



County of Santa Cruz



Invites you to apply for:

PROJECT MANAGER

Promotional Only

SALARY: \$8,344 – 11,159 / MONTH

Women, people of color, and people with disabilities are encouraged to apply.



Closing Date:
Monday, April 21, 2025



Supplemental Questionnaire
Required

JOIN NOW →

To apply, go directly to:
www.santacruzcountyjobs.com
or Scan the QR code



THE JOB:

Santa Cruz County is seeking individuals with experience managing community development public infrastructure projects. The work will include coordinating and facilitating the construction of a variety of projects, including storm damage, capital improvements, drainage, sanitation, flood control, and solid waste. The current vacancy is in the Construction Management Division (CMD) of the Department of Community Development & Infrastructure, Public Works division. The ideal candidate for the CMD positions would have experience in public works construction, including knowledge of federal funding requirements, Caltrans Specification, construction contracts and public contract code, as well as state labor compliance policies.

This position plays a vital role in supporting federally and state-funded construction projects by managing project closeout documentation, assisting with audits and FEMA reimbursements, and ensuring adherence to labor compliance requirements. The role also leads construction management software implementation, tracks project budgets and forecasts costs, and assists Resident Engineers with project oversight. Additional duties include managing consultant contracts, coordinating emergency protocols and stakeholder meetings, and ensuring compliance with CPRA/FOIA documentation requests. This role offers a dynamic opportunity to contribute to high-impact infrastructure projects while navigating the complexities of public funding and regulatory compliance.

The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.

The option for remote work may be available based on the type of work and operational needs, upon successful completion of probation.

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:

Equivalent to graduation from an accredited college with a major in business or public administration, engineering, planning, architecture, landscape architecture, construction management, economics, finance or a related field, and three years of experience in community development, capital improvement, housing, or a related field, including at least one year of work with project coordination/management.

Special Requirements: Possess and maintain a California Class C Driver License; upon hire or the incumbent must provide suitable transportation approved by the appointing authority. Physically and mentally capable of performing the classification's essential functions as summarized in the typical tasks section of this specification.

REQUIRED KNOWLEDGE AND ABILITIES CAN BE FOUND AT:

www2.santacruzcountyca.gov/personnel/Specs/WA6spec.html

PROJECT MANAGER – 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 the various phases of the public works project delivery process, such as permitting, design, right-of-way, fiscal/administrative oversight, construction, and project closeout, with particular emphasis on the role of Construction Management at each stage.
2. Describe your experience with the administration of construction contracts including any specific experience with public contract code, labor compliance, and contractor claims.
3. Describe your experience with:
 - a: Underground utilities (public and private)
 - b: Horizontal construction projects
 - c: Contracts with Caltrans Local Assistance oversight

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.

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 to offer a range of medical plans. For most of these plans, the County covers the majority of the premiums for employees and eligible dependents.

DENTAL PLAN – Depending on the plan, the County may cover the cost of employee and eligible dependent coverage.

VISION PLAN – The County covers the cost of employee coverage, and the employee has the option to purchase coverage for eligible dependents.

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 paying a County medical premium may choose to participate in 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: The provisions of this bulletin do not constitute an expressed or implied contract.