

SNOHOMISH COUNTY JOB DESCRIPTION
FACILITIES CAPITAL PROJECT SPECIALIST

Spec No. 8120

BASIC FUNCTION

Responsible for providing project support for one or more projects to the Facilities Management Department under the direction of the Director or their designee. Assist Facilities Management Staff by leading one or more elements of project. Coordinates and manages the planning, development and implementation of Capital Facilities Projects associated with the repair, remodel, renovation, reconfiguration, and construction of county and leased facilities including contract administration.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Develops comprehensive plans, specifications, cost estimates, contracts, proposals and other documents related to facility projects; prepare bids, contracts, scope of services, RFQs and other related paperwork; reviews documents for accuracy; evaluates submittals and recommends awards.
2. Coordinates project planning, design and technical requirements; establishes scope, develops estimates and communicates status/progress; plans work flow including schedule, materials and resources; understands bid documents and contracts; reviews and analyzes proposed plans; provides overall project management to accomplish work within time and budget constraints.
3. Prepares project budgets and assists with multi-year capital improvement funds; manages and monitors scope, costs, schedule and resource utilization to ensure fiscal compliance; processes financial documents including change orders, requisitions and payment requests; authorizes and reconciles expenditures; addresses disputes.
4. Responsible for overall scheduling and coordination of all meetings (including time management of the project team); design sessions and presentations; for a major County project which encompasses a significant constituency of internal County leadership, personnel and stakeholders as well as, retained consultants to the County, including documentation submitted to the County Council and Executive as defined throughout the project development.
5. Responsible for and acts as the key point of contact for scheduling and document control; is copied on all project related communication; maintains action items tasks list for project team and confirms follow-up and status of resolution.
6. Conducts project research and cost comparisons to determine industry standards, drafts scopes of work, coordinates with staff and stakeholders, maintains project management plans, develops project schedules and reports of project status.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

7. Coordinates planning, design and technical needs during all project phases; oversees consultant selection process and contract negotiations; monitors and inspects work in progress and on completion to ensure compliance with specifications and timelines.
8. Monitors and acknowledges contractors are compliant with necessary prevailing wage procedures and requirements. Develops and maintains project documentation and communication plans ensuring regular and thorough communication and proper record keeping on all aspects of the project. Identify and resolve communication or documentation issues. Recommends actions to improve project performance and compliance.
9. Provides space planning services using AutoCAD software and symbol libraries including optional interior layouts; maintains facility standards, coordinates with other departments, vendors and contractors to minimize project disruption, conflicts and delays.
10. Works directly with management staff in user departments to identify facility needs and requirements; conducts site inspections; provides technical expertise, estimates and direction; develops creative solutions to resolve facility issues.
11. Assists with annual and long range facility planning; gathers and analyzes information including life-cycle costs; recommends effective and realistic solutions for existing and potential facility issues; implements facility changes.
12. Acts as a liaison to management, maintenance, Information Services, consultants, contractors, vendors and others regarding facility issues; serves as the county's representative during projects; responds to inquiries and provides assistance in addressing items; monitors work for safety, security and code compliance and appropriately manages violations or potential issues.
13. Consults with clients to determine facilities needs and requirements; conducts site inspections and provides technical assistance to resolve technical issues.
14. Advises and assists with the annual and long range capital facility planning; researches, gathers and analyzes data.
15. Manage vendor to the responsibilities outlined in the contract and statement of work. Author contract documents, including service level exhibits, statements of work, and examples.
16. Well versed in key terminology associated with contracts and understands how they are interrelated. Manage the vendor to the contract and be creative when contracts don't address certain issues

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

17. Provides assistance to consultants and subcontractors for federal, states and local guidelines. Informs consultants and appropriate officials of non-compliance with established federal, state and local guidelines. Reviews incoming billing for compliance to terms and conditions of the contract and work authorization.
18. Oversees the RFP, RFQ and QR processes, reviews interview questions and criteria prior to interview, tabulates results to determine finalists. Reviews vendor fee structure prior to negotiations; acts as member of negotiation team to define contract agreements, rates and terms and conditions.
19. Serves as project liaison for other divisions, departments, vendors, contractors and consultants as required.

STATEMENT OF OTHER JOB DUTIES

20. Performs related duties as required.

MINIMUM QUALIFICATIONS

Two (2) years of college level course work in architecture, industrial design, interior design or a related field; AND, two (2) years of progressively responsible experience in coordinating facility projects and purchasing; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities.

SPECIAL REQUIREMENTS

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

Experience in using AutoCAD software is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- project management concepts techniques and scheduling;
- facilities operations including maintenance, construction, remodeling and interior design services;
- secure facility and criminal justice operations;
- trends and developments in facility operations;
- contract types, procurement documents, construction documents;
- preparing a variety of records, reports and correspondence utilizing MS Office programs;

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KNOWLEDGE AND ABILITIES (Continued)

- the principles, practices and procedures of construction, remodeling and interior design;
- facility vendors, contractors and suppliers;
- customer service concepts;
- time management skills;
- computer systems, software and hardware;
- word processing, spreadsheet, database, project management and presentation software packages;
- AutoCAD software;
- standard office practices and procedures;
- research and data collection and analysis techniques;
- generally accepted accounting principles;
- principles and practices of government accounting, budgeting and financial management;
- governmental purchasing;
- public works contracting;
- safety, ergonomic and ADA standards;
- relevant building codes.

Ability to:

- manage multiple projects and components concurrently, efficiently and accurately;
- schedule, coordinate with and resolve contractor issues;
- negotiate services and supervise contractors, consultants and vendors;
- coordinate on site union work with other labor unions;
- change order management;
- prepare and review plans, estimates, specifications, contracts and other project documents;
- gather and evaluate data and make recommendations;
- manage vendors portraying broad and strategic thinking;
- determine resource requirements;
- utilized standard office equipment, computer applications and the internet;
- work independently with a minimum of supervision in a logical, analytical and detail oriented manner;
- work under pressure and cope with interruptions and changing priorities in a professional manner;
- plan, schedule, and manage work to met deadlines and budgets;
- communicate effectively both verbally and in writing;

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- establish and maintain effective work relationships with supervisors, peers, associates, vendors and the general public;
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds;
- maintain accurate written records;
- make decisions within scope of assigned authority.

SUPERVISION

The employee in this class reports to the Facilities Management Director, Project Manager or other designee as assigned. Work is performed with considerable independence and is reviewed through observation, meetings, client response and by evaluation of results obtained.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment and outdoors as necessary, with field trips to work sites throughout the county. May be required to work evenings, weekends, and holidays as required.

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: January 2013
EEO Category: 3 - Technicians
Pay Grade: 238 - Classified Pay Plan
Worker Comp: 5306 Non-Hazardous