County of Santa Cruz

INVITES YOU TO APPLY FOR:



BUILDING CONSTRUCTION PROJECT MANAGER

Supplemental Questionnaire Required

Open and Promotional
Job # 26-ED9-01

Salary: $9,207 – 12,310 / Month

Closing Date: Friday, December 4, 2026

County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.
Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: Under direction, coordinate initial project construction design phase through coordination with County departments, Architecture, and/or engineering firms. This position is responsible for approval of plans and specifications prior to the issuance of bids. Once the contracts are approved the incumbent in this position will administer contracts for the construction of major public buildings; coordinate and inspect construction on major public building projects; ensure contract compliance with plans, specifications and applicable codes and regulations; coordinate and communicate with user departments and do other work as required.

The ideal candidate is a motivated and dependable professional with a strong work ethic. The selected candidate will be able to successfully pass a background investigation and complete and pass a physical examination as a condition of employment.

The list established will be used to fill the current vacancy and it may also be used to fill future full-time, part-time, substitute, and temporary (extra-help) vacancies during the life of the eligible list.

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Graduation from an accredited college with major coursework in architecture, engineering or construction management and three years of increasingly responsible experience subsequent to graduation which would have applied or developed the knowledge and abilities listed below.

OR

Seven years of increasingly responsible experience which would have applied or developed the knowledge and abilities listed below.

Special Requirements: Possession and maintenance of a valid California Class C Driver License. Physically and mentally capable of performing the classification's essential functions as summarized in the typical tasks section of the job specification.

Knowledge: Working knowledge of contract administration, including the legal relationships between owner, architect, contractor, subcontractor, and consultants; construction methods and techniques for wood, steel, masonry and reinforced concrete buildings; construction methods and techniques for electrical and mechanical systems installations, including air conditioning and plumbing; and Uniform Building Codes, CALOSHA building construction regulations, and other pertinent safety rules. Some knowledge of basic structural, mechanical and electrical engineering as they apply to building structures and building systems construction; and materials currently used in building construction.

Ability to: Identify safety hazards or construction problems of work in progress and initiate appropriate changes to enforce compliance with plans and specifications; read and interpret detailed engineering plans and specifications; develop and maintain effective working relationships with contractors, architects and engineers, and representatives of other departments; understand, interpret, and enforce compliance with plans, specifications, schedules, and contract provisions; recognize problems of job scope, design plans or specifications and initiate necessary changes; communicate orally and in writing to clearly represent progress of projects and necessity for appropriate changes to the supervisor; perform basic mathematical functions including calculations of geometric areas in order to estimate costs on change orders; maintain accurate files of all relevant project documents; and prepare necessary contract administration and record keeping documents.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Human Resources Department, 701 Ocean Street, Suite 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Human Resources Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

BUILDING CONSTRUCTION PROJECT MANAGER – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe a project in which you served as the primary Project Manager or Construction Manager. Using specific examples from that project, explain your role in the following areas: budget management, planning and design, cost estimating, schedule development/management, site safety planning, change order administration, project meetings, supervision of contractors and subcontractors, project documentation, inspections, punch list completion, and project closeout.

2. Describe your experience managing construction or replacement of critical building systems, such as HVAC, electrical, plumbing, or structural systems. Please include a project example and explain how you evaluated technical issues and verified that the work met the plans, specifications, and applicable requirements.

EMPLOYEE BENEFITS:

VACATION - 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

ADMINISTRATIVE LEAVE - One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS - 14 paid holidays per year.

SICK LEAVE - Six days per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - Depending on the plan, the County may cover the cost of employee and eligible dependent coverage.

VISION PLAN - The County covers the cost of employee coverage, and the employee has the option to purchase coverage for eligible dependents.

RETIREMENT AND SOCIAL SECURITY - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid $50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN - Plan pays 66 2/3% of the first $13,500, up to $9,000 per month maximum.

DEPENDENT-CARE PLAN - Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN - Employees paying a County medical premium may elect to participate in this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

SS/kl 11/26 **LIVE Here** **WORK Here** **PLAY Here**