

SNOHOMISH COUNTY JOB DESCRIPTION

LAND DEVELOPMENT / RIGHT OF WAY COORDINATOR

Spec No. 3413

BASIC FUNCTION

To receive, review, coordinate and process technical submittals related to land development and right of way for Planning and Development Services. Review associated construction plan submittals, project approvals and permit issuance, accept/track and release required securities (bonds).

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides information and guidance regarding land use, right of way use, and development and building issues to other departments, commercial developers and residential customers explains a variety of permit, land development and construction plan review processes.
2. Advises applicants of permit, site or construction plan requirements and application procedures; reviews a variety of permit applications and construction plans to determine if the required information is contained submittal; calculates fees and advises applicants of permit/review fees and proper payment procedures. Approves and issues permits.
3. Receives and verifies applicant submittal packages and provides construction plan review as needed. Routes accordingly for review and comment Ensures that documentation, plans and other submittal materials are tracked for final construction approval for project recording or commercial certificate of occupancy. Ensures project approvals and/or special conditions are attached to permits to issue land use construction permits.
4. Facilitates a variety of security (bond) requirements based on project type during construction plan review, permit issuance and final construction approval. Reviews/accepts, approves, tracks and releases securities (bonds) in accordance with applicable codes. Collects required fees. Verifies insurance is approved by the Dept. of Finance prior to project/permit issuance and prior to providing final construction approval for land use recording or commercial project certificate of occupancy.
5. Coordinates, schedules, facilitates and documents pre-application conferences with review team and/or applicant. Coordinates the permit requirements review by the process team, track the progress of applications to ensure timely completion; prepares a coordinated list of application requirements for the applicants.
6. Advises management and other appropriate PDS staff members of potential problems and procedures requiring change; recommends new or revised policies and procedures as needed.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

7. Completes the permit/project review process by tracking deadlines through weekly tracking reports; coordinates data entry, application status report preparation, and data needs assessment for the tracking, processing, approving and issuing of permits or projects; designs, creates and produces special reports that track work loads, time frames, projects and permits.
8. Reviews and evaluates engineering design submittals and specifications for road, site and infrastructure development for projects; reviews all required maps for each permit application and determine if additional permits, notices, reviews or restrictions are required
9. Acts as a procedural and technical resource of the permit review process, current code requirements, recent code changes, and computer tracking/reporting methods for the technical reviewers, counter operations staff, other county/agency staff, and private consultants.
10. Develops and revises procedures, application materials and handouts as appropriate relating to the permit process; recommends policy changes as appropriate.
11. Researches and responds to complex technical project questions and project development issues related to Snohomish County codes, plans, policies and administrative determinations of PDS and other departments.
12. Attend professional seminars, training and meetings as required.

STATEMENT OF OTHER JOB DUTIES

13. Performs related duties as required.

MINIMUM QUALIFICATIONS

Four (4) years of experience in a construction, land development or other related field, including practical experience with an automated permitting/tracking system; OR, any equivalent combination of training and/or experience that provides for the required knowledge and abilities. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- work related codes, ordinances, resolutions, legal opinions, guidelines and regulations governing the permit application process
- land use regulations and terminology
- computer and internet technology

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KNOWLEDGE AND ABILITIES (Continued)

- construction terminology
- familiar with the construction review, approval and permit issuance process
- ability to provide project management
- experience accepting, processing and tracking surety bonds and assignments of funds
- standard office practices and procedures
- departmental policies and procedures

Ability to:

- read, interpret and apply work related laws, rules, regulations, guidelines, technical data and related materials
- read and interpret a variety of maps, charts, drawings and blueprints
- read/interpret construction plans
- identify and resolve work related problems and conflicts
- communicate effectively both orally and in writing
- establish and maintain effective work relationships with management staff, associates, subordinates and the general public
- work effectively under stress and to meet deadlines as required
- work independently with minimal supervision

SUPERVISION

Employee receives direction from an administrative superior as assigned. Assignments are generally broad in scope with opportunity for the use of experience, initiative, and independent judgment in solving most problems. The work is reviewed through meetings and periodic status reports and by evaluation of results obtained.

WORKING CONDITIONS

The majority of work is performed in the usual office environment.

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: December 2017
EEO Category: 3 - Technician
Pay Grade: 238 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous