



County of Santa Cruz

invites you to apply for

Recycling and Solid Waste Services Manager

***The official title of this position is Sr. Civil Engineer**

Supplemental Questionnaire Required

Open and Promotional

Salary: \$132,202 – 176,772 Annually

Candidates may be eligible for relocation assistance

Closing Date: Friday, August 28, 2026

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www.santacruzcountyjobs.com

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 IDEAL CANDIDATE

The current vacancy is within the **Recycling and Solid Waste** Division of Public Works.

The **Recycling and Solid Waste** position will serve as the Recycling and Solid Waste Services Manager and **does not require** possession of a valid California Civil Engineer Professional Engineer certificate of registration. **The ideal candidate** will possess a strong foundation in recycling and solid waste services and have the knowledge and ability to interpret complex site development engineering projects in the context of landfill operations and capital projects.

Candidates will demonstrate proven leadership ability, as they will supervise a team of engineers, technical and support staff, providing technical guidance and direction. Excellent communication skills are critical, as they will work closely with other departments, agencies, developers and the public, ensuring projects comply with federal, state, and local regulations. Experience managing budgets, preparing reports, and solving complex engineering challenges will further enhance their ability to thrive in this role.

THE JOB

Under general direction, plan, direct, coordinate, schedule, review and evaluate the work of a section of the Public Works Department or Planning Department; review and analyze technical and engineering issues; and perform other duties as required. Positions in this classification work directly for an Assistant Director and are typically responsible for managing a section in the Public Works or Planning Departments. This classification is the first full supervisory and management level classification in the professional and technical engineering series. Incumbents supervise a staff of engineers, paraprofessional engineers, engineering aides, maintenance staff and other support staff. In addition to supervising the work of staff, incumbents perform the most difficult and complex engineering work or serve as the technical expert in reviewing and analyzing engineering issues.

The Recycling and Solid Waste section oversees landfill and transfer station programs, the development and implementation of annual permit compliance plan, and solid waste capital projects, including project development and engineering design, bid procurement, construction quality assurance, fiscal management and permitting; manages solid waste and recycling collection, franchise agreements for incorporated areas, and landfill and transfer station gate data and revenue collection.

Employees may be eligible for up to two days of remote work per week following the successful completion of the probationary period, based on job duties and operational needs.

During the life of the eligible list, the list established from this recruitment may be used to fill current and future vacancies in the following sections: Road Operations and Encroachments, Traffic Engineering, Water/Wastewater (Sanitation), Construction Management, and Flood Control.

The Road Operations and Encroachments section approves engineering drawings; directs and oversees the preparation of engineering designs, plans and specifications for the construction of public works improvement projects including roads, sanitation systems, storm drains, refuse disposal sites, bike paths and street maintenance; reviews improvement plans prepared by private firms for accuracy, design and completeness and conformance to laws and County design criteria; supervises the review and approval of various permit applications.

The Traffic Engineering 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 prepare transportation planning documents. This position supervises 5 technical and professional engineering staff who are responsible for performing analysis on traffic studies, signal timing, traffic safety reviews, traffic engineering designs, speed surveys and signal and stop sign warrants. The work also includes preparing traffic control plans, striping and signage plans and reviewing CHP collision data.

The Water/Wastewater (Sanitation) section plans, organizes and manages the operation and maintenance of the County's sanitation facilities; directs, through subordinate supervisors, the work of a staff engaged in a wide variety of activities connected with sanitation operations and maintenance; ensures that all sanitation facilities comply with State and Federal laws and regulations.

The Construction Management section conducts field inspections of both County and private construction projects; coordinates with public and private agencies regarding projects about to start or under construction; reviews and consults with staff regarding award of contracts, contract change orders, progress payments and project close out.

The Flood Control section plans, organizes, and manages the flood control activities for storm drain maintenance district(s) and flood control and water conservation district(s). Administers and coordinate various advisory and regulatory committees.

All Public Works Positions: may act for an Assistant Director of Public Works as assigned.

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:

Equivalent to graduation from an accredited college with a major in civil, traffic, environmental, or sanitary engineering; or biological, chemical, physical or soil science; or a related field; **AND** five (5) years of increasingly responsible engineering experience that demonstrates possession and application of the knowledge and abilities listed below. A master's degree in civil engineering or a closely related field may be substituted for one year of the required engineering experience.

SPECIAL REQUIREMENTS:

License: Possession of a valid California class C driver license.

Certificate: For some assignments: Possession of a valid certificate of registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers.

Special Working Conditions: Exposure to variable temperatures and weather conditions; high levels of noise; dust; strong, unpleasant odors; heights, such as on bridges; working alone in isolated areas; the possibility of contact with potentially hostile people; cramped workspaces; and bodily injuries. Some positions may be required to occasionally lift manhole covers, soil samples and environmental process equipment. Potential exists for exposure to toxic materials such as landfill gas, sewer gas and discarded household or commercial chemicals.

Other Special Requirements: Availability to work irregular hours, including responding to emergency calls.

REQUIRED KNOWLEDGE AND ABILITIES CAN BE FOUND HERE:

<https://www2.santacruzcountyca.gov/personnel/Specs/EE3spec.html>

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, 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 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.

Some positions may require fingerprinting and/or background investigation.

SUPPLEMENTAL QUESTIONNAIRE

SENIOR CIVIL ENGINEER

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 experience 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 possess a current and valid Certificate of Registration as a Professional Engineer issued by the State of California?

____ Yes

____ No

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

2. Please check all the appropriate engineering disciplines consistent with your engineering license and experience.

Check all that apply:

☐ Grading / Earthwork

☐ Construction Management

☐ Road Design

☐ Water / Wastewater (Sanitation)

☐ Survey / Subdivisions

☐ Geotechnical / Geologic

☐ Flood Control

☐ Road Operations & Encroachments

☐ Stormwater Management

☐ Traffic / Transportation

☐ Coastal Engineering

3. Describe your experience managing professional staff and working with engineers on design preparation or review, and / or construction projects. Include the various technical staff you have worked with and the level of your responsibility/authority.

4. Outline the methods you use to prioritize, assign, and review the work of technical staff and any process improvements you have implemented to reduce review times, re-work and / or other efficiencies.

5. Describe your experience with engineering standards such as Caltrans Standard Specifications and Plans; Public Works Design Criteria; County or City Codes; California Building Code; or other standards.

6. Describe your experience ensuring compliance with applicable Federal, State, or local regulations. Include examples such as environmental permits (e.g., NPDES, MS4, CalRecycle SWFP, Regional Water Quality Control Board WDRs, construction permits) or other regulatory programs relevant to your functional area.

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.

SICKLEAVE – 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 – County pays for employee and eligible dependent coverage. VISION PLAN – The County pays for employee coverage. Employee may purchase eligible dependent coverage.

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 who pay a County medical premium may elect this pretax 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.

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