

County of Santa Cruz

INVITES YOU TO APPLY FOR:



PUBLIC WORKS SUPERVISOR

Supplemental Questionnaire Required

Open and Promotional

Job # 26-MV4-02

Salary: \$7,982–10,083 / Month

Closing Date: 7/17/26

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, assign, and supervise the work of public works maintenance personnel in an assigned program/division (Solid Waste Disposal, Roads, Drainage, Sanitation, Household Hazardous Waste); assure the quality of the work performed; may perform the more difficult and technical work of the assigned division; and perform other duties as required.

The current need is for full-time; however, the list established from this recruitment may be used to fill current and future vacancies for full-time, part-time, substitute, and extra-help (temporary) positions during the life of the eligible list. please ensure you indicate your choices in the Employment Preferences section of the application.

The current vacancy is in Sanitation; however, the list established from this recruitment may be used to fill current and future vacancies in any Public Works Division during the life of the eligible list.



Specialized assignments include:

- **Sanitation Assignment:** Supervise crews performing maintenance, monitoring and repair of wastewater pumping stations and transmission facilities, transmission lines and access entries, and those staffing the office facility.
- **Solid Waste Disposal Assignment:** Supervise operations at the County's solid waste disposal sites including staff who operate heavy equipment, collect fees and perform maintenance and repair; follow engineering specifications and plans to develop the disposal sites; ensure that land is properly utilized and streams are not contaminated; assure that disposal site operations comply with State standards for solid waste management, water and air quality and environmental health; oversee the maintenance and monitoring of environmental testing systems; and may install environmental testing systems.
- **Road Assignment:** Patrol roads to determine areas requiring maintenance and repair; supervise crews who prepare, grade, pave, resurface and reshape old roads, cut and spray weeds and brush, and patch and repair road surfaces; and investigate public complaints regarding poor or hazardous road conditions and take action to improve the situation.
- **Drainage Assignment:** Supervise the County drainage maintenance program including supervising crews who install revetments for bank and levee protection; clear river and stream channels; build culvert head-walls; install storm drain culverts; spray herbicides; maintain access and levee roads, plant vegetation for bank protection; perform maintenance and repair on stationary pumps; and install flood gates and barricades.
- **Household Hazardous Waste (HHW) Assignment:** Supervise operations at the HHW program by supervising and assisting the Solid Waste Inspectors who operate the facilities, including inspecting and assessing incoming waste material for identification and separation; identifying, assessing and categorizing hazardous material for disposal; arranging for proper storage and transportation of materials; and monitoring and maintaining various records. Assure HHW facilities' operations comply with State and Federal regulations. Assist Environmental Program Coordinator with ensuring that environmental monitoring and reporting program activities for landfill gas, ground water, storm water, leachate and surface water are completed. Assist with and assign staff to perform maintenance to assure properly functioning leachate collection and landfill gas collection and conveyance systems.

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

Four years of maintenance experience in any one of the following areas: Roads, Sanitation, Solid Waste Disposal, or Drainage divisions, environmental monitoring / handling hazardous materials or a comparable assignment, including two years at the journey level and one year in a lead capacity, which would demonstrate possession of the knowledge and abilities required in the applicable program area.

SPECIAL REQUIREMENTS/CONDITIONS:

License Requirements: Possession of a valid California Class C driver license at time of hire; and for some positions, within six months from hire, possession of a valid class B driver license with Tank Endorsement (Sanitation assignment) or a valid class A driver license with Tank Endorsement. (Household Hazardous Waste assignment requires a class C license at time of hire, but no A or B commercial driver license.)

Certificate: Some positions require possession of a Qualified Applicators Certificate issued by the State of California Department of Pesticide Regulation or of an OSHA 40 Hour HAZWOPER (hazardous waste operations) Certificate. For Sanitation Assignment, within one year of appointment, must obtain either a Grade I or higher Wastewater Collection System Maintenance certificate, a Grade I or higher Mechanical Technologist certificate, or equivalent certificates issued by the California Water Environment Association.

Special Working Conditions: Exposure to: Variable temperatures and other conditions; cramped work spaces; heights, such as on equipment, on cliffs or in the bucket of a bucket truck; high levels of noise; strong, unpleasant odors; vibration; dust and silica dust; potentially hostile or violent individuals; electrical hazards; allergens, such as poison oak and stinging insects; the possibility of experiencing burns, bodily injury, and contact with toxic substances and chemical irritants; working alone in isolated areas; and, for some assignments, possible exposure to needles or blood which could possibly result in chronic disease or death.

