

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **RIGHT OF WAY INVESTIGATOR III**

Spec No. 3378

### **BASIC FUNCTION**

To develop and administer right-of-way vacations, road establishments and haul route agreements using federal, state and local laws, engineering and operations practices. Coordinates with affected departments and agencies; reviews comments and concerns; and prepares the necessary documents and makes recommendations for submittal to the County Council for consideration at public hearings.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Receives, processes, reviews, and coordinates various technical applications pertaining to "Type E" transactions as defined by Title 13.70.
2. Prepares clear and concise right of way use related reports, findings, recommendations, associated motions, ordinances, resolutions, notices of public hearings and other documentation required for public hearings;.
3. Communicates and coordinates effectively with citizens and other County departments and divisions to identify and resolve right-of-way issues; research maps, survey records, legal descriptions and other documents.
4. Prepares required memos, and letters.
5. Performs field reviews and evaluations for right-of-way vacations and road establishments;
6. Recommends, develops, and implements related policies and procedures; ensuring that area of responsibility complies with applicable federal and state laws, regulations and guidelines and applicable county ordinances, policies and procedures.
7. Provides information and guidance regarding right of way processes; provides technical information regarding right-of-way vacations, road establishments, and haul route agreements;
8. Issues reports, and provides evidence and testimony on behalf of the department at public forums.

### **STATEMENT OF OTHER JOB DUTIES**

9. May perform all the duties of subordinate level employees and acts as back-up.
10. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

Three (3) years of related experience, preferably in the areas of local government planning/community development or Public Works permit administration, permit processing,

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### MINIMUM QUALIFICATIONS (Continued)

construction plan review or inspection; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Associates degree in Civil Engineering is desirable with planning or related field preferred. Must pass job related tests.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- work related codes, ordinances, resolutions, legal opinions, guidelines and regulations governing the permit application process
- methods and principles of negotiating agreements
- effective customer service techniques
- surveying principals and practices
- engineering plans, specifications and drafting procedures applied to area of assignment
- use of personal computer and job related software programs
- technical writing
- real estate, property ownership and property rights
- methods and techniques of community involvement

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 stress and to meet deadlines as required
- prepare a variety of correspondence, reports, and other written materials and documents
- assess the relative advantages and disadvantages of alternative courses of actions
- use personal computer and job-related software

### 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.

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### WORKING CONDITIONS

The majority of work is performed in an office environment, but may require work outdoors in all types of weather.

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: November 2015

EEO Category: 3 - Technicians

Pay Grade: 240 – Classified Pay Plan

Workers Comp: 5306-Non-Hazardous