engineering technology, and one (1) year of related field or office experience in civil engineering; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Work related experience may be substituted for the required education on the basis of one (1) year of experience equals two (2) years of education or training. Must pass job related tests.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- geometry, algebra and trigonometry

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#### KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- elementary engineering principles and practices
- use and maintain equipment and instruments employed in the area of assignment
- understand and execute written and oral instructions
- prepare clear and concise written records and reports
- establish and maintain effective working relationships with other county employees, representatives of other agencies and with the general public
- operate computers

#### SUPERVISION

Employee reports to an Engineer as assigned.

#### WORKING CONDITIONS

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 1993  
Previous Spec No. 420432  
EEO Category: 3 - Technicians  
Pay Grade: 234 - Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous