

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## Assistant in Civil Engineering

Supplemental Questionnaire Required

Open and Promotional

Job # 24-ED5-EE

Salary: \$7,862– 9,199 / Month

Closing Date: Friday, December 6, 2024

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### 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.*

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**THE JOB:** Under general supervision, to perform professional field and office engineering work which includes design and construction of roads, bridges, water/wastewater (sanitation), drainage, water, transportation and other public works facilities; to review less complex engineering plans and specifications and land development projects prepared by professional consultants; and to do other work as required. **The County of Santa Cruz is now recruiting for three positions in the Civil Engineer Series. Applications are being accepted for: Civil Engineer (9,018–11,414/month), Associate Civil Engineer (8,185–10,355/month) and Assistant in Civil Engineering (7,561–8,845/month) and hiring selection is planned for top candidates for each vacancy from candidates at the various levels.**

**The current vacancies are in two sections of the Department of Community Development and Infrastructure, including, the Planning Permit Engineering Group and Public Works Road Design.**



- **The Planning Permit Engineering Group** is primarily responsible for reviewing development permits for site engineering requirements, compliance with the Public Works Design Criteria and the Subdivision Map Act; the County Grading, Erosion Control, and Geologic Hazards ordinances; and the geotechnical requirements of the California Building Code.
- **The Public Works Road Design** section is responsible for design work of various County transportation capital improvement projects, as well as storm damage road repair projects and bridge rehabilitation projects.
- **The Public Works Construction Management** section manages construction projects for the various programs of the Public Works Department; these include projects for Roads, Water/Wastewater (Sanitation), Storm Water and Flood Control.
- **The Public Works Water/Wastewater (Sanitation) Engineering** is responsible for the design and management of improvements for one domestic water system, one recycled water system, three sanitary sewer districts, and several County Service Areas: facilities include pump stations and small treatment plants.
- **The Public Works Traffic Engineering / Development Review** section is responsible for reviewing and analyzing the traffic components of development proposals and designing transportation plans and projects. Projects/activities also include traffic signal design, complete street design, prepare traffic control plans, and preparing transportation planning documents.
- **The Public Works Encroachments** section regulates work in the County Road right-of-way by the public or other agencies and issues permits for this work. Typical permitted projects include driveways, utility work, street improvements, and tree work within the County right-of-way. The Encroachments section also conducts construction site inspections related to permitted work, investigation of reported illegal encroachments, and correspondence with other County staff, permittees, and members of the public.
- **The Public Works Stormwater Management** Section is responsible for ensuring that development meets the stormwater management requirements of the Public Works County Design Criteria. This section is also responsible for reporting of NPDES requirements to the RWQCB. Senior Engineering Associates in this section may review stormwater management aspects of building permits and development applications; and be involved in complex post construction compliance and inspections; and other related duties.
- **The Public Works Survey** Section is overseen by the County Surveyor and is responsible for checking and recording of Records of Survey, County Surveys, parcel maps and subdivision maps; maintaining survey records; determining boundaries of County owned properties, including roads, rights of way, easements, and County controlled areas. The Surveying section also has a survey crew that performs field studies for engineering staff as well as construction staking. Senior Engineering Associates in this section typically work on the survey crew and use state of the art

surveying equipment and software and have a knowledge of survey research, analysis of boundaries and right of way deeds, mapping and surveying documents, and other related duties.

**During the life of the eligible list, the list established from this recruitment may be used to fill current and future vacancies in these sections and in the following sections in Public Works: Construction Management, Water/Wastewater Engineering (Sanitation), Traffic Engineering / Development Review, Encroachments, Stormwater Management, and Survey.**

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

One year of experience performing the duties comparable to a Junior Civil Engineer in Santa Cruz County **OR** graduation from college with a Bachelor of Science degree from an accredited curriculum in civil engineering.

#### **SPECIAL REQUIREMENTS AT TIME OF APPLICATION:**

- Possess and maintain a valid California Class C Driver License.
- **Completion of the Engineer-In-Training portion of the examination for Registration as a Civil Engineer in the State of California.**

Within two years of the date of hire, the employee in the lead position over the Building Plans Checkers must obtain certification by the ICBO as a Building Inspector AND one of the following specialty certifications: Plumbing Inspector, Mechanical Inspector, Electrical Inspector, Plans Examiner, Combination Inspector, or Building Code Accessibility Usability Specialist.

