

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



Currently available positions include:

**Construction Inspector \***

**Site Development Plan Reviewer \***

\*The official title for these positions is Engineering Associate

Supplemental Questionnaire Required

Open and Promotional

Job # 23-EC9

Salary: \$7,143-9,025 / Month

Closing Date: Continuous

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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 direction, to perform the more difficult and complex office and field engineering tasks related to design, land surveying, traffic engineering, construction plan review, contract administration or inspection of County construction projects, landfill facility improvements, related facilities; and to do other work as required.

**The current vacancies are in the Construction section and the Permit Engineering Group of the Department of Community Development & Infrastructure, Public Works division.**

**The Construction section** is responsible for construction management of public construction projects overseen by Public Works as well as inspection of sub-division and private commercial site improvements. Engineering Associates in this section may work as an inspector on construction projects or private improvements, for conformance with plans, specifications and engineering standards, and other related duties.

**The Permit Engineering Group** is a new section established primarily to review building and development permits for site development engineering, geotechnical and geologic standards; and review and approval of sub-divisions and associated improvement plans. Engineering Associates in this section may be responsible for review of development applications for conformance with Public Works County Design Criteria, County Grading and Erosion Control codes; and inspect improvements on private developments as well as subdivisions; and other related duties.



**The list established from this recruitment will also be used to fill upcoming vacancies during the life of the eligible list for the various sections of the Department of Community Development & Infrastructure, Public Works division, which may include Road Design, Sanitation Engineering, Construction, Surveying, Permit Engineering, and Stormwater Management. Below is a description of the other sections:**

#### Road Design

The 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. Engineering Associates may be responsible for responsible for drafting, design, and review of projects; preparing RFP's; updating design standards and criteria; reviewing engineered projects, improvement plans and other projects for conformance to engineering standards, conditions of the development permit; and other related duties.

#### Sanitation Engineering

The Sanitation section is responsible for overseeing public sewer and water systems, including engineering, permitting, and operations. Engineering Associates in this section may be responsible for drafting, design, and review of projects; preparing RFP's; working with the Public on sewer or water related issues; inspection of sewer or water improvements; updating design standards and criteria; reviewing engineered projects, improvement plans and other projects for conformance to engineering standards, conditions of the development permit; and other related duties.

#### Encroachments

The Encroachment 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.

#### Survey

The Surveying 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. 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.

#### Stormwater Management

The 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. 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 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:

Four years technical engineering experience performing construction inspection, design, contract administration or related engineering work.

**SPECIAL REQUIREMENT:** Possess and maintain a valid California Class C Driver's License.

**Knowledge:** Working knowledge of engineering mathematics, science and hydraulics; the nomenclature, symbols, methods, practices, techniques, instruments and equipment used in drafting, construction inspection, hydraulics, sanitary engineering and surveying; the physical properties and uses of chemicals and materials used in construction and public works related projects including appropriate hazardous materials handling and principles of safety; the principles and techniques used in the design of roads, drainage, water and sewer systems, pumping stations and related public works facilities; and contract administration. Some knowledge of the application of data processing to engineering studies and design.

**Ability to:** Interpret or prepare blueprints, maps, change orders, construction plans and specifications including cost estimates, bid documents and complex technical engineering reports; design and evaluate engineering plans for roads, drainage, water and sewer systems and other public works projects; inspect large and complex construction projects and enforce compliance with plans, specifications, change orders, and laws; review, evaluate, recommend, and approve solutions to unusual field conditions not specified in plans or specifications; administer large and complex construction contracts including measuring and calculating quantities to determine progress payments; prepare written reports and correspondence, recommend changes in local fees or ordinances, assist in budget preparations and make oral presentations; establish and maintain effective working relationships with those contacted in the course of work; 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](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.

## **CONSTRUCTION INSPECTOR/SITE DEVELOPMENT PLAN REVIEWER (ENGINEERING ASSOCIATE)**

### **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 experience with construction and/or field inspection, plan review, contract administration, or other work related to construction and/or engineering.
2. Describe your experience working with the public and/or contractors. Write about a challenging or rewarding experience and what you learned from it.
3. For candidates who do not possess an engineering-related associate or bachelor's degree, list all college-level coursework completed in engineering, surveying, computer aided drafting, mathematics, geology, physics, chemistry, computer science or closely related fields, including the college, course title, and the number and type (semester or quarter) of course credits received.

#### **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)