

VENTURA COUNTY, PUBLIC WORKS AGENCY INVITES APPLICATIONS FOR:



**Engineering Manager I-II
Transportation
0359PWA-17AA (KP)**

An Equal Opportunity Employer

SALARY RANGE (approximate)

\$40.57 - \$62.09 Hour \$7,032.11 - \$10,762.16 Monthly \$84,385.27 - \$129,145.88 Annually

This posting is for the Ventura County Public Works Agency; vacancy location is Ventura and may require travel throughout Ventura County.

POSITION INFORMATION

Under direction, is responsible for design and construction of major engineering projects on the County road system and the oversight of staff in performing the work; is responsible to oversee the development of Caltrans Project Approval/Environmental Documents (PA/ED) for major highway improvement projects within Ventura County; assists in the planning, organizing, directing, and coordinating of varied activities within the Design and Construction Section; oversees internal staff and administers construction contracts; performs related duties as assigned.

The **ideal candidate** will have experience in the Caltrans project development process on major highway improvement projects and will have experience in Caltrans procedures and guidelines. This candidate will have worked with Caltrans and consultants in the development of Caltrans PA/ED approvals for projects. **This candidate** will be a highly motivated, organized and energetic engineer with excellent management skills and engineering experience in both design and construction of transportation improvements, including roads and highways, bridges, bike lanes, sidewalks, traffic signals, etc., and will effectively guide a team of engineers, technicians, and inspectors to design and oversee construction of these improvements.

APPROXIMATE SALARIES

Engineering Manager I - \$3,245.59 - \$4,499.27 biweekly

Engineering Manager II - \$3,512.49 - \$4,967.15 biweekly

EDUCATIONAL INCENTIVE: Some positions may be eligible for educational incentive. This incentive may be 2.5%, 3.5%, or 5% for incumbents in eligible positions based on completion of an Associate's, Bachelor's, or Master's degree that is not required for the classification.

BILINGUAL INCENTIVE: Some positions may be eligible for bilingual incentive depending on the applicable memorandum of agreement and the needs of the department. In order to qualify for this incentive, incumbents in eligible positions must take and pass the applicable bilingual fluency examination with a score of seventy percent (70%) or higher.

AGENCY/DEPARTMENT: Public Works Agency - Transportation Department

Engineering Manager is a Management/Confidential classification and is not eligible for overtime compensation. Incumbents in this classification are eligible for benefits at the MB3 level.

The eligible list established from this recruitment may be used to fill current and future Regular (including Temporary and Fixed-Term), Intermittent, and Extra Help vacancies for **Transportation Department positions only**. There is currently one Regular vacancy.

NOTE: If appointed at the Engineering Manager I level, incumbents may be promoted to Engineering Manager II without further examination upon meeting the minimum requirements, demonstrating satisfactory performance, and in accordance with the business needs of the department.

TENTATIVE SCHEDULE

OPENING DATE: February 8, 2017

CLOSING DATE: March 6, 2017 (previously February 27, 2017)

APPLICATION REVIEW COMPLETE: On or near March 7, 2017 (previously February 28, 2017)

ORAL EXAMINATION: On or near March 15, 2017 (previously March 9, 2017)

CERTIFICATION OF NAMES: On or near March 16, 2017 (previously March 10, 2017)

SELECTION INTERVIEWS: Week of March 27, 2017 (previously March 19, 2017)

SELECTION NOTICES: Week of April 10, 2017

Examples Of Duties: Duties may include, but are not limited to, the following:

- Oversees the development of Project Approval/Environmental Documents for highway improvements within State right-of-way; follows guidelines in the Caltrans Local Assistance Procedures Manual (LAPM) and the Project Development Procedures Manual (PDPM) to:
 - Conduct consultant selection processes for engineering services
 - Supervise, coordinate, review work prepared by consultants
 - Coordinate activities with Caltrans and other regulatory agencies
 - Monitor and track financial aspects of the project, seeking and receiving authorization from Caltrans to use federal funds for design, environmental documents, right-of-way; setting budgets, monitoring the use of funds
 - Provide engineering guidance and oversight of technical issues associated with design, environmental clearance, right-of-way, project costs, and Caltrans coordination during the development of the project
- Represents Ventura County Transportation Commission (VCTC) at meetings/conferences with other governmental agencies, the public, community leaders, special interest groups, contractors/consultants, and private organizations
- Manages and guides the design and preparation of contract documents (plans, specifications, cost estimates) and the construction administration of projects on the County road system including:
 - Pavement resurfacing
 - Construction and rehabilitation of bridges
 - Bike lanes, sidewalks, traffic signals, turn lanes, etc.
 - Storm damage repair
- Assists with or supervises, hires, trains, counsels, evaluates staff; recommends or imposes management or disciplinary action

- Represents the agency/department at meetings/conferences with other governmental agencies, the public, community leaders, special interest groups, contractors/consultants, private organizations; responds verbally and in writing to inquiries from contractors, consultants, staff, BOS members, governmental agencies, and the public.

TYPICAL QUALIFICATIONS

These are entrance requirements to the examination process and assure neither continuance in the process nor placement on an eligible list.

