

SNOHOMISH COUNTY JOB DESCRIPTION

RIGHT-OF-WAY USE SPECIALIST

Spec No. 3145

BASIC FUNCTION

To assist the public with inquiries regarding requests for right-of-way vacations, utilities and cable franchisers, and road establishments and to coordinate with all affected departments and agencies, review comments and concerns, and prepare documents and recommendation required for submittal to County Council at public hearings.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides right-of-way use related technical information to attorneys, permit applicants and the general public; answers difficult questions and resolves problems which other employees can't resolve or answer; receives, investigates and resolves public complaints and problems; responds to citizens, the County Council and Executive staff.
2. Meets with developers, engineers, contractors, utility companies and the general public to identify and resolve right-of-way problems; researches maps, survey records, legal descriptions and other documents to assist in resolving more complex issues.
3. Prepares right-of-way use related reports, findings, recommendations, associated motions, ordinances, resolutions, notices of public hearings and other documentation required for public hearings; gathers information and supervises the preparation of maps, exhibits, drawings, and graphs required for public hearings.
4. Coordinates the permit review process with other county staff and state agencies; responds to questions from the applicants on the requirements of the technical review staff; reviews all plat plans for street designations; prepares work orders for signing of newly designated private roads; microfilms maps and plans; transmits records to appropriate divisions.
5. Performs field reviews and evaluations for right-of-way vacations and road establishments; posts notices of public hearings for road right-of-way vacations, road establishments, franchisers, road name changes and other issues requiring public hearings.
6. Develops, recommends, and implements related policies and procedures; ensures that area of responsibility complies with applicable federal and state laws, regulations and guidelines and with county ordinances, policies and procedures.
7. Represents department at committee meetings and County Council work sessions and public hearings; presents staff recommendations and findings.
8. Administers, calculates and collects fees and costs, logs and tracks authorized right-of-way use activities.
9. Maintains necessary records and prepares required reports.
10. Advises, assists, and trains subordinates as necessary; resolves inquiries they are unable to determine and interprets findings.

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STATEMENT OF OTHER JOB DUTIES

11. May perform all the duties of subordinate level employees and acts as back-up to front counter for division.
12. Performs related duties as required.

MINIMUM QUALIFICATIONS

Two (2) years of experience in right of way coordination, road construction plans examination, right of way code compliance and/or code enforcement; OR, any combination of training and/or experience which provides the required knowledge, skills 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:

- general office policies and procedures;
- federal, state and local laws, rules and regulations related to area of assignment;
- engineering terminology and general principles;
- Title 13 and Title 30 as it refers to public rights of way and enforcement thereof;
- legal descriptions.

Ability to:

- gather, analyze, synthesize and evaluate a variety of data, including statistical data;
- read, interpret and apply federal, state and local laws, rules and regulations governing area of assignment;
- analyze and evaluate operations and take effective action to correct deficiencies and resolve problems;
- establish and maintains effective working relationships with elected officials, department heads, associates, , representatives of other agencies and with the general public;
- make decisions under pressure;
- communicate effectively, both orally and in writing;
- prepare a variety of correspondence, reports and other written materials and documents;
- read and interpret a variety of maps, charts, drawings and blueprints;
- deal with the general public in a tactful and courteous manner.

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SUPERVISION

The employee reports to and receives general supervision from an Administrative Superior as assigned. Position requires the ability to make sensible decisions and recommendations based on input and review from various county employees and other agencies.

WORKING CONDITIONS

The work is performed in the usual office environment with field trips to locations throughout the county to make site inspections and attend meetings.

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 1994 (Spec # 440512)

Revised: November 2009

EEO Category: 3 - Technicians

Pay Grade: 239

Workers Comp: 1501 Hazardous