

SNOHOMISH COUNTY JOB DESCRIPTION

SPECIFICATIONS SPECIALIST - PW

Spec No. 3152

BASIC FUNCTION

Assist Project Managers and Engineers to determine project specification needs and prepare Public Works project specifications requiring a working knowledge of standard engineering principles and construction methods. Utilizes methodical, precise technical processes to develop specification documents for a multi-million dollar annual construction program including reimbursable projects that are advertised for bid.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Prepares project specifications and addendums for multi-million dollar annual construction program and reimbursable projects that are advertised for bid, using digital databases, macros and specialized software (WSDOT PSE program).
2. Writes technical special provisions for inclusion in specifications, including unique specifications which have no historical precedent.
3. Researches and applies current laws, rules and regulations as they pertain to Public Works and reimbursable project contract documents prepared for advertisement.
4. Coordinates and leads in-house technical team for review of specification updates from Washington State Department of Transportation and maintenance of Snohomish County General Special Provisions for use in Snohomish County contract documents.
5. Uses references, resources and existing State and Snohomish County General Special provisions to assist Project Managers and Engineers to meet project requirements.
6. Participates in project meetings as appropriate, specifically project plan and specification reviews; reviews documents for errors, omissions and inconsistencies; insures that project proposal and summary of quantities language is consistent with the Standard Item Table and WSDOT Standard Specifications.
7. Coordinates with various engineering groups to insure all funding or other requirements have been met to release the project for advertisement. Ensures all required specifications and related documents are incorporated into the contract documents.
8. Coordinates with County departments and external agencies for review and approval of specification document changes.
9. Coordinates printing and digital posting of project bid documents to On-Line Plan room for electronic advertisement and distribution with assistance from division administrative support and/or Project Management Coordination Assistant.

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STATEMENT OF OTHER JOB DUTIES

10. Responsible to maintain accurate digital specification data by monitoring WSDOT specification file updates via the Internet for incorporation into specification documents.
11. Establishes Quality Control techniques to maintain accuracy including streamlining and updating processes and procedures of specification production as requirements and workflows change.
12. Maintains Engineering Services Specification Specialist Guide as processes, and guidelines change.
13. Acts as Engineering Services SharePoint team member in design, maintenance and implementation of SharePoint Resources for project development and specific elements pertaining to special provisions and contract documents.
14. Provides quarterly Specification Development training opportunities for staff in addition to ongoing training to specification writer backups.
15. Performs related duties as required.

MINIMUM QUALIFICATIONS

Graduation from a two (2) year accredited program in civil engineering technology AND three (3) years of field or office experience in civil engineering; OR, a four (4) year degree in field of engineering and two (2) years of related experience; 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 is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Washington State Department of Transportation Standard Specifications and Standard Items table;
- principles, practices and techniques of engineering related to engineering plans and specifications;
- federal, state and local laws, rules and regulations related to area of assignment;
- the literature, trends and developments in the area of specification.
- Working knowledge of project schedules and project development tasks

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Ability to:

- write technical specifications; operate a computer and utilize relevant software; including WSDOT PSE specification software;
- utilize the Internet;
- Communicate without ambiguity using proper English, spelling, grammar, and punctuation
- proof read with proficiency.
- apply working knowledge of road, structure and drainage standards in development of project specifications;
- review engineering plans, specifications, and estimates;
- use of equipment in the area of assignment;
- understand and execute oral and written instructions;
- establish and maintain effective working relationships as necessitated in a diverse work force;
- plan, schedule and coordinate work assignments to meet tight deadlines;
- work under pressure, and cope with interruptions;
- work independently and self motivate;
- resolve potential problems with proactive solutions.

PHYSICAL REQUIREMENT

Manual dexterity is required to operate a computer keyboard and other assigned equipment. Must be able to speak/communicate with county personnel and other agencies staff. Must be able to see and read construction plans and specifications.

SUPERVISION

The employee assigned to this classification reports to a workgroup Supervisor. Assignments are generally broad in scope with opportunity for the use of experience, initiative, and independent judgment in solving most problems, although assistance from professional superiors is available when especially difficult problems are encountered. Work is periodically evaluated by the supervisor.

WORKING CONDITIONS

The majority of work performed is in the usual office environment with occasional trips to work sites throughout the county.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: May 1993

Revised: July 1998; July 2011, January 2013, March 2014

EEO Category: 3 – Technicians

Pay Grade: 239 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous