

**SNOHOMISH COUNTY**  
invites applications for the position of:



**Public Works Supervisor III (Right-of-Way)**

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**SALARY:** \$7,628.58 - \$9,276.31 Monthly  
\$91,542.96 - \$111,315.72 Annually

**OPENING DATE:** 08/26/21

**CLOSING DATE:** Continuous

**DESCRIPTION:**



The award-winning Public Works Engineering Services Division is seeking an experienced and collaborative leader to manage the appraisal and acquisition of real property and a team of highly talented and experienced staff. This position is part of the Engineering Services leadership team collaborating to develop, maintain and shape the future of the culture and program of our division.

**About the Public Works Supervisor III (Right-of-Way) position**

This important leadership position oversees a team of nine (9) right-of-way professionals plus consultants to deliver 10 to 15 Public Works projects each year. Projects include roadways, trails, bridges, culverts, stream restoration, flood plains, Solid Waste Capital projects and Road Maintenance projects. There is variety in your job and you will never be bored.

Vital to the success of this role are strong collaboration skills and the ability to establish and maintain strong partnerships with WSDOT officials, staff, labor unions, citizens and other organizations. Candidates will bring a proven track record of delivering results, building accountability and creating a positive working environment of teamwork and innovation. The ideal candidate will be recognized for building consensus and providing management leadership.

This position requires a bachelor’s degree and five years of right of way experience, including two years background as a supervisor. Applicants are required to be a Senior Right of Way Agent with the International Right of Way Association (SR/WA).

**About Engineering Services**

Our Engineering Services Division in Public Works encourages a strong team environment for employees to develop career pathways with growth potential and personal satisfaction knowing their role contributes to well-constructed projects for the citizens of Snohomish County.

**About Snohomish County Public Works Department**

Snohomish County Public Works is responsible for more than 1,600 miles of county roads, 201

bridges and 202 traffic control signals, as well as processing nearly 600,000 tons of garbage per year. Its mission is to focus on safety and mobility while practicing fiscal responsibility and preserving the environment. Public Works has won numerous state and national honors for its work and is the largest department within Snohomish County government with approximately 500 employees plus seasonal staff. Its main office is located at 3000 Rockefeller Ave., Everett, WA 98201.

When joining Public Works, you will work in an environment where innovation, collaboration and continuous improvement is highly encouraged and supported. We strive to not only provide a meaningful job, but a lifelong career at Snohomish County.

Visit [www.snohomishcountywa.gov/PublicWorks](http://www.snohomishcountywa.gov/PublicWorks) for more information about Snohomish County Public Works.

### **Declaration of Emergency**

Snohomish County is currently under a Declaration of Emergency due to the COVID-19 pandemic.

The County has put in place initiatives to protect the health of its employees, and as a result, this position may temporarily be assigned to telework. There may be occasions when this position may be required to work in the office or in the field to perform certain job duties. Safety guidelines in compliance with the state, CDC and Snohomish County Health District are required to be followed during those times.

### **Benefits**

[Snohomish County](#) is a great place to live, work, play, and raise a family. We are proud to offer an outstanding [benefit](#) package to employees and their dependents. We offer competitive wages; job flexibility and stability; pension opportunities; and employer paid ORCA cards. Snohomish County will be invested in your success and growth and offers the following benefits to our employees:

- [Retirement](#): County employees participate in the Washington State Public Employees Retirement System (PERS) administered by the Washington State Department of Retirement Systems (DRS).
- [Medical](#) benefits: The County offers a choice of three comprehensive medical insurance plan with low deductibles. The county's contribution to this benefit is significant.
- Sick leave: You will accrue eight (8) hours of sick leave per month.
- Vacation Leave: You will start out accruing two (2) weeks of vacation a year. Your leave accruals increase based on your years of employment with the County.
- Holiday Pay: The County observes ten (10) paid legal holidays per year and provides employees with two (2) floating holidays annually.
- Other benefits include [wellness](#), [dental](#), [vision](#), [life insurance](#), [flexible spending accounts](#), [long term disability](#), and more.
- [Deferred Compensation](#): If you choose to participate in the Deferred Compensation Plan (DCP), the County will match your contributions up to 1 percent of your base monthly salary.
- Pay Increases: Each year you will be eligible for a step increase until you reach the top step.
- Cost of Living Adjustment (COLA): County employees typically receive yearly cost of living adjustments.
- Flexible work schedules.

