



## FRANKLIN COUNTY JOB POSTING Project/Program Manager

<b>Open Date:</b> June 16, 2022	<b>Location:</b> Franklin County Public Works 3416 Stearman Ave Pasco, WA 99301
<b>Close Date:</b> July 18, 2022	<b>Type:</b> Full time, Bargaining
<b>Reports to:</b> Assistant Public Works Director/County Engineer	<b>FLSA Status:</b> Non-Exempt
<b>Salary and Benefits:</b> Grade 18 Starting at \$32.84/hr. Full benefits package	

### SUMMARY

The Project/Program Manager performs a variety of professional field and office civil engineering assignments to perform and coordinate design, construction, or land development projects which require the application of standard engineering principles and methods.

### ESSENTIAL FUNCTIONS OF THE JOB

- Coordinates and supervises site inspections of construction work to assure work is performed in accordance with plans, specifications, approved budget, and local, state, and federal standards and regulations. Monitors contractor progress and coordinates construction engineering activities, schedules quality assurance tests and material approvals, maintains field records, initiates change orders, and prepares weekly statements and monthly pay estimates.
- Coordinates and participates in pre-bid, pre-construction, and technical review meetings, involving utility companies, developers, contractors, engineers, and representatives from County departments and agencies to review and analyze plans, specifications, and related impact for assigned projects.
- Executes the Pavement Management Program by directing employees involved with the collection and analysis of pavement data. Provides recommendations regarding complex pavement management issues.
- Provides technical assistance to engineering staff and the general public regarding policies, procedures, and project status.
- Reviews land development applications, preliminary subdivision and short plats, various permits, and construction design plans for County, private residential, and commercial projects to ensure compliance with County regulations and design standards. Performs site inspections and reviews technical requirements of projects, recommends changes and modifications to plans/designs to assure conformance with established engineering practices.
- Responds to inquiries, complaints, or requests for information regarding area of assignment from other departments, agencies, and the general public. Provides information and resolves concerns regarding County engineering requirements and processes within scope of knowledge and authority.
- Pursues self-development and continuing personal development of skills and knowledge by attending ongoing educational workshops, reviewing professional publications, and establishing personal networks.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Expert knowledge of modern principles, methods, and practices in transportation services, road and drainage systems, engineering, and development of infrastructure facilities and capital projects.

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- Proficient knowledge of Franklin County business acumen and the application and interpretation of Franklin County policies and procedures and federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to area(s) of assignment according to division, department, and County standard practices.
- Proficient knowledge of principles, practices, and techniques and related tools, equipment, and technology as they relate to area(s) of assignment.
- Proficient skills in proactive troubleshooting, decision making, and resolving issues or problems by analyzing problems, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Proficient time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.
- Proficient computer skills in Word, Outlook, and the ability to learn and develop proficient skills in the current Countywide resource planning, public works accounting and resource management software, engineering PDF, and in GIS software. Expert computer skills in Excel and the internet for research.
- Ability to exercise a high degree of independent judgment and discretion and maintain the confidentiality of sensitive and/or confidential information.
- Ability to write and speak clearly and concisely and to express ideas and recommendations effectively orally and in writing.
- Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and good judgment.
- Ability to effectively present information, findings, proposals, training, or other information to a variety of audiences by clearly articulating, engaging the audience, assessing the needs of the audience, and using appropriate materials to help audience understand the message.
- Ability to identify and take advantage of opportunities, organize and prioritize several ongoing and frequently changing assignments to meet deadlines, and communicate changes and progress to staff, remaining calm during emergency situations.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental conditions:
  - constantly: in an office environment,
  - occasionally: outside in various weather conditions, near moving mechanical parts, around fumes or airborne particles, near grease, oil, vibration, water, dirt, dust, and shavings.
- The noise level in the work environment is usually quiet to moderate, a typical office environment and occasionally loud when on active construction project sites.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position must be able to

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- spend the following amount of time in an activity:
  - constantly: sitting for extended periods of time, talk or hear, and use hands and/or fingers to handle, feel, or operate equipment or tools, and
  - occasionally: stand or walk for extended periods of time and reach with hands and arms.
- carry or transport up to 25 pounds occasionally.
- have peripheral vision, depth perception, the ability to adjust focus, and have close vision (1-20 inches) and distance vision (20 feet or more).

**QUALIFICATIONS**

**REQUIRED EDUCATION AND EXPERIENCE**

- Associate Degree in Civil Engineering, Project Management, or related field.
- Five years progressively responsible experience in the design and construction of roads and bridges.

OR

- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

**PREFERRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Civil Engineering, Project Management, or related field.

**LICENSES, CERTIFICATES, AND OTHER QUALIFICATIONS**

- Employment at Franklin County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history
- Registration as a Professional Engineer in the State of Washington
- The ability to renew civil engineer license as required by state.
- Valid driver's license, if driving a vehicle for County business.

**OTHER DUTIES DISCLAIMER**

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

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*Refer to Franklin County Website for complete job posting and application instructions.*

*<https://www.co.franklin.wa.us/humanresources/jobs.php>*

*APPLICANTS MAY PICK UP AND RETURN THE APPLICATION TO:*

*Franklin County Human Resources • 1016 N.4<sup>th</sup> Avenue, A101 • Pasco, WA 99301 • 509-546-5813*

*OR DOWNLOAD FROM THE COUNTY WEBSITE AT: [www.co.franklin.wa.us](http://www.co.franklin.wa.us)*

*E-MAIL COMPLETED APPLICATION PACKAGE TO: [hr@franklincountywa.gov](mailto:hr@franklincountywa.gov)*

*Selection based on qualifications, interview, background checks and drug screening, where applicable.*

**FRANKLIN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

If you require an accommodation in the recruitment process or an alternate format of application materials, please contact the Human Resources Department at 509-546-5813.