Other Special Requirements: Alcohol and drug tests: will be administered to all candidates prior to final selection for positions requiring class A or B driver licenses 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.

Availability: Incumbents may be required to work irregular hours, including responding to 24-hour emergency calls.

Knowledge: Thorough knowledge of methods, equipment, and materials used in the program assignment; occupational hazards and safety standards and practices of the program assignment; the capabilities, operation, and maintenance of light and heavy construction equipment required for most positions. Working knowledge of methods of estimating costs of projects and of supervision and training. Some knowledge of laws, ordinances and regulations governing the program assignment, and the application of data processing to program assignment.

For the Sanitation Assignment: working knowledge of the capabilities, operation, and maintenance of light and heavy construction equipment, required for some positions.

For Household Hazardous Waste Assignment: working knowledge of safe handling and management of HHW materials (including lab packing and bulking of hazardous materials). Some knowledge of chemistry, biology, and physics related to hazardous materials management in a solid waste landfill facility.

Ability to: Supervise, plan, assign, direct, and coordinate the work of subordinates; schedule work and determine priorities; train subordinates in proper work procedures, safety practices, and equipment operation; prepare work schedules, reports, procedures, and cost estimates; establish and maintain effective working relationships with those contacted in the course of work; read and understand maps, engineering blueprints and drawings, instruction manuals, technical manuals, computer-generated reports, and surveys; read and understand surveyors' location and grade stakes; understand, explain, and apply applicable laws, rules, and regulations; input, access, and analyze data using a computer terminal; assist in budget preparation and administration; use hand and power tools which may cause body vibration; lift items up to 75 pounds; perform tasks requiring strength, such as lifting equipment onto trucks, climbing over rough terrain, and pulling hoses up embankments; drive and operate vehicles such as automobiles, utility and pick-up trucks, and construction equipment, such as tractors, graders, compactors, bulldozers, loaders, and scrapers; distinguish colors, such as color-coded wires, fluid colors, or chemical test guides; put on, wear, and use a respirator; perform tasks which require manual dexterity, such as gas and electrical welding, assembling small parts and pouring liquids into receptacles; and hear and distinguish various sounds, such as voices of workers in noisy environments and sounds of operating equipment.

For Household Hazardous Waste assignment: Ability to identify and respond safely to hazardous materials contained in waste loads; lift and move five (5) gallon cans (equivalent to 50 pounds) in adverse environmental conditions and move fifty-five (55) gallons drums (equivalent to 600 pounds) using a drum dolly.

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, minorities, 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:

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.

PUBLIC WORKS SUPERVISOR – 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 questions below as completely and thoroughly as possible, as your answers may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Mark the assignment area(s) for which you would like to be considered:

- ☐ Solid Waste Disposal Assignment
- ☐ Road / Drainage Assignment
- ☐ Sanitation / Wastewater Assignment
- ☐ Household Hazardous Waste / Environmental Monitoring Assignment

2. Describe your work experience and education/training that demonstrates your knowledge and abilities in the following areas:

- a) solid waste disposal maintenance
- b) road and/or drainage maintenance
- c) sanitation / wastewater maintenance
- d) environmental monitoring / handling hazardous materials

****If you do not have experience in any of the specified areas, please indicate "no experience" in your response.**

3. Describe your experience as a supervisor or lead-worker, including the organization, the timeframe, and your role.

4. Describe your experience planning and scheduling public works maintenance activities, including coordinating field crews, equipment and working with contractors. Include your experience using asset management systems and maintenance records as well as software and technology used to create work orders, forms and reports.

5. In the last ten (10) years, have you had any job that required you to operate a commercial vehicle?

☐ NO

☐ YES

If "Yes" you must complete the work history described in Question 5B (below).

5B. Department of Transportation federal regulations require that the County of Santa Cruz obtain specific employment history from you for any and all jobs you have had in the last ten (10) years that require you to operate a commercial motor vehicle, you must provide all of the information listed below.

- Name and address of former employers
- Dates of employment (from and to)
- Number of hours worked per week
- Type of vehicle driven/ equipment used
- Reason for leaving

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

County of Santa Cruz

www.santacruzcountyjobs.com

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