

SNOHOMISH COUNTY JOB DESCRIPTION

RIGHT OF WAY INVESTIGATOR II

Spec No. 3412

BASIC FUNCTION

To perform technical evaluations of traffic issues pertaining to temporary traffic control work zones, various WSDOT construction permits and turnback agreements, using federal, state and local laws, engineering and operations practices. To enforce the provisions of Title 13 Roads and Bridges and the Engineering Design and Development Standards as they apply to, public right-of-way.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Receives, processes, reviews, and coordinates traffic related issues such as temporary traffic control zone plans, WSDOT Construction Permits, Turn back Agreements and complaints regarding encroachments with the public right of way.
2. Prepares modifications of work zone traffic control plans.
3. Recommend and implement policies and procedures; ensure that area of responsibility complies with applicable federal and state laws, regulations and guidelines and county ordinances, policies and procedures.
4. Communicates and coordinates effectively with citizens and other County departments and divisions regarding Traffic Safety issues.
5. Prepares memos, and letters as required.
6. Reviews work zone construction and traffic control plans in accordance with MUTCD requirements.
7. Conducts site inspections for the purpose of fact finding regarding right of way violations; encroachments and traffic control practices complaints. Makes determination of the validity of complaint by evaluating compliance with appropriate laws, codes, policies and standards.
8. Develops case documentation; researches records to determine property ownership; permit and right of way history; locates the legal descriptions, and pertinent administrative and hearing examiner decisions; collects pictorial evidence to confirm violations and compliance requirements, and prepares written reports.
9. Provides information and guidance regarding right of way processes; provides technical information regarding code compliance procedures; advises the public of violations and compliance requirements.
10. Prepares and presents reports; motions and requests for admission as evidence, and give testimony on behalf of the department at public forums, and appeal hearings.
11. Assists and provides technical assistance to the Prosecuting Attorney's Office regarding case pursuit and penalty assessment; provides case updates, and coordinates activities until case resolution is achieved.

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STATEMENT OF OTHER JOB DUTIES (continued)

12. Performs related duties as required.

MINIMUM QUALIFICATIONS

Two (2) years of related experience, preferably in the areas of local government planning/community development or Public Works permit administration, permit processing, construction plan review or inspection; and (2) years experience in traffic engineering, with one (1) year of the two (2) in customer service handling traffic related issues/complaints; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests. Must complete MUTCD training and be certified in the requirements for traffic safety measures required in lane/road closure applications.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required for possible field review in regards to traffic control work zones and complaints regarding encroachments within public rights of way.

KNOWLEDGE AND ABILITIES

Knowledge of:

- work related codes, ordinances, resolutions, legal opinions, guidelines and regulations governing the permit application process;
- read and interpret legal descriptions;
- manual on Uniform Traffic Control Devices;
- effective customer service techniques;
- surveying principles and practices;
- engineering plans, specifications and drafting procedures applied to area of assignment.

Ability to:

- read, interpret and apply work related laws, rules, regulations, guidelines, technical data legal descriptions and related materials;
- read and interpret a variety of maps, charts, drawings and blueprints;
- identify and resolve work related problems and conflict;
- communicate effectively both orally and in writing with general public, other agencies, public officials, engineers, contractors, developers, and staff members;
- work effectively under pressure and meet deadlines as required;
- prepare a variety of correspondence, reports, and other written materials and documents;
- evaluate advantages and disadvantages of alternative courses of actions;
- use personal computer and job-related software.

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SUPERVISION

Assignments are generally broad in scope with opportunity for the use of experience, initiative, and independent judgment in solving most problems, although assistance from supervisor is available when especially difficult problems are encountered. Work is periodically evaluated by supervisor.

WORKING CONDITIONS

The majority of work is performed in an office environment, but may include working outdoors in all types of weather throughout the county.

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: March 2011

Revised: August 2011; February 2012, November 2015

EEO Category: 3 - Technicians

Pay Grade: 239 – Classified Pay Plan

Workers Comp: 5306-Non-Hazardous