EDUCATION, TRAINING, and EXPERIENCE: Completion of a Bachelor's degree in civil engineering, or equivalent, and a minimum of four (4) years (for Engineering Manager I) to six (6) years (for Engineering Manager II) of qualifying, progressively responsible civil engineering experience, including at least one year's experience as team leader of engineering and technical staff or at least one year of public works project management experience, are required.

Equivalency for the Bachelor's degree may include: California certification as an Engineer-in-Training (Fundamentals of Engineering) and four (4) years' civil engineering related experience **OR** possession of a Bachelor's degree in a related engineering, physical science, or mathematics curriculum and three (3) years' civil engineering related experience **OR** Registration as a Civil Engineer in the State of California.

NECESSARY SPECIAL REQUIREMENTS

- Must have experience in both design and construction administration of transportation-related improvement projects.
- Experience with Caltrans project documents and processes.
- Must possess and maintain a current, valid California driver license.
- California registration as a Civil Engineer is required.

DESIRED

- Experience with the Caltrans project development process, including PA/ED for a major highway project
- Experience with the following:
 - Greenbook Standard Specifications
 - Caltrans Highway Design Manual
 - Caltrans Project Development Procedures Manual
 - Caltrans Local Assistance Procedures Manual

RECRUITMENT PROCESS

FINAL FILING DATE: Applications must be received by County of Ventura Human Resources no later than 5:00 p.m. on Monday, March 6, 2017. (previously February 27, 2017)

To apply on-line, please refer to our web site at www.ventura.org/hr. If you prefer to fill out a paper application form, please call (805) 654-5129 for application materials and submit them to County of Ventura Human Resources, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

Note to Applicants: It is essential that you complete all sections of your application and supplemental questionnaire thoroughly and accurately to demonstrate your qualifications. A resume and/or other related documents may be attached to supplement the information in your application and supplemental questionnaire; however, it may not be submitted in lieu of the application.

SUPPLEMENTAL QUESTIONNAIRE - qualifying: All applicants are required to complete and submit the questionnaire for this examination AT THE TIME OF FILING. The supplemental questionnaire may be used throughout the exam process to assist in determining each applicant's qualifications and acceptability for the positions. Failure to complete and submit the questionnaire will result in the application being removed from consideration.

APPLICATION EVALUATION - qualifying: All applications will be reviewed to determine whether or not the stated requirements are met. Those individuals meeting the stated requirements will be invited to continue to the next step in the screening and selection process.

COMPARATIVE SCREENING - qualifying: If there is a high number of qualified applicants, a comparative screening will be conducted to determine which of the applicants will be selected for invitation to the oral examination. Applications will be evaluated and ranked according to criteria that most closely meets the needs of the department, so it is essential that applicants provide as much detail as possible and answer all parts of the application and supplemental questionnaire.

ORAL EXAM - 100%: A job-related oral examination will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. Candidates must earn a score of seventy percent (70%) or higher to qualify for placement on the eligible list.

NOTE: If there are three (3) or fewer qualified applicants, an oral examination will not be conducted. Instead, a score of seventy percent (70%) will be assigned to each application, and each applicant will be placed on the eligible list.

Candidates successfully completing the examination process may be placed on an eligible list for a period of one (1) year.

BACKGROUND INVESTIGATION: Applicants may be subjected to a thorough background investigation which may include inquiry into past employment, education, criminal background information, and driving record. For those classifications that are subject to Department of Transportation drug and alcohol testing regulations, incumbents will be tested prior to driving a commercial vehicle and may be randomly tested thereafter.

For further information about this recruitment, please contact Kathryn Pierce by e-mail at kathryn.pierce@ventura.org or by telephone at (805) 654-2405.

Engineering Manager I-II Transportation Supplemental Questionnaire

Please respond to the following questions. Your responses will give us additional information about your experience and background related to this position, and will be used in the selection process. Please be as concise and specific as possible; clarity of expression and ability to follow instructions will be considered in the evaluation process.

1. Please select the check box(es) to indicate which of the items below you possess, if any. You may check more than one.
 - ☐ Bachelor's degree in civil engineering
 - ☐ Registration as a Civil Engineer in California
 - ☐ Certification as an Engineer-in-Training
 - ☐ Bachelor's degree in a related engineering discipline, physical science or mathematics
 - ☐ None of the above
2. Describe your experience in the design of transportation projects (roads, bridges, signalized intersections, pavement overlays/resurfacing, retaining walls, and other related projects). Describe your role and level of responsibility. If you do not have this experience, please indicate "No experience."
3. Describe your experience in the construction of public works transportation projects. Explain if you were the resident engineer, describe your role and responsibilities, and include the size of the projects. If you do not have this experience, please indicate "No experience."
4. Describe your experience working with the Caltrans project development process. If you do not have this experience, please indicate "No experience."
5. Describe your experience selecting and supervising consultants for design projects, especially for projects within state right-of-way. If you do not have this experience, please indicate "No Experience."

6. Describe your experience in leading or supervising other employees. Provide the number of staff supervised/directed, their position titles, and the length of time supervised (years/months).