### **About Snohomish County**

Snohomish County, [north of Seattle](#), is located in northwest Washington between the Puget Sound and the Cascade Mountains. The county has rich scenery, numerous activities and a thriving economy. [Snohomish County](#) is a great place to live, work, play, and raise a family. When joining Public Works, you will work in an environment where innovation, collaboration and continuous improvement are highly encouraged and supported. We are proud to offer an outstanding [benefit](#) package to employees and their dependents. We are invested in your success and growth and offer competitive wages, job flexibility and stability, employer paid ORCA cards, and a friendly, diverse team atmosphere where employees are appreciated and

make a real difference providing services for our citizens. We strive to not only provide a meaningful job, but a lifelong career.

### [Snohomish County - The Future We Choose](#)

**For information about this job opportunity and posting, please contact: Janice Fahning, Engineering Services Director at [Janice.Fahning@snoco.org](mailto:Janice.Fahning@snoco.org) or 425-754-6618.**

## **JOB DUTIES:**

### BASIC FUNCTION

To supervise a section or work group of professional employees performing complex engineering, scientific, right of way, surveying or planning assignments requiring the application of a broad range of engineering or planning principles and methods.

Distinctions in levels are determined based upon the size of staff, the number of areas and the level of knowledge and experience necessary to perform effectively, scope of program responsibility and the overall impact of the function on the department and community.

Any position within the series may perform duties associated with any of the other positions in the series. Reclassifications within the series should only be made when a particular position meets on a routine basis a preponderance of characteristics that distinguish one position in the class from another.

### STATEMENT OF BASIC DUTIES OF CLASS

1. Plans and directs all office and field activities related to a specific section or work group function.
2. Acts as a technical resource for staff resolving problems; oversees the preparation of plans, designs, reports and documents necessary to carry out functions and operations of the work group while remaining consistent with county and department standards, principles, methods and priorities; signs off on appropriate documents as required.
3. Assigns, supervises and evaluates the work of subordinate employees as required; advises, assists and trains subordinates as necessary; participates in the selection of new employees, and makes recommendations regarding the hiring, discipline, and termination of subordinate employees.
4. Develops and implements policies, procedures and budgets related to specific section or work group functions and ensures that area of operations complies with applicable federal and state laws, regulations and guidelines, and with county ordinances, policies and procedures.
5. Coordinates operations and promotes partnership with other county departments and programs, outside agencies, citizen groups and the general public as necessary; provides technical assistance to other public agencies or sections as required.
6. Supervises or participates in the conduct and review of studies, needs assessments and other activities used to plan or evaluate services provided by the section or work group; drafts recommended modifications to applicable ordinances, regulations, policies, procedures and standards.
7. Prepares reports and recommendations to the County Council, various community groups and outside agencies as necessary; may conduct or participate in public hearings to explain program plans and solicit public input.
8. Responds to inquiries from the public regarding specific problems or issues in area of assignment.
9. Prepares grant applications and other documents to obtain alternative or supplemental funding sources for programs; negotiates and administers participation contracts with groups, agencies and individuals; maintains liaison with representatives of funding agencies as necessary.
10. Recommends modifications to county codes and associated regulations, procedures and engineering standards.

11. Prepares short term and long range work program and service plans which identify and prioritize proposed projects and programs.
12. Assists the division manager in developing and implementing systems, programs, and long range plans to provide for effective DPW operations.
13. Advises a director or manager on the need for public information and involvement efforts; directs design and implementation of such efforts.
14. Performs other related duties as assigned.

*Distinguishing Characteristic of Class:*

May regularly interact with outside agencies.

Position involves either the highest level of technical proficiency in one field or is responsible for two or more professional fields.

Position may play a lead role in managing controversial issues.

Position regularly represents the division in decision oriented meetings.

Position develops or controls work group budget.

## **MINIMUM QUALIFICATIONS:**

A Bachelor of Science or Arts degree in a professional field related to the group function and five (5) years of professional level experience with at least two (2) years of supervisory/lead experience within the area of specialization; OR, any equivalent combination of education and experience which provides the required knowledge, skill and ability to perform the work. Must pass job related tests.

