

SNOHOMISH COUNTY JOB DESCRIPTION

TRANSPORTATION SPECIALIST

Spec No. 3166

BASIC FUNCTION

To provide senior level planning and engineering project management and analysis for transportation-related projects.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Analyzes, recommends, and implements solutions to complex, high-impact transportation issues; plans and conducts research into the best way to implement major department transportation programs; formulates solutions in the form of policies, procedures, rules, county codes, and engineering standards.
2. Directs, leads and coordinates projects and project teams on priority transportation projects; serves as a technical specialist and liaison between Public Works and other county departments, other jurisdictions, and private/public, regional and statewide organizations; advises other staff on engineering design, development review, code interpretation, engineering and planning principles, and administration.
3. Reviews and analyzes complex technical documents such as transportation studies, environmental documents, and engineering design reports, provides decision options and recommendations for management consideration.
4. Produces and maintains the Department's Engineering Design and Development Standards.
5. Conducts and/or participates in public hearings and meetings relative to transportation policies, procedures, rules, codes and standards.
6. Represents the department before the County Council and acts on behalf of the department directors relative to department programs; represents the department on boards, committees, task forces and at public meeting with other government agencies, citizens and county departments; briefs directors and council members on results and actions taken.
7. Explains department programs including policies, procedures, rules, codes, and standards to the County Executive and Council.
8. Develops, negotiates, and implements inter-local agreements and other contracts with cities, counties, and other agencies on behalf of the Public Works Department and the county.
9. Prepares oral presentations and written reports, studies, and correspondence.
10. Oversees consultant contracts including project definition, selection of contractors, contract negotiation, and monitoring and evaluating performance.

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STATEMENT OF OTHER JOB DUTIES

11. May act as an engineering and/or planning expert witness in court, before the hearing examiner or the county council on behalf of the department.
12. May perform all the duties of subordinate level employees.
13. Performs related duties as required.

MINIMUM QUALIFICATIONS

A bachelor's degree in civil engineering, urban planning, transportation planning, or related field; AND five (5) years of specialized experience related to transportation; 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 Professional Engineer's License may be required depending on the area of assignment.

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles of negotiation
- engineering principles and practices with special reference to the activities of the agency or function concerned
- the principles of management, organization and administration
- the laws and regulations applicable to the area of assignment
- the current literature, trends, and development in the field of engineering specialization
- transportation planning principles and methods
- methods and techniques of community involvement

Ability to:

- effectively formulate difficult concepts into department policy through policies, procedures, codes, regulations and standards
- analyze complex documents and prepare conclusions and comments
- communicate effectively with individuals and groups regarding complex or controversial public policy issues or regulations
- coordinate the work of subordinates
- operate personal computers and applied software packages

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KNOWLEDGE AND ABILITIES (Continued)

- establish and maintain effective working relationships with subordinates, public and private officials, and the community
- direct and inspect the work of consultants and contractors on specialized civil engineering projects and to obtain adherence to plans and specifications
- prepare a variety of correspondence, reports, and other written materials
- communicate effectively with people of all ages and from a variety of cultural, economic, and ethnic backgrounds

PHYSICAL REQUIREMENTS

Some lifting of audio visual equipment required up to twenty-five (25) pounds.

SUPERVISION

The employee receives administrative direction from a Division Director and/or Section Supervisor. Work is performed with considerable independence. A high degree of independent judgment and action is exercised in formulating department policy through policies, procedures, codes and standards. Performance is evaluated through conferences and the review of work output.

WORKING CONDITIONS

The work is performed in an office environment with field trips to locations throughout the county to make site visits, attend meetings, or coordinate work activities. Meetings or project requirements may involve working evenings, weekends, or holidays as necessary.

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: August 1991 as Special Projects Engineer
Previous Spec No. 421409
Revised and Retitled: January 1993 as Transportation Specialist
Revised: June 1995, June 2000, July 2005
EEO Category: 2 - Professionals
Pay Grade: 245 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous