

SNOHOMISH COUNTY JOB DESCRIPTION

FACILITIES PROJECT LEADER

Spec No. 2076

BASIC FUNCTION

Performs specialized work developing, implementing and managing multiple, comprehensive facility activities including capital improvement projects, space planning, design services, construction, repairs, remodels, renovations, relocations, reconfigures, reorganizations, contract administration and financial support plus safety, security and customers service enhancements.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Develops plans, specifications, estimates, contracts, proposals, schedules and other required documents; prepares bids, contracts, requests for proposals/qualifications and other related paperwork; reviews information for accuracy; evaluates submittals and makes award recommendations; provides direction regarding procurement procedures and policies.
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. Identifies best use of internal or external project resources; participates in selection process and negotiations for consultants, contractors and vendors; prepares and administers agreements for work as required; reviews and analyzes proposed designs, plans and services; monitors and manages work performance and progress including construction meetings and site visits to ensure compliance; addresses conflicts and disputes; prepares punch lists and approves payments.
4. 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.
5. Provides space planning services using autocad software and related symbol libraries; reviews and finalizes details including complex furniture systems plus specialized applications for secure facilities, criminal justice, customer services, conference rooms and public spaces; manages inventory, orders, deliveries, moves, installations and reconfigures with new and existing product; supervises furniture/move crews; updates as-built files.
6. Performs in-house design services on designated projects including furniture and equipment layouts and associated wiring plans; recommends or approves appropriate interior elements including furnishings, fixtures, products, surfaces and colors; facilitates the establishment of facility standards and monitors compliance including ergonomics and accessibility.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

7. Prepares plans for the allocation and utilization of space; develops schematic designs, cost estimates and alternate solutions; makes recommendations and implements decisions including tenant improvement and relocation plans as required.
8. 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.
9. 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.
10. Acts as a liaison to management, maintenance, Information Services, consultants, contractors, vendors and others regarding facility issues; serves as the owner'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.
11. Assists managers as required on various facility projects; may direct and coordinate the activities of others to complete tasks.
12. Attends meetings and participates in discussions; prepares correspondence, reports and other materials as required.

STATEMENT OF OTHER DUTIES

13. Performs related work and special projects as assigned.

MINIMUM QUALIFICATIONS

Two (2) years of college level course work in architecture, industrial design, interior design or related field; AND, seven (7) years of progressively responsible experience coordinating multiple facility activities; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

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

Employees are required to carry a cell phone and pager and be available to respond to facility issues.

Candidates for employment may be required to successfully pass a criminal background investigation.

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SPECIAL REQUIREMENTS (Continued)

Candidates for employment may be required to successfully pass a post-offer physical examination.

KNOWLEDGE AND ABILITIES

Knowledge of:

- project management techniques;
- facilities operations including maintenance, construction, remodeling and interior design services;
- secure facility and criminal justice operations;
- facility vendors, contractors and suppliers;
- trends and developments in facility operations;
- furniture systems;
- communication and conflict resolution skills;
- customer service concepts;
- time management skills;
- personal computers and required software applications;
- autocad software for space planning;
- standard office practices and procedures;
- generally accepted accounting principles;
- research, analysis and problem solving skills;
- principles and practices of government accounting, budgeting and financial management;
- local government procedures and policies;
- governmental purchasing;
- public works contracting;
- occupational hazards;
- safety, ergonomic and ADA standards;
- relevant building codes and systems.

Ability to:

- successfully plan, manage and perform a variety of complex projects/tasks simultaneously;
- manage construction disciplines and labor union relationships to complete projects;
- prepare and accurately edit plans, specifications, contracts, requisitions and other documents;
- gather and evaluate data and make recommendations;
- determine resource requirements and estimate costs;
- negotiate services and supervise contractors, consultants and vendors;
- manage conflict;
- utilize standard office equipment and computer applications;

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- work effectively with minimal supervision using independent and discretionary judgment;
- work under pressure and cope with interruptions and changing priorities with good customer service skills;
- plan, schedule and manage work to meet deadlines and budgets;
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds;
- maintain accurate written records;
- work with confidential and sensitive information;
- make decisions with scope of assigned authority.

SUPERVISION

The employee reports to the Deputy Director. Work is performed with considerable independence and is reviewed through observation, meetings, client responses and results.

WORKING CONDITIONS

The work is performed in an office environment under pressure and requires the ability to quickly adjust to completing priorities and demands. Fieldwork is required on a regular basis and may require travel. The work also involves exposure to construction sites and various weather conditions plus hazardous situations and materials. The employee may be required to work evenings, weekends, holidays or flex-time.

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: July 1992 as Facilities Planning Specialist

Previous Spec No. 340308

Revised and Retitled: April 2002 as Facilities Project Coordinator, March 2007

Revised: February 1997

EEO Category: 3 - Technicians

Pay Grade: 242 - Classified Pay Plan

Workers Comp: 1501 Hazardous