**Knowledge:** Working knowledge of basic civil engineering design and drafting; chemistry, physics and mathematics as applied to civil engineering; civil engineering principles and practices including design, construction and inspection as applied to less complex public works projects and principles of hydrology, hydraulics, strength of materials and structural analysis. Some knowledge of the principles of surveying the application of data processing to solve engineering problems; methods, materials and equipment used in public works construction; and highway alignment and grade standards.

**Ability to:** Prepare plans and specifications including design and layout; gather data and solve engineering problems; perform engineering calculations; establish and maintain

effective working relationships with others; prepare clear, concise reports; learn to review engineering plans and specifications prepared by private builders, contractors and/or consultants; input, access and analyze data using a computer terminal; plan, design and prepare cost estimates for less complex public works projects; and present technical material and reports to a nontechnical audience.

**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](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 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 Personnel 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.

Some positions may require fingerprinting and/or background investigation.

## **ASSISTANT IN CIVIL ENGINEERING– 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. Do you have at least one year of responsible engineering experience OR do you possess a bachelor's degree from an accredited college or university with major course work in civil engineering or a closely related field?

Yes

No

If you are currently working on a degree, list the major, the college or university, and your expected graduation date:

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2. Do you possess a current certificate as an Engineer-In-Training (EIT) issued by the State of California?

Yes

No

If yes, please list the number and expiration date of your certificate.

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3. Please check the appropriate engineering disciplines consistent with your EIT certificate and experience, if any. Check all that apply:

- Permit Engineering Group
- Road Design
- Construction Management
- Water /Wastewater (Sanitation)
- Traffic Engineering
- Encroachments
- Stormwater Management
- Survey

4. If you have experience operating any of the following software, please check the box. Applicants may be requested to describe their experience during the interview process.

Check all that apply:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- AutoCAD
- Microsoft Project
- ArcGIS
- Civil 3D
- HEC RAS
- Adobe Acrobat

5. Do you have experience maintaining and/or preparing a variety of engineering plans, records, reports, and documentation or inspecting / managing construction projects?

- I have no experience or very limited experience performing these tasks
- I have some experience performing these tasks but would need additional training
- I have performed these tasks independently under normal supervision
- I have extensive experience performing these tasks and have trained and/or supervised others in the performance of these tasks

If you indicated any experience, please briefly describe it. If you indicated no experience, please state "none."

6. Do you have experience assisting members of the public and investigating and/or responding to complaints from the public?

- I have no experience or very limited experience performing these tasks
- I have some experience performing these tasks but would need additional training
- I have performed these tasks independently under normal supervision
- I have extensive experience performing these tasks and have trained and/or supervised others in the performance of these tasks

If you indicated any experience, please briefly describe it. If you indicated no experience, please state "none."

7. Do you have experience preparing cost estimates and project budgets?

- I have no experience or very limited experience performing these tasks
- I have some experience performing these tasks but would need additional training
- I have performed these tasks independently under normal supervision
- I have extensive experience performing these tasks and have trained and/or supervised others in the performance of these tasks

If you indicated any experience, please briefly describe it. If you indicated no experience, please state "none."

8. Do you have experience completing engineering related projects with planning and regulatory agencies such as county and city planning departments, Caltrans, Fish & Wildlife, or the Regional Water Quality Control Board?

- I have no experience or very limited experience performing these tasks
- I have some experience performing these tasks but would need additional training
- I have performed these tasks independently under normal supervision
- I have extensive experience performing these tasks and have trained and/or supervised others in the performance of these tasks

If you indicated any experience, please briefly describe it. If you indicated no experience, please state "none."

#### **EMPLOYEE BENEFITS:**

**ANNUAL LEAVE** - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

**HOLIDAYS** - 14 paid holidays 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** - County pays for employee and eligible dependent coverage.

**VISION PLAN** - County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT** - 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 \$20,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

**DEPENDENT-CARE PLAN** - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

**H-CARE PLAN** - Employees who pay a County medical premium may elect 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.**

**County of Santa Cruz**

[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

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