

SNOHOMISH COUNTY JOB DESCRIPTION

ENGINEERING TECHNICIAN III - PROJECT MANAGEMENT COORDINATION ASSISTANT

Spec No. 3053

BASIC FUNCTION

Assists Project Managers and Engineers with project related work that requires working knowledge of civil engineering project management, project scheduling practices, current audit and lead agency documentation requirements, project tracking, specification development, and project administration techniques.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Maintains project records and files and assist in preparation of documents or reports requiring working knowledge of civil engineering project scheduling and development processes.
2. Provide organizational support, standardization, update and maintenance to procedure manuals that document standards and guidelines for project development.
3. Assist in development, organization, update, and maintenance of document management systems (paper and electronic) within Engineering Services, in accordance with state and federal audit requirements.
4. Assist in preparation and distribution of Engineering Services project reports and information.
5. Assist in researching and gathering project information to track project expenditures and for preparation of project reports.
6. Assist in screening, scanning, filing, and distribution of project sensitive documents and agreements from incoming mail to appropriate parties and the document management system (paper and electronic) to support certified accepted agency status.
7. Assist in monitoring and management of project close-out processes.
8. Assist in maintenance of project archive procedures including management of vital records in accordance with state and Snohomish County laws and regulations.
9. Perform support functions to update project information for current project phases, coordination of new project number requests, documentation of County Road Project numbers (CRP #'s) and phase/ task codes in all financial and current expenditure tracking systems to facilitate appropriate and accurate project charging.
10. Assists Specification Writer in monitoring WSDOT general special provision amendments, distributes for in-house review, gathers recommendations, documents acceptance and/or approvals, updates electronic WSDOT specification files, and county's electronic regional specials using a personal computer and associated software programs.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. May assist in project specification development including preparation of specification package files, running "pick lists" for Project Managers and Engineers, making copies for milestone reviews of specifications, specification package quality control, and/or may act as back-up to Specification Writer during peak workloads.
12. Prepares reprographic orders, performs invoice checking, and coordinates with reprographic and Electronic Plan Room vendors for posting and distribution of all Annual Construction program projects for advertisement (electronic and paper).

STATEMENT OF OTHER JOB DUTIES

13. Performs related duties as required.

MINIMUM QUALIFICATIONS

One (1) year of vocational or college courses in civil engineering/engineering technology, and two (2) years of related field or office experience in project management, project administration, specification production, OR, any equivalent combination of education and experience which provides the skills, knowledge and ability necessary to perform the work. Must pass job related tests.

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- elementary civil engineering principles and practices
- word processing software
- spreadsheet software
- database software
- specification development software
- basic project development that includes an understanding of and familiarity with project phases, plans, specifications and estimates, and associated terminology
- basic project scheduling skills that includes familiarity with general critical path scheduling concepts and terminology

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- look at issues, gather facts, weigh alternatives and make effective decisions
- contribute creative and innovative ideas to solve problems and meet goals
- possess high quality organizational skills
- be accurate while managing multiple details and tasks at one time

SUPERVISION

Employee will report to a Public Works Supervisor as assigned. Task assignments could come from a Specification Writer or Project Management Coordinator during peak workloads. The work is performed under general supervision with intermittent review of work performance to ensure compliance with work orders and assignments. Specific instructions will be given for unusual or non-routine tasks.

WORKING CONDITIONS

Work is performed in the office. Physical exertion may be required to lift project files or reports that may weigh more than twenty-five (25) pounds.

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: November 1994
Previous Spec No. 420451
Revised: August 2007, April 2013
EEO Category: 3 - Technicians
Pay Grade: 237 - Classified Pay Plan
Workers Comp: 5306 Non-Hazardous