

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **TEMPORARY – ADMINISTRATIVE PROJECT MANAGER – AIRPORT FIRE**

Spec No. 1158

#### **BASIC FUNCTION**

To assist the Deputy Airport Director, Operations with complex and confidential administrative support.

#### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Conducts research and analysis on projects as directed; develops and recommends procedural changes for use by the Deputy Airport Director.
2. Develops program protocol and implements pre-fire plans of airport buildings.
3. Develops and maintains manual and computerized management systems for Fire Department utilizing available hardware and software.
4. Complete five-year master plan for Airport Fire Department.
5. Assists in purchases by preparing required documentation.
6. Provides technical word processing, database and spreadsheet guidance, and training (as required) to departmental staff.
7. Conducts special on-site inspections for the purpose of transferring information and technical knowledge of existing businesses on the Airport.
8. Identifies and makes recommendations for modifications to department policies, regulations, standing procedures, and fire codes.
9. Conducts research and analysis on projects as directed; develops and recommends procedural changes for use by the Deputy Airport Director.

#### **STATEMENT OF OTHER DUTIES**

10. May track equipment and inventory.
11. Performs related duties as required.

#### **MINIMUM QUALIFICATIONS**

Satisfactory completion of the one (1) year fire inspection training program; OR, three (3) years of experience in the area of fire inspections, fire training, pre-fire planning; OR, any combination of training and/or experience that provides the required knowledge and abilities. Experience with fire inspection is preferred.

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### SPECIAL REQUIREMENTS

A valid Washington State Driver's License.

Successful completion of the International Fire Code examination or NFPA Fire Inspector Certification is preferred for employment.

Possession of, or ability to obtain, a valid First Aid Card and CPR Certification within ninety (90) days of employment is required

### KNOWLEDGE AND ABILITIES

Knowledge of:

- airport operations environment
- Fire Department SOPs / WAC and RCW standards related to fire fighting
- pre-fire plans
- fire fighting operations for the purpose of establishing SOP's
- office practices and procedures
- proper English, spelling, grammar, punctuation and word usage
- basic bookkeeping and/or record keeping procedures
- building codes, National Fire Protection Association storage standards, International Fire Code;
- potential fire hazards
- Airport operations rules, regulations, and conventions
- FAA part 139 standards and procedures
- work under pressure, meet deadlines and cope with interruptions
- computer technology

Ability to:

- operate computer terminals and applied software packages
- analyze and resolve work related problems
- exercise initiative and judgment and make decisions within the scope of assigned authority
- communicate effectively both orally and in writing
- establish and maintain effective work relationships with department personnel, public and private officials, other county employees and with the general public
- maintain necessary records and prepare required reports
- meet deadlines and cope with interruptions
- operate standard office machines and equipment
- manage multiple tasks/activities while meeting specific deadlines
- maintain a high degree of accuracy with detailed information

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#### SUPERVISION

Employee receives limited supervision from the Airport Deputy Director as assigned. Objectives, priorities and deadlines are established by the Airport Deputy Director. The work is reviewed through periodic meetings, status reports and by evaluation of results obtained.

#### WORKING CONDITIONS

The work is performed in the usual office environment. Evening/weekend attendance at meetings and events may be required. Some work is performed outdoors in all types of weather at airport work sites.

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: February 2013  
Revised: December 2017  
EEO Category: 3 – Technicians  
Range: \$40.00 per hour (AIR-TEMP-SPECIAL)  
Workers Comp: 5306 Non-Hazardous