



A Tradition of Stewardship  
A Commitment to Service

**COUNTY OF NAPA**  
Human Resources  
1195 Third Street, Suite 110  
Napa, CA 94559  
707-253-4303

<http://www.napacountycareers.com>

INVITES APPLICATIONS FOR THE POSITION OF:

## **Engineering Manager - Public Works**

*An Equal Opportunity Employer*

### **SALARY**

\$58.71 - \$71.37 Hourly    \$4,696.80 - \$5,709.60 Biweekly    \$10,176.40 - \$12,370.80  
Monthly    \$122,116.80 - \$148,449.60 Annually

**OPENING DATE:** 02/12/20

**CLOSING DATE:** 03/06/20

**JOB TYPE:** Full Time

**Job Category:** Engineering

**DEPARTMENT:** Public Works

**LOCATION:** County Administration - 1195 Third Street, Napa

### **THE NAPA VALLEY**

#### ***PLEASE READ THIS BULLETIN IN ITS ENTIRETY***

The **Napa Valley**, internationally known for its fine wines, exciting restaurants and world-class resorts, is home to 140,000 residents who share a strong sense of community and a legacy of preserving and protecting our rich agricultural heritage.

Located in the heart of California's preeminent wine region, the Napa Valley is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and ocean, the Valley offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities.

The Napa Valley's strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life provide the ideal mix of small town living and big city amenities.

## **COUNTY OF NAPA AS AN EMPLOYER**

The County of Napa is a highly respected employer within the local community as well as throughout the region. We offer rewarding and challenging work, flexible hours, competitive salaries, a comprehensive benefits package and tremendous opportunities for career growth. At the County of Napa we truly value our employees and are committed to diversity in our family-oriented environment. This is why we are the Employer of Choice for more than 1,400 employees.

As an organization, the County is dedicated to improving the lives of our citizens and reflecting the best of the community's values: Respect, Accountability, Dedication, Integrity and Innovation.

## **THE POSITION**

**The list established by this recruitment will be used to fill one current, full-time vacancy, as well as future full-time, part-time, limited term, and extra help positions as they occur over the next 12 months.**

An Engineering Manager is responsible for the management of a division within Public Works that includes one or more work groups of significant depth and complexity or the highly responsible management of a complex public works program. Responsibilities include the overall management and administration of a division, including development of a division's objectives and the design and implementation of supporting programs, processes, policies, and/or procedures to successfully achieve those objectives. An Engineering Manager is also responsible for the development, administration, and control of associated capital improvement project scopes, budgets, schedules, and quality.

This classification is designated as an "at will" classification.

## **THE RECRUITMENT PROCESS**

1. Applications are due by 5:00 P.M. on Friday, March 6, 2020.
2. Applications will be screened for minimum qualifications the week of March 9, 2020.
3. Applicants who meet the minimum qualifications will have their supplemental responses scored by Subject Matter Experts the week of March 16, 2020. The most qualified applicants from the scoring of the supplemental questions will be invited for an Oral Panel Interview.
4. Oral Panel Interviews are tentatively scheduled to take place the week of March 30, 2020. Only the most qualified candidates from the interview process will be placed on the eligibility list and may be considered to fill positions for up to one year.

*Human Resources reserves the right to change the recruitment process at any time.*

**EXAMPLE OF DUTIES** *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different*

*duties from those set forth below to address business needs and changing business practices.*

Assume management responsibility for assigned services and activities of an engineering division responsible for one or more of the following engineering functions: design, construction, development, operations, flood and watershed management, or transportation, manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures, monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels, plan, direct, coordinate, and review the work plan for assigned engineering staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems, select, train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures, oversee and participate in the development and administration of the Division's annual budget; participate in the forecast of funds needed for projects, staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments, manage complex capital improvement projects through planning, design, environmental, construction, commissioning and close-out phases; coordinate the preparation of engineering plans, details, estimates, specifications, and subsequent fieldwork; confer with department heads, division heads, and County personnel on design, construction, modernization, and repair work, coordinate projects with other state and local agencies and private parties, manage architect/engineer professional service contracts; coordinate contract administration and construction oversight, coordinate the selection and supervision of private professional engineers and architects for the development of plans, specifications, studies and reports; supervise planning studies and review recommendations regarding future infrastructure needs, coordinate the preparation and review of various recommendations relating to private sector developments, land divisions, and adjustments, prepare and review consultant agreements and construction documents and contracts, work with other government agencies to ensure that engineering plans are integrated with County plans; assist in monitoring and evaluating other agency plans and projects providing input and comments on behalf of the County, serve as the liaison for an assigned engineering division with other divisions, departments, and outside agencies and the private sector regarding complex projects; negotiate and resolve sensitive and controversial issues, serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence, provide responsible staff assistance to the Deputy Director of Public Works and/or the Director of Public Works; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to engineering programs, policies, and procedures as appropriate, attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of engineering; incorporate new developments as appropriate, respond to and resolve difficult and sensitive citizen inquiries and complaints, interact extensively with management, technical and legal staff, officials from other agencies, special interest groups, members of the public and regulatory agencies, establish lines of communication, reporting relationships and methods of delegating work to subordinate staff; train professional and technical subordinates to perform assigned tasks; supervise and evaluate professional and technical subordinates using accepted management techniques to motivate employees, perform related duties as required.

