

SNOHOMISH COUNTY CLASS SPECIFICATION

TECHNICAL REVIEW SUPERVISOR

Spec No. 3159

BASIC FUNCTION

To supervise the operations of the Technical Review Group of the Community Development Division and to coordinate Public Works projects on drainage and grading for Community Development review.

STATEMENT OF DUTIES

1. Plans, organizes, coordinates and supervises the operation of the Technical Review Group; participates in and makes recommendations concerning the hiring, discipline, transfer and termination of subordinate employees; advises, assists and trains subordinates as necessary.
2. Provides technical information to builders, architects, engineers and the general public; answers difficult questions and resolves problems which other employees can't handle; receives, investigates and resolves customer complaints.
3. Develops, recommends and implements operational policies and procedures as required.
4. Coordinates the work of the group with other units within the department, with other county departments and with outside agencies as required.
5. Initiates the technical review of new county roads plans to ensure county regulations relating to county grading and drainage codes are met.
6. Reviews and approves or denies modification requests for the Snohomish County Design Standards and Specifications for land development projects.
7. Approves the technical engineering aspects of land use applications and plans; signs off on construction plans for single family residential, short plat and plat grading projects; consults with the Prosecuting Attorney's Office as necessary; researches departmental files and compiles engineering evidence as necessary for drainage cases.
8. Assists in the preparation of the annual Operations and Technical Review budget; assists in the preparation of division plans, goals and objectives.
9. Assists in the development of computer databases, logging and tracking systems and hydraulic engineering software to improve and monitor plan review time frames.
10. Maintains necessary records and prepares required reports.
11. Performs related duties as required.

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MINIMUM QUALIFICATIONS

A Bachelor of Science degree in civil engineering or a related specialty; PLUS, three (3) years of engineering experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

Registration as a Professional Civil Engineer in the State of Washington is preferred.

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- standard engineering principles and practices;
- modern methods and techniques related to the planning, construction and maintenance of public works;
- federal, state and local laws, rules and regulations related to area of assignment;
- the principles and practices of planning, organization and administration;
- the principles and practices of program planning, organization and administration;
- the principles and procedures of personnel management;
- the principles and practices of effective supervision.

Ability to:

- effectively supervise, train and evaluate the work of subordinate employees; read, interpret and apply work related laws, rules regulations and guidelines; read and interpret a variety of maps, charts, drawings and blueprints;
- identify procedural conflicts, problems and develop solutions;
- establish and maintain effective work relationships with superiors, peers, associates, architects, engineers, contractors, developers and the general public;
- coordinate the work of the unit with other units in the department;
- communicate effectively orally and in writing;
- make work related decisions under pressure and meet deadlines as required;
- maintain necessary records and prepare required reports;
- prepare a variety of correspondence, memoranda, reports and other written materials.

SUPERVISION

The employee receives administrative direction from the operations and Review Manager and has wide latitude for dealing with technical matters. Direct supervision is exercised over assigned staff. The work is reviewed through meetings and periodic status reports and by evaluation of results obtained.

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WORKING CONDITIONS

The majority of work is performed in the usual office environment with occasional trips to locations in the surrounding community for the purpose of speaking before community groups.

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 1991

Previous Spec No. 440449

EEO Category: 2- Professionals

Pay Grade: 243 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous