

COUNTY OF SANTA CRUZ

INVITES YOU TO APPLY FOR:

Senior Civil Engineer

Open & Promotional

Job #23-EE3-01

Supplemental Questionnaire Required

Salary: \$9,965 – 13,324 / Month

Closing Date: April 3, 2023



THE JOB: Under general direction, plan, direct, coordinate, schedule, review and evaluate the work of a section of the Public Works Department or Planning Department; review and analyze technical and engineering issues; and perform other duties as required. Positions in this classification work directly for an Assistant Director and are typically responsible for managing a section in the Public Works or Planning Departments. This classification is the first full supervisory and management level classification in the professional and technical engineering series. Incumbents supervise a staff of engineers, paraprofessional engineers, engineering aides, maintenance staff and other support staff. In addition to supervising the work of staff, incumbents perform the most difficult and complex engineering work, or serve as the technical expert in reviewing and analyzing engineering issues.

The list established from this recruitment will be used to fill current and future vacancies in both the Planning Division and the Public Works Division for the Department of Community Development & Infrastructure during the life of the eligible list.

The current vacancy is in the Construction section of the Department of Community Development & Infrastructure (CDI), Public Works Division. The current Construction section is being divided into two groups: one that oversees County construction projects and one that oversees private construction (land divisions, commercial development). This recruitment will be used to fill a Senior Civil Engineer in one of these two groups. This position generally consists of coordinating with public and private agencies regarding projects about to start or under construction; and reviewing and consulting with staff regarding award of contracts, contract change orders, progress payments and project close out.

This recruitment will also be used to fill a position in the Unified Permit Center, CDI - Planning Division to oversee a new Permit Engineering group. This group will be responsible for implementation of permitting requirements for private development infrastructure, including the areas of stormwater, roads / transportation, sanitation, grading, soils and geology. The position generally consists of overseeing the staff who review permits for compliance with the Public Works Design Criteria; the County Grading, Erosion Control, and Geologic Hazards ordinances; and the geotechnical requirements of the California Building Code. The Permit Engineering group Senior Civil Engineer position is anticipated to become available later in 2023.

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 these would be to have

equivalent to graduation from an accredited college with a major in civil, traffic, environmental, or sanitary engineering; or biological, chemical, physical or soil science; or a related field; **AND** five (5) years of increasingly responsible engineering experience that demonstrates possession and application of the knowledge and abilities listed below. A Master's Degree in Civil Engineering or a closely related field may be substituted for one year of the required engineering experience.

Note: Selective recruitment or certification to positions may be based on the working knowledge and abilities required for the program assignments (e.g. civil & construction engineering, solid waste engineering, flood control engineering, water and wastewater engineering, geotechnical engineering, coastal engineering).

SPECIAL REQUIREMENTS:

License: Possession of a valid California class C driver license.

Certificate: For some assignments: Possession of a valid certificate of registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers. Traffic Engineering assignments: In addition to registration as a Civil Engineer, possession of a valid certificate of registration as a Traffic Engineer issued by the California Board of Registration for Professional Engineers is desirable.

Special Working Conditions: Exposure to variable temperatures and weather conditions; high levels of noise; dust; strong, unpleasant odors; heights, such as on bridges; working alone in isolated areas; the possibility of contact with potentially hostile people; cramped workspaces; and bodily injuries. Some positions may be required to occasionally lift manhole covers, soil samples and environmental process equipment. Potential exists for exposure to toxic materials such as landfill gas, sewer gas and discarded household or commercial chemicals.

Other Special Requirements: Availability to work irregular hours, including responding to emergency calls.

KNOWLEDGE: For all assignments, thorough knowledge of current Federal, state, and local laws, rules, and regulations relating to the specific program assignment; some knowledge of principles and practices of supervision and training; principles of public administration, including organization, management, and budgeting; and application of data processing to Public Works or Planning programs. For Civil and Construction Engineering assignments, thorough knowledge of principles and practices of civil engineering as applied to public agencies; strengths, properties, and uses of materials in engineering construction; working knowledge of methods of design and/or construction and inspection for public works or planning projects including streets, storm drains and sanitation systems, structures and bike paths; principles of traffic engineering and methods for properly regulating vehicular and pedestrian traffic flows (may be required for some positions); hydrology and hydraulic design engineering; some knowledge of wastewater engineering (some positions.) For Solid Waste Engineering assignment, thorough knowledge of landfill and solid waste engineering relative to operating landfill and transfer stations; some knowledge of strengths, properties, and uses of materials in engineering construction. For Water and Wastewater Engineering assignments, thorough knowledge of the methods, materials, tools, and equipment used in the operation, maintenance, and repair of wastewater collection, treatment, and transmission facilities; safety practices observed in sanitation operations; and governmental regulations related to the treatment and distribution of drinking water and the treatment and disposal of domestic wastewater. For Flood Control Engineering assignment, thorough knowledge of watershed management; flood control activities, including flood modeling; governmental regulations and permit processing for flood control improvement projects and routine maintenance activities.

ABILITY TO: Plan, organize, supervise, train and evaluate the work of professional and technical staff; Schedule work, determine priorities and make decisions to resolve difficult problems; Analyze technical and administrative problems and develop and implement solutions; Coordinate section activities with other sections and departments; Understand, interpret, explain and apply applicable laws, rules and regulations; Supervise the preparation of engineering designs, plans and specifications in the construction and modification of public works facilities, for some positions; Plan, organize and administer an extensive sanitation maintenance operation for some positions; Supervise the inspection and monitoring of contractor compliance with approved engineering plans and specifications in the construction and modification of public works facilities; Establish and maintain effective working relationships; Effectively apply traffic engineering principles in establishing and maintaining safe and

efficient vehicular and traffic flow patterns (may be required for some positions); Effectively manage and administer a flood control program including project and maintenance regulatory permitting (maybe required for some positions); Perform difficult and complex engineering work; Prepare clear and concise administrative and technical reports; Speak effectively before groups; Prepare budgets; Learn to input, access and analyze data using a computer.

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 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.

EMPLOYEE BENEFITS:

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

SENIOR CIVIL ENGINEER - 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.

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. Employment experiences referred to in your responses must also be included in the Employment History section of your application.

Note: Your response to this question may be used to selectively certify the eligible list for the different vacancies based on your knowledge and experience in the specialty area.

1. Do you possess a current and valid Certificate of Registration as a Professional Engineer issued by the State of California?

Yes No If yes, please list the number and expiration date of your certificate. _____

2. Please check all the appropriate engineering disciplines consistent with your engineering license and experience.

Check all that apply:

Construction Management

Flood Control

Road Design

Road Operations and Encroachments

Water / Wastewater (Sanitation)

Stormwater Management

Survey / Subdivisions

Traffic / Transportation

Geotechnical / Geologic

Coastal Engineering

Grading / Earthwork

3. Describe your experience managing professional staff and working with engineers on design preparation or review, and / or construction projects. Include the various technical staff you have worked with and the level of your responsibility/authority.

4. Outline the methods you use to prioritize, assign and review the work of technical staff and any process improvements you have implemented to reduce review times, re-work and / or other efficiencies.

5. Describe your experience with engineering standards such as Caltrans Standard Specifications and Plans; Public Works Design Criteria; County or City Codes; California Building Code; or other standards.

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

An Equal Opportunity Employer

County of Santa Cruz

www.santacruzcountyjobs.com

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