

County of Santa Cruz

INVITES YOU TO APPLY FOR:

Assistant Public Works Superintendent

Supplemental Questionnaire Required

Promotional Only

Job # 26-MV5-03

Salary: \$8,653 – 11,554 / Month

Closing Date: Monday, September 14, 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, assist in the planning and supervision of the Road Repair and Maintenance, Wastewater/Sanitation, Fleet Services, or Solid Waste Division's activities and facilities; supervise staff assigned to a variety of activities; evaluate personnel and equipment safety, and institute appropriate safety programs; act in the absence of the Superintendent, manager or others; and perform other duties as required. ***The current need is in the Road Repair/Maintenance Division; however, the list established from this recruitment may be used to fill current and future vacancies in any of the other Public Works Divisions/assignments (such as Wastewater/Sanitation, Fleet Services, or Disposal Site) during the life of the eligible list.***

THE REQUIREMENTS: Any combination of education and experience that would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain this knowledge and abilities would be:

Human Resources Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060

Apply online at: www.santacruzcountyjobs.com

EQUAL OPPORTUNITY EMPLOYER

Four years of experience in one or more of the following: road repair, road construction, operation and maintenance of water and sewage treatment plants, maintenance of transmission facilities, collection systems maintenance, operation and maintenance of refuse transfer stations and refuse landfill facilities or fleet services operations.

At least two years of the qualifying experience must have included supervisory responsibilities.

SPECIAL REQUIREMENTS/CONDITIONS:

License, Certificate Requirements all assignments: Possession of a valid California class C driver license.

Wastewater/Sanitation assignment: Within three years of employment must possess all of the following: a Grade I or higher Collection System Maintenance Certificate and a Grade I or higher Mechanical Technologist Certificate, both issued by the California Water Pollution Control Association, and a Grade I or higher Water Treatment Plant Operator Certification issued by the State of California Department of Health Services.

Disposal Site assignment: Manager of Landfill Operations Certificate issued by the Solid Waste Association of North America within one year of employment. (If the examination for certification is not administered within this time frame, this period will be extended to the next examination administration.)

Fleet Services assignment: within six months, possessions of a valid class A driver license.

Road and Wastewater/Sanitation assignments: Exposure to cramped spaces and electrical hazards.

Special Working Conditions: All assignments: Exposure to: variable temperatures and weather conditions; heights; high levels of noise; strong, unpleasant odors; infections which might cause chronic disease or death; and the possibility of experiencing burns, bodily injury, exposure to non-ionizing radiation, and contact with toxic substances or chemical irritants.

Other Special Requirements: All assignments: Availability to work irregular hours, including responding to twenty-four-hour emergency calls.

Fleet Services assignment: Alcohol and drug tests will be administered to all candidates prior to final selection for positions requiring class A or B driver license upon entry and to employees in positions requiring these licenses, as mandated by Department of

Transportation federal regulations. In addition, all candidates must provide specific employment history for up to the past ten years for all jobs they have held which required operation of a commercial motor vehicle.

Knowledge: Thorough knowledge of the methods, materials and equipment used in one or more of the following: road repair and road construction; operation and maintenance of water and wastewater treatment plants, maintenance of transmission facilities and collection system maintenance; operation and maintenance of refuse transfer stations and refuse landfill facilities; operation of facilities servicing and maintaining construction equipment, light and heavy duty trucks and automobiles with internal combustion gasoline and diesel engines. Safety practices for one or more of the following: road repair, road construction, operation and maintenance of water and wastewater treatment plants, maintenance of transmission facilities, collection system maintenance, or operation and maintenance of refuse transfer stations, refuse landfill facilities, or repair and maintenance of construction equipment. Working knowledge of the principles and practices of supervision and training; and estimating repair costs including labor and materials. Some knowledge of engineering principles used in one or more of the following: road repair, road construction, operation and maintenance of water and wastewater treatment plants, maintenance of transmission facilities, collection system maintenance, or operation and maintenance of refuse transfer stations and refuse landfill facilities; the regulations governing the activities of one or more of the following: road repair, road construction, operation and maintenance of water and sewage treatment plants, maintenance of transmission facilities, collection system maintenance, or operation and maintenance of refuse transfer stations and refuse landfill facilities.

Ability to: Assign, supervise, direct, coordinate, and evaluate the work of subordinate staff; schedule work, determine priorities and make decisions to resolve difficult or unusual problems; operate and train others in safely operating equipment and handling materials based on the assignment; read and interpret state and local laws and regulations pertaining to the work of the assignment; read and interpret maps and engineering blueprints, specifications and drawings; develop specification and evaluate bids; determine equipment, materials and labor needs and prepare cost estimates, assist in budget preparation and administration; prepare clear and concise correspondence and written reports; communicate effectively orally to provide instructions, explanations, reports, etc. to subordinates, superiors, the public and others; establish and maintain cooperative-working relationships with others contacted in the course of work; learn to input, access and analyze data using a computer terminal; perform tasks requiring strength, such as loading equipment onto a truck; put on, wear and use a respirator; distinguish colors, such as color-coded chemical test guides or underground service alerts; hear and distinguish various sounds, such as voices of workers and the sounds of operating equipment.

Additional abilities required for:

Road assignment: Operate heavy equipment and lift items weighing up to 75 pounds.

Wastewater/Sanitation assignment: Lift items weighing up to 82 pounds, such as pumps.

Disposal Site assignment: Operate heavy equipment and lift items weighing up to 75 pounds.

Fleet Services assignment: Diagnose the cause of mechanical failure in construction equipment, light and heavy trucks, and automobiles, and determine appropriate repairs; lift items weighing up to 75 pounds.

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 Services 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.

EMPLOYEE BENEFITS:

VACATION – 16 days 1st year, increasing to 31 days per year after 15 years' 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 – 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 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.

Assistant Public Works Superintendent – 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.

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 your training and experience that demonstrates your ability to plan, schedule, supervise and evaluate the work of subordinates. Include in your response your supervisory experience, including the length and the number of staff you supervised, their job titles and functions, the scope of your responsibility, and the name of your employer.
2. Describe your experience in any or all of the following program areas demonstrating your knowledge and ability to plan and organize work and evaluate operations of a public works facility such as:
 - a. Wastewater collection and sewage treatment plant operations
 - b. Road repair, maintenance, and construction
 - c. Disposal site/refuse stations and recycling facilities
 - d. Fleet services
3. Describe your experience interacting with regulatory agencies and complying with local, state and federal requirements, including any you may have with the Department of Transportation regulations and California Terminal Inspections.
4. Describe your experience that demonstrates long-range planning and scheduling of public works projects. Include in your description any software database and other technology used to create forms, charts and reports.
5. List any relevant certificates that you hold (if any), including the name of the certificate, the issuing agency and date, and the expiration date.

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

County of Santa Cruz
www.santacruzcountyjobs.com

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