



## Project Control Engineer II

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<b>DEPARTMENT:</b>	DNRP-Natural Resources & Parks
<b>DIVISION:</b>	Wastewater Treatment
<b>SALARY:</b>	\$39.47 - \$50.03 Hourly \$82,097.60 - \$104,062.40 Annually
<b>LOCATION:</b>	King Street Center - 201 S Jackson St, Seattle
<b>JOB TYPE:</b>	Career Service, Full Time, 40 hrs/week
<b>CLOSING DATE:</b>	08/23/22 11:59 PM

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### SUMMARY:

We are seeking Project Control Professionals to become part of a growing world class organization. We are looking for **enthusiastic, forward thinking, agile, detail oriented, and customer service driven** employees to add to our great team.

The **Project Planning and Delivery Section** is looking to fill multiple positions with professionals that are excited about cost control, scheduling, and have experience supporting large capital programs. Successful candidates would join our team of 200+ professionals that are responsible for delivering the capital program at the **King County Wastewater Treatment Division (WTD)**. Project control functions include assisting project teams with project development, planning, budgeting, contracting, scheduling, cost control measures as well as the monitoring and control aspects of assigned projects and contracts.

Project Control Engineer II is the second level within a five level Project Control Engineer classification series. Work in this position is performed on an independent basis with minimal general day-to-day technical direction on projects and contracts of all values. Successful Project Control Engineers in this classification are a resource to project teams and other project control staff in all facets of project control engineering such as scheduling, cost controls, budgeting, and contract administration.

### JOB DUTIES:

- Support project teams with all aspects of cost control, scheduling, budgeting, and contracting options and administration within the web based WTD project information management system.
- Provide guidance and assistance to Project Control Engineers I in performing their assigned duties.
- Assist project teams in development of project management deliverables.
- Support project managers on correct technical development of project baselines, the budgeting and forecasting process, and governance board presentations.
- Develop and status critical path capital project schedules. Review and analyze construction schedules. Must have a good understanding of critical path methodology and be proficient with capital scheduling in MS Project software.
- Assist in the procurement of consultant and construction contracts.

- Process, review and route submittals, request for information, RCO's, RCP's and change orders.
- Participate in the development of Level of Efforts, track and monitor contract progress and ensure compliance with contract terms and conditions.
- Prepare independent estimates for proposed change orders for construction contracts. Prepare quantity takeoffs of materials, labor and equipment as required. Review and analyze engineering cost estimates for accuracy and determine if these estimates are feasible and within the constraints of project requirements.
- Participate in the review of project documents to determine if established costs and schedules meet project expectations. Assist or lead the effort in the development of Basis of Estimate and Life Cycle Cost Analysis cost documentation.
- Prepare cost/scheduling analysis reports for assigned projects.
- Participate in the review and analysis of all assigned design and construction projects to determine if contingency funds must be re-allocated and work with the assigned project personnel to initiate the process for this re-allocation.
- Prepare cash flow analysis reports for projects. Participate in the analysis of such reports and prepare relevant documentation as requested.

## **EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

### **Working Conditions:**

#### **Telecommuting Requirement**

The work associated with this position will be performed predominantly by telecommuting, with occasional onsite work and meetings, as influenced by business needs. Employee will have access to shared workspaces at various King County facilities. Employees must reside in WA state and within a reasonable distance to their King County worksite to respond to workplace reporting requirements.

Employees will be provided with a County issued laptop and must maintain a workspace with an internet connection (access may be supplemented in some situations) where they can reliably perform work and remain available and responsive during scheduled work hours. Please note that when an employee conducts work that is likely to bring them in contact with another individual, safety precautions are required by the department in alignment with the [Public Health Directive](#) from the Seattle & King County Public Health Officer. King County is doing its part to reduce the spread of COVID-19 and remains committed to reducing our carbon footprint.

To support employees during this time King County has a robust collection of [tools and resources](#) to support working remotely. The individual selected for this opportunity will be joining an innovative and progressive team.

**Work Location:** Primarily teleworking and the King Street Center 201 S. Jackson St., Seattle WA 98104. There will be an expectation to travel to various worksites throughout King and South Snohomish County as needed for your work

**Work Schedule:** This position is exempt from the overtime provision of the Fair Labor Standard Act (FLSA) and is not overtime eligible. This full-time position works a 40-hour work week. Monday through Friday 8:00 a.m. to 5:00 p.m.

**Physical Requirements;** Some physical skill and effort is required to perform site condition assessments and inspections.

**Union Representation:** This position is represented by Technical Employees Association (TEA).

**Licenses:** A valid Washington State Driver's License – the successful candidate will need to provide a complete 5 year driving abstract prior to a final job offer.

### **Minimum Qualifications:**

Bachelor's degree in construction management or related field and minimum five-year's

experience in project or construction management is required OR any combination of education and experience.

- Advanced knowledge of cost and scheduling techniques and principles
- Advanced knowledge of the use of Project Information Management Systems within a large capital program
- Advanced knowledge of project management techniques and principles
- Advanced knowledge of the content and application of Project Management Institute practices is required
- Knowledge of contract administration techniques and use of automated information reporting systems
- Skill in evaluating cash flow reports and engineering estimates
- Skill in evaluating engineering cost estimates and project cost variances
- Ability to communicate with technical and non-technical individuals on cost and scheduling
- Skill in working with a variety of individuals from diverse backgrounds
- Ability to work independently and as a team member
- Skill in using current office software programs including word processing, spreadsheet, database and email

**Licenses:**

- A Valid Washington State Driver's License or the ability to provide transportation to remote work locations with limited or no public transportation service.

