



CLASSIFICATION SPECIFICATION ENGINEERING PROJECT MANAGER

GENERAL DESCRIPTION

Responsible for the overall management of the Design Engineering division of the Public Works Department which is responsible for a wide range of planning and design projects for Public Works and other County departments as required. Serves as a representative of the County to community groups and other jurisdictions as it relates to these projects. Develops department-wide Capital Facility Plan; develops and updates Utility Comprehensive Plans. Oversees project permitting, development of project plans, specifications, and estimates.

This class specification reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that may be inherent in a position.

ESSENTIAL JOB FUNCTIONS

Manages resources and technical staff or contract consultants to complete work using acceptable methods of planning and management.

Coordinates the design engineering activities with other divisions, departments, and jurisdictions.

Oversees planning, design, budget preparation, expenditure controls, revenue tracking, grant compliance and reporting for all projects.

Identifies funding sources for projects.

Sets the division's goals and objectives and participates in the development of the department's goals and objectives.

Studies, analyzes, and prepares engineering-related reports as required by state, federal and local authorities. Presents findings orally or in writing to county staff, officials, or other agencies.

Supervises the work of assigned staff, including overall responsibility for staff performance, training, evaluation, and personnel actions.

Represents the County to interagency groups and intradepartmental staff to determine project needs and coordinate services.

Creates short and long range development plans, including project time lines (range 5-10 years).

Prepares and administers grants and contracts from a number of state and federal agencies.

ESSENTIAL JOB FUNCTIONS (cont.)

Develops policy and recommends future program direction consistent with department and Board of County Commissioner goals and objectives.

Performs other duties as assigned.

DISTINGUISHING FEATURES

The Engineering Project Manager position is distinguished by the responsibility of working with various stakeholders within the County and with the community and inter-jurisdictional groups to identify solutions for current and future public works infrastructure needs; by the responsibility to oversee the planning, development and implementation of related design and construction management projects.

WORKING CONDITIONS

Work is performed primarily in an office environment but requires frequent travel to meetings and site visits. Attendance at meetings often requires working evening hours.

QUALIFICATIONS

Bachelor's degree in Civil or Environmental Engineering or a related field.

Four years of progressively responsible experience related to public works project development and two years' experience supervising professional and technical teams.

Must possess or be able to secure within 6 months registration as a Professional Engineer in Washington State.

DESIRED SKILLS

Ability to apply policy development and administrative principles and legal requirements to complex issues.

Ability to communicate effectively with individuals and groups regarding complex or controversial public policy issues or services.

Knowledge of contract management practices for professional services and capital construction.

Ability to create a positive environment with regulatory agencies, elected officials, other staff facilitating effective project management.

DESIRED SKILLS (cont.)

Knowledge of engineering practices and principles as it relates to projects in transportation, water and sewer utilities, solid waste, parks, and stormwater.

Knowledge of hydrology, basin planning, and hydrologic data management.

Ability to read and interpret construction drawings and documents.

Ability to establish and maintain effective working relations with elected officials, staff, and the community.

Ability to quickly assess problems and act to positively resolve conflicts and coordinate efforts to the satisfaction of consultants, contractors and the public.

Ability to communicate effectively both in writing and orally, including ability to make public or staff presentations.

01/15 Administrative
05/01
01/94