

CRAB 3-Day County Engineer Training Program / Outline
(CRAB Office, Olympia)

(7/20/2011)

		Desk Manual Section
DAY 1		
Counties and the County Engineer		
10:00 - 10:30	Introduction	
10:30 - 11:30	Counties and County Roads	1
11:30 - 12:00	County Officials	1
12:00 - 1:00	LUNCH	
Office of the County Engineer		
1:00 - 1:30	Who is the County Engineer?	2
1:30 - 3:30	Laws and Rules	2
3:30 - 5:00	Management - Accounting - Purchasing	2
DAY 2		
Plan-Implement-Report		
8:00 - 8:30	Program Relationships and Setting Priorities	3
8:30 - 10:00	Taxes and Other Revenues	3
10:00 - 12:00	Program and Project Development	3
12:00 - 1:00	LUNCH	
1:00 - 3:30	Plans and Budgets	3
3:30 - 5:00	Annual Reporting and Certifications	5
DAY 3		
Support Resources		
8:00 - 9:30	Review of Day 1 & 2 and Supplemental Topics	1, 2, 3, 4 & 5
9:30 - 10:30	Support Resources	7 & 8
10:30 - 11:30	County Road Administration Board	6
11:30 - 12:00	Training Summary and Class Evaluation	

Notes:

- "Desk Manual" refers to the current version of the *County Engineers' and Public Works Directors' Desk Manual*.
- Training is provided by various members of the CRAB staff. The final agenda may be modified in order to facilitate CRAB staff participation.
- Participants are encouraged to raise questions associated with specific operational issues throughout the training program, including topics summarized within Section 4 of the Desk Manual.