**Competencies Required:**

- **Drives Results** – Has a strong bottom-line orientation. Persists in accomplishing objectives despite obstacles and setbacks. Has a track record of exceeding goals successfully. Pushes self and helps others achieve results.
- **Customer Focus** – Gains insight into customer needs. Identifies opportunities that benefit the customer. Builds and delivers solutions that meet customer expectations. Establishes and maintains effective customer relationships.
- **Collaborates** -Works cooperatively with others across the organization to achieve shared objectives. Represents own interests while being fair to theirs and their areas. Partners with others to get work done. Credits others for their contributions and accomplishments. Gains trust and support of others.

**Application Instructions:**

All qualified applicants are encouraged to apply.

**Application and Selection Process:** Application materials will be screened for clarity, completeness including online application, cover letter and resume, and responsiveness to the list of qualifications, skills, and abilities. The most viable candidates may be invited to participate in one or more panel interviews. **Applications without the following required materials may not be considered for this position.**

- King County application
- Resume
- Cover Letter detailing your background and what you can bring to this position
- Responses to supplemental questions

**Union Representation: This position is represented by the Technical Employee's Association (TEA).**

If you are interested in pursuing this position, please follow the application instructions carefully. If you need this announcement in an alternate language or format, would like to request accommodation or assistance in the application or assessment process, if you have questions related to this recruitment process, please contact at [diana.eberly@kingcounty.gov](mailto:diana.eberly@kingcounty.gov)

**SUPPLEMENTAL INFORMATION:**

**WHO ARE WE?**

WTD is committed to the principles of **equity and social justice**. We value diverse perspectives and life experiences in our workforce and are committed to building a culturally diverse and inclusive environment. WTD strives to provide equitable services to residents and businesses across King County.

**About the Wastewater Treatment Division (WTD):** WTD protects water quality and public health in the central Puget Sound region by providing high quality treatment to wastewater collected from local sewer agencies. WTD includes 650 employees across multiple facilities and serves 1.5 million people. To our agency, success means clean water. It means honoring our legacy while keeping a promise to another generation that our beautiful environment will be there for them to enjoy. It also means being accountable to our ratepayers and operating a well-managed agency.

**To learn more about the Wastewater Treatment Division click on the below links:**

<http://www.kingcounty.gov/environment/wtd/About.aspx>

<http://www.kingcounty.gov/environment/wtd/About/Vision.aspx>

### **WHY WORK FOR KING COUNTY?**

King County was named "Best-in-State Employer" in the Forbes magazine 2019, ranking 16 on the list of best employers in Washington State, visit Awards given to King County to see more! King County's Investing in YOU initiative to build a workplace where ALL employees can thrive, and become the nation's Best Run Government. Enjoy a balanced life with benefits that support you!

### **WHY IT'S WORTH TAKING A SECOND LOOK AT WORKING FOR KING COUNTY:**

<http://kingcounty.gov/audience/employees/careers/why-work-here.aspx>

### **COMMITMENT TO EQUITY AND SOCIAL JUSTICE**

As the only jurisdiction in the world named after Dr. Martin Luther King, Jr., one of the most influential civil rights leaders in our nation's history, King County is a vibrant international community with residents that represent countries from around the world. It is a region with increasing diversity that cherishes the traditions of many cultures.

We have a deep commitment to equity and social justice and advancing practices, strategies, and policies that promote fairness, justice, and opportunity for all – in our workplaces and our communities. With this commitment, King County has adopted a pro-equity agenda to advance regional change and ensure that residents from vulnerable communities are incorporated into our emergency planning and public outreach efforts.

To learn more, please visit: <http://www.kingcounty.gov/elected/executive/equity-social-justice.aspx>

Forbes recently named King County as one of Washington State's best employers. Together, with leadership and our employees, we're changing the way government delivers service and winning national recognition as a model of excellence. Are you ready to make a difference? Come join the team dedicated to serving one of the nation's best places to live, work and play.

Guided by our "**True North**", we are making King County a welcoming community where every person can thrive. We value diversity, inclusion and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention is how we will obtain the highest quality workforce in our region; a workforce that shares and will help advance our guiding principles--we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native American and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.

### **Covid-19 Vaccination Requirement**

As of October 18, 2021, most\* King County employees are required to be fully vaccinated against COVID-19. If hired, you will be required to submit proof of vaccination by October 18th. People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Employees may make requests for a reasonable accommodation based on a medical disability or for sincerely held religious beliefs. Philosophical,

political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

This directive applies to employees in the Executive branch\*, the Assessor's Office, Elections, the King County Sheriff's Office, and the Executive Office.

**King County is an Equal Employment Opportunity (EEO) Employer**

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.kingcounty.gov/>

Job #2022-16695  
PROJECT CONTROL ENGINEER II  
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King County Administration Bldg.  
500 4th Ave. Rm. 553  
Seattle, WA 98104  
206-477-3404

[diana.eberly@kingcounty.gov](mailto:diana.eberly@kingcounty.gov)

An Equal Opportunity Employer

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**Project Control Engineer II Supplemental Questionnaire**

- \* 1. Are you applying to this position as an eligible current or previous King County Employee Priority Placement Program Participant? Is this position the same or lower percentage of full-time when compared to the position held at the point of the notification of layoff? Do you possess the skills and abilities to qualify for this position?
  - Yes, I was given a layoff notice from my role at King County and I am within two years of the effective date of my layoff. Additionally, the position I was laid off from was the same or a higher percentage of FT status when compared to this one.
  - No.
- 2. If you answered yes to the question above and you are applying for this position as a Priority Placement Participant, to be considered, you must provide the following three pieces of information in the space provided: 1. The title you held when you received your layoff notice 2. The department you worked in 3. The effective date of your layoff

\* Required Question