### SPECIAL REQUIREMENTS

Professional Engineer License for engineering position or appropriate professional certification or recognition in non-engineering fields.

A valid Washington State Driver's License is required.

## **ADDITIONAL INFORMATION:**

### KNOWLEDGE AND ABILITIES

Knowledge of:

- principles, practices and techniques in area of assignment
- federal, state and local laws, rules and regulations related to area of assignment
- the principles and practices of planning, organization and supervision;
- the principles, practices and procedures associated with budget preparation and administration
- the methods and techniques used in conducting engineering or scientific studies and needs assessments
- if applicable to the position, the principles and practices of grant writing, contract negotiation and administration
- the literature, trends and developments in the area of specialty

Ability to:

- develop inter-local agreements and funding strategies to provide effective service levels to the community
- manage consultant contracts for the planning, design and/or construction of major public works projects
- plan, coordinate and administer a functional area of DPW
- supervise and evaluate the work of subordinate employees
- develop work plans, schedules and budgets
- allocate and make effective use of available resources
- assess the relative advantages and disadvantages of alternative courses of action
- 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 maintain effective working relationships with elected officials, department heads, associates, subordinates, representatives of other agencies and with the general public
- lead programs with public groups
- communicate effectively, both orally and in writing
- prepare a variety of correspondence, reports, and other written materials and documents

### SUPERVISION

The employee reports to and receives direction from a manager or director. The employee supervises at least five full time staff and may supervise temporary employees. The work requires considerable independent judgment and discretion in developing and achieving work unit goals and objectives. The work is reviewed through meetings and periodic status reports, and by evaluation of results obtained.

#### *Distinguishing Characteristic of Class:*

Supervises a group of employees in technical or professional classifications.

Reports to a Manager or Director.

Supervises five or more positions.

### WORKING CONDITIONS

The work is performed in an office environment and may require frequent field trips to locations throughout the county to make site visits, attend meetings, or coordinate work activities. Meetings or project requirements may involve working evenings, weekends or holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.snohomishcountywa.gov/2553>

Position #2021-PWK8724R-AUG  
PUBLIC WORKS SUPERVISOR III (RIGHT-OF-WAY)  
MT

3000 Rockefeller Ave M/S 503  
Everett, WA 98201  
(425) 388-3411

[Human.Resources@snoco.org](mailto:Human.Resources@snoco.org)

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## **Public Works Supervisor III (Right-of-Way) Supplemental Questionnaire**

- \* 1. Following is a series of supplemental questions designed to assess your job related experience and qualifications. Please note that as part of the screening process your responses will be reviewed in conjunction with your general online application. The employment history and education detailed in your general application must validate/support your responses to the supplemental questions. If your responses cannot be validated, you will not proceed to the next steps of the review/selection process.

**A resume will not substitute for the general online application or supplemental questions; responses such as "see resume" or "see application" will not be considered.**

Do you agree to answer each question truthfully and that your responses can be supported by your general application/work history and by your references?

Yes

- No
- \* 2. Do you have a valid Washington State Driver's License or the ability to obtain one within thirty (30) days of employment?
- Yes, I have a valid Washington State Driver's License  
 No, but I have the ability to obtain one within thirty (30) days of employment  
 No, I do not have the ability to obtain one
- \* 3. Do you have a Senior Right-of-Way Associate Certification with the International Right of Way Association (SR/WA) ?
- Yes  
 No
- \* 4. What is your highest level of education?
- No degree  
 Associate's degree  
 Bachelor's degree  
 Master's degree or higher
- \* 5. How many years of professional level experience do you have in Right-of-Way for Public Works projects OR, any equivalent combination of education and/or experience which provides the skills, knowledge and ability necessary to perform the work?
- No experience to less than three (3) years of experience  
 Three (3) years to less than five (5) years of experience  
 Five (5) years to less than seven (7) years of experience  
 Seven (7) years to less than nine (9) years of experience  
 Nine (9) or more years of experience
- \* 6. Do you have two (2) years of supervisory/lead experience within Right-of-Way?
- Yes  
 No
- \* 7. Describe your supervisory experience and provide examples of how you lead a team.
- \* 8. Describe your experience with appraisal and the purchase of property and property rights. Provide examples.
- \* 9. Describe your experience managing and delivering a body of work or program.
- \* Required Question