**Division specific duties:**

### Transportation

Annually plan and oversee delivery of the Capital Improvement Program for transportation projects and other facilities as assigned, coordinate delivery of the Transportation Capital Improvements Program with the Public Works Superintendent, other agencies and the general public, represent the County's interests at Napa Valley Transportation Authority (NVTA) meetings including Technical Advisory Committee Meetings, represent the County's interests in negotiations, plan review, and joint projects with the State of California Department of Transportation, perform highly complex and professional project management duties involved in the development, coordination and implementation of road and highway improvement projects and special studies, work with other government agencies to ensure that transportation plans are integrated with County plans; assist in monitoring and evaluating other agency transportation plans and projects providing input and comments on behalf of the County, discuss and make presentations regarding transportation needs, projects, funding, regulations and requirements with department management staff and state and local agencies, handle requests and concerns identified by the traveling public regarding safety and other transportation needs on County roadways including speed limits, signage, striping, traffic counts or any other investigations involving County roads, represent the Public Works Department working with the Risk Manager in responding to and handling investigations and claims filed against the County that involve roadways, provide transportation technical oversight in the review of private development plans including the review of traffic studies prepared by private parties and the review and development of traffic impact fees in areas of the County, provide coordination with law enforcement agencies, risk management, and other appropriate agencies, and make recommendations regarding traffic safety issues, including but not limited to speed surveys used to establish enforceable speed limits, provide coordination and analysis for a pavement management plan, to establish and maintain a multi-year surface treatment program for the County-maintained road system, oversee environmental, permitting and funding requirements for the Transportation Capital Improvement Program., in partnership with the Engineering Manager for Facilities, prepare an annual update to the County's Five Year Capital Improvement Program Plan, coordinate with other Engineering Managers and department management regarding staffing assignments and needs, other duties as assigned.

### Facilities

Annually plan and oversee delivery of the Capital Improvement Program for building, Airport and other facility projects as assigned, coordinate delivery of the Facilities Capital Improvement Program with the General Services Division, the ITS/Communications Department and other County Departments as needed, perform highly complex and professional project management duties involved in the development, coordination and implementation of building facility improvement projects and special studies discuss and make presentations regarding facility needs, projects, funding, regulations and requirements with department management staff and state and local agencies, oversee environmental, permitting and funding requirements for the Facilities Capital Improvement Program, in partnership with the Engineering Manager for Transportation, prepare an annual update to the County's Five Year Capital Improvement Program Plan, coordinate with other Engineering Managers and department management regarding staffing assignments and needs, other duties as assigned.

### Water Resources

Perform highly complex and professional project management duties involved in the development, coordination and implementation of water resources improvement projects and

special studies, discuss and make presentations regarding water resources needs, projects, funding, regulations and requirements with department management staff and state and local agencies, coordinate the implementation of water-related projects with other state and local agencies and private parties.

## TYPICAL QUALIFICATIONS

### KNOWLEDGE OF:

Operational characteristics, services and activities of an engineering program.

Principles and practices of civil engineering and public works construction.

Principles and practices of program development and administration.

Methods and techniques of surveying, engineering mathematics and stress analysis.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Properties and uses of materials for engineering construction.

Common descriptions of real property.

Evaluation methods, procedures and terminology.

Methods, materials and equipment used in roads, bridges, and building construction.

Economics of highway and bridge construction.

State and local issues, funding sources and design standards.

Pertinent federal, state and local laws, codes and regulations.

Principles and techniques of contract administration.

Principles and practices of project management and development including planning, scheduling and budgeting.

### **Division specific knowledge:**

#### Transportation

Principles, practices and methods of transportation engineering, civil engineering and Public Works construction.

