

SNOHOMISH COUNTY JOB DESCRIPTION

RIGHT-OF-WAY COORDINATOR

Spec No. 3349

BASIC FUNCTION

To develop, negotiate and process franchise agreements; right-of-way vacations, and road establishments consistent with federal, state and local laws; and to provide coordination between County construction projects and utilities.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Coordinates and negotiates County franchise agreements and related information; maintains and provides summary information on these agreements, as needed.
2. Documents and monitors utility right-of-way activities; researches and develops recommendations supporting the most coordinated and efficient utility use of public right-of-way; coordinates with other departments to develop and maintain an appropriate right-of-way compensation program through the franchise permits.
3. Identifies and documents issues that may affect the County and community relating to franchise services and agreements; develops a framework for negotiations and renewal of franchise agreements; develop initial elements for negotiating new franchise agreements; reviews new franchise utility applications and negotiates agreements.
4. Monitors state and federal legislation, regulations and rules related to local management of public right-of-way; provide recommendations and maintains awareness of managed competition issues and opportunities for franchise services; develop written information and recommendations supporting the County's interests.
5. Coordinates County construction projects with construction projects of utility purveyors; reviews construction plans and provides recommendations for coordination and constructability.
6. Performs field reviews and evaluations for right-of-way vacations and road establishments; coordinates permit review processes with other county staff and state agencies; responds to questions of applicants and the public; meets with affected parties and agencies; prepares reports, findings, and recommendations for Council Consideration.
7. Presents at County Council Committee meetings or at Public Hearings related to franchise agreements and right-of-way vacations/establishments when required.
8. Provides review of subdivisions for the purpose of assigning road designations; prepares work orders for signage.

SNOHOMISH COUNTY JOB DESCRIPTION

RIGHT-OF-WAY COORDINATOR

Spec No. 3349

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Responds to inquiries and or complaints by providing information regarding franchise agreements, right-of-way vacation and right-of-way establishment to attorneys, permit applicants and the general public; answers difficult questions and resolve problems; receives, investigates and resolves public complaints and problems; responds to citizens, the County Council and Executive staff.
10. Posts notices of public hearings for road right-of-way vacations, road establishments, franchises, road name changes and other issues requiring public hearings.
11. Develops, recommends, and implements policies and procedures to manage private use of public right-of-way; ensures that area of responsibility complies with applicable federal and state laws, regulations and guidelines and with county ordinances, policies and procedures.
12. Manages and enforces existing franchise agreements.
13. Administers, calculates and collects fees and costs, logs and tracks authorized right-of-way use activities.

STATEMENT OF OTHER JOB DUTIES

14. Advises, assists, and trains subordinates, as necessary.
15. May perform all the duties of subordinate level employees and act as back-up to front counter for department.
16. Perform related duties as required.

MINIMUM QUALIFICATIONS

Associates degree in civil engineering or other field related to public right-of-way management, and five (5) years experience in a combination of the following that provides the skills, knowledge and abilities to perform the work: utility franchise development, contract negotiation, report writing, road construction plan preparation or review, and right-of-way permitting. Previous experience in development and negotiation of utility franchise agreements for telecommunications and CATV is preferred. Work related experience may be substituted for the required education or training on a year for year basis. Must pass job related tests.

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RIGHT-OF-WAY COORDINATOR

Spec No. 3349

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- methods and principles of negotiating agreements;
- determining ownership of property rights;
- methods and techniques of community involvement;
- technical writing;
- federal, state and local laws, rules and regulations related to area of assignment;
- engineering terminology and general principles;
- research methods and techniques;
- Snohomish County Code, especially Title 13 and Title 30 (30.66B) as it refers to public rights-of-way and permitting thereof;
- basic principles and practices of organization and administration;
- use of personal computer and job related software programs;
- legal descriptions;
- title research.

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 resolve work related problems;
- 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 with the general public and other county employees in tactful and courteous manner;
- prepare a variety of correspondence, reports and other written materials and documents;
- read and interpret a variety of maps, charts, drawings and blueprints;
- work effectively under pressure and meet deadlines;
- analyze and bring issues to resolution in a timely manner and effective manner;

SNOHOMISH COUNTY JOB DESCRIPTION

RIGHT-OF-WAY COORDINATOR

Spec No. 3349

KNOWLEDGE AND ABILITIES (Continued)

- establish and maintain effective relationships with co-workers, personnel from other departments, personnel from other agencies, property owners and the public;
- work independently with minimal supervision.

SUPERVISION

The employee reports to and receives general supervision from an Administrative Superior as assigned. Position requires the ability to work with minimum supervision, apply independent judgment and to make sensible decisions and recommendations based on input and review from various sources. Progress is monitored through status reports and meetings.

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: May 2010
EEO Category: 5 – Paraprofessionals
Pay Grade: 242 – Classified Pay Plan
Worker's Comp: 5306 – Non-Hazardous