

County of Santa Cruz

INVITES YOU TO APPLY FOR:



Public Works Manager- Disposal Sites

Supplemental Questionnaire Required

Promotional Only

Job # 26-MV6-01

Salary: \$10,209 – 13,634 / Month

Closing Date: Monday, November 9, 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, plan, organize, manage and coordinate the operation of the County solid waste disposal sites including a transfer station; coordinate the disposal site equipment acquisition and maintenance program and the resource recovery program; and perform other work as required.

DISTINGUISHING CHARACTERISTICS: This single position class is responsible for managing the County solid waste disposal sites assuring safe and efficient disposal of solid waste. Additionally, the incumbent is responsible for assuring that the disposal sites comply with State and Federal safety and operational laws and regulations, the staff is trained, and the equipment is maintained. This class differs from the lower class of Disposal Site Supervisor by the responsibility for disposal site management, which includes supervising the latter class with responsibility for the day-to-day operation of the disposal site. This class differs from the next higher class of Assistant Director of Public Works in that the latter is responsible

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

Apply online at: www.santacruzcountyjobs.com

EQUAL OPPORTUNITY EMPLOYER

for all Public Works field operations including roads, sanitation, drainage, equipment and disposal.

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:

Four years of progressively responsible experience, which would provide the knowledge and abilities, listed including one year of experience as a supervisor.

SPECIAL REQUIREMENTS/CONDITIONS:

License, Certificate Requirements all assignments: Possess and maintain a valid California Class C Driver's license.

Certificate: Obtain Manager of landfill Operations Certificate issued by the Solid Waste Association of North America is required within two years of employment.

Knowledge: Thorough knowledge of occupational hazards and safety standards and practices required for solid waste disposal site operations. Working knowledge of: estimating cost and preparing budgets and monitoring budgets; working knowledge of the principles and practices supervision and training; administrative techniques including planning and organizing work and evaluating operations; State and Federal laws and regulations governing solid waste disposal; methods, materials, and equipment used in the operation of disposal sites; working knowledge of the capabilities, operation and maintenance of disposal site equipment.

Ability to: Plan, organize, manage and coordinate the operations of the County wide solid waste disposal division; plan, assign, coordinate, train and evaluate the work of subordinates engaged in a variety of disposal site operations and maintenance activities; estimate equipment, material and labor needs, prepare budget requests and administer the division budget; negotiate contracts and handle complaints; establish and maintain effective working relationships with others; interpret, explain and apply applicable laws, rules and regulations; prepare clear and concise oral and written reports and procedures manuals; assure that subordinate employees receive safety training, operation and maintenance training and on-the-job training; evaluate division operations and procedures and develops techniques and procedures to increase efficiency and effectiveness; walk over rough terrain; understand and interpret engineering construction

plans and specifications; learn to input, access and analyze data using a computer terminal.

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.

Public Works Manager–Disposal Sites
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 your training and experience that demonstrates your ability to plan, design, schedule, supervise and evaluate the work of subordinates. Include in your response an example of your supervisory experience, the number of staff you supervised, their titles, and the scope of your responsibility.
2. Describe a specific work experience that demonstrates your knowledge of estimating the cost of labor and materials, evaluating bids, and preparing and monitoring budgets.
3. Describe a specific work experience that demonstrates your knowledge of planning and organizing work and evaluating operations of a disposal site. Include experience and training in safety of landfill operations, regulations governing landfills, and equipment used in landfills.
4. Do you currently possess a Manager of Landfill Operations Certificate? If, yes, indicate the expiration date.

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.

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

County of Santa Cruz

www.santacruzcountyjobs.com

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