Methods, equipment, materials and techniques used in the development of traffic studies and

evaluation of transportation and roadway construction improvements.

### Facilities

Principles, practices and methods of facilities engineering, civil engineering and Public Works construction.

Methods, equipment, materials and techniques used in the construction of building facilities.

### Water Resources

Principles, practices and methods of water resources management, civil engineering and Public Works construction.

Methods, equipment, materials and techniques used in the construction of water resource facilities including stormwater, recycled water, potable water and waterways.

### SKILL TO:

Oversee and participate in the management of a comprehensive civil engineering program.

Oversee, direct and coordinate the work of lower level staff.

Select, supervise, train and evaluate staff.

Participate in the development and administration of a division's goals, objectives and procedures.

Prepare and administer large program budgets.

Prepare clear and concise administrative and financial reports.

Perform technical research work and make detailed analysis.

Coordinate divisional services with other programs and services within the County and with outside organizations, agencies and facilities.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Interpret and apply federal, state and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

### **Division specific skills:**

#### Transportation

Represent Napa County in negotiations and interactions with the State Department of Transportation (Caltrans), the Federal Highway Administration and other agencies.

Develop and implement transportation programs, procedures and policies.

#### Facilities

Represent Napa County in negotiations and interactions with State, Federal and other agencies.

Develop and implement facilities programs, procedures and policies.

#### Water Resources

Effectively manage the day-to-day State Water Project contract administration activities including regular meetings with water subcontractors.

Represent Napa County Flood Control and Water Conservation District in negotiations and interactions with the State Department of Water Resources and the State Water Contractors.

Develop and implement water resources programs, procedures and policies.

#### ABILITY TO:

Work primarily in a standard office setting with some travel from site to site and occasional exposure to an outdoor field environment.

Work extended hours including evenings and weekends.

Stand or sit for prolonged periods of time.

Stoop, bend, kneel, crouch, reach and twist.

Lift, carry, push and/or pull light to moderate amounts of weight.

Use repetitive hand movement and fine hand/eye coordination while using a computer keyboard.

Verbally communicate to exchange information.

Establish and maintain effective working relationships with those contacted in the course of work.

#### **EXPERIENCE AND EDUCATION**

*Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

#### **Experience:**

Six years of increasingly responsible civil engineering experience including four years of administrative and supervisory responsibility.

#### **Education:**

A Bachelor's degree from an accredited college or university with major course work in transportation, civil, or mechanical engineering; water resources or a related field.

**License or Certificate\*:**

Possession of a valid driver's license.

Possession of a valid certificate of registration as a Civil Engineer or Mechanical Engineer issued by the California State Board of Registration for Professional Engineers.

Possession of a valid certificate of registration in Traffic Engineering issued by the California State Board of Registration for Professional Engineers is highly desirable for the Transportation Division.

\*Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with Napa County. For continued employment with Napa County, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.

**ADA Accommodation:**

Applicants requiring accommodation during the application and/or selection process pursuant to the Americans with Disabilities (ADA) Act should contact County of Napa Human Resources at (707) 253-4303.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.napacountycareers.com>

OR

1195 Third Street, Suite 110,  
Napa, CA 94559

EXAM #86506-02-07-2020  
ENGINEERING MANAGER - PUBLIC WORKS  
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## Engineering Manager - Public Works Supplemental Questionnaire

- \* 1. Instructions for Supplemental Application Questions. The following questions comprise one of the steps in the selection process for this position and are intended to assist you in presenting your qualifications. Only the information you provide in your answers to these questions will be evaluated and scored to determine the best qualified candidates to continue in the selection process for this position. Please be complete and specific in answering the questions as your score will be based on this information. Applications submitted without responses to the supplemental questions will not be evaluated.

**Although your experience and education should relate back to your application, your application and or resume will not be reviewed when scoring the supplemental questions.** Therefore, please be as detailed as possible in your responses to the supplemental questions. I have read and understand the instructions presented above.

Yes No

- \* 2. Do you possess a valid certificate of registration as a Civil or Mechanical Engineer issued by the California State Board of Registration for Professional Engineers?

Yes No

- \* 3. Do you have at least six years of increasingly responsible civil engineering experience?

Yes No

- \* 4. Do you have at least four years of administrative and supervisory responsibility experience?

Yes No

- \* 5. Why do you believe you are the most qualified person for this position and how has your experience prepared you for this position?

- \* 6. Please describe in detail your experience managing transportation-related capital improvement projects and how you managed budget, schedule and quality?

- \* 7. How will you lead a group for the successful delivery of Capital Improvement Projects?

- \* Required Question