



COUNTY OF DEL NORTE

Invites Applications for the position of

COUNTY ENGINEER COMMUNITY DEVELOPMENT DEPARTMENT

SALARY: Beginning biweekly salary: \$2,876.64

A 5% step increase is provided upon satisfactory completion of the 6-month probationary period.

JOB OPPORTUNITY:

The County of Del Norte, Community Development Department is seeking a qualified candidate to fill one (1) vacancy for the position of County Engineer. This position is classified as permanent full-time. Candidates who meet all the minimum qualifications may be invited to an oral interview.

This recruitment will establish a list of candidates to be used in filling the vacancy as well as an eligibility list that may be used for future vacancies or temporary help for up to one (1) year.

DEADLINE EXTENDED: Applications will now be accepted until 11:59 p.m. on November 6, 2020.

ESSENTIAL DUTIES:

Essential job duties may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

✚ The County Engineer assists the Community Development Director in the administration of the Engineering/Surveying Division. Has responsible charge for County engineering functions including approval of construction improvement drawings, Solid Waste functions, and Public Works facilities. Supervises and reviews construction inspections of Public Works contracts including preparations of change orders, project record keeping, processing progress payments, and coordinating grants and permits. Serves as County Surveyor, signs all records of survey, parcel maps, and subdivision maps and maintains compliance with the Land Surveyors Act and the Subdivision Map Act. Reviews and oversees the preparation of plans, specifications, and cost estimates for Public Works projects such as roads, bridges, airports, drainage channels and related structures. Reviews building permits and makes recommendations as to encroachment on County maintained roads, access requirements and drainage improvements. Supervises and analyzes the more complex traffic counts, accident data, existing traffic patterns and vehicle speed studies. Coordinates division activities with other County department and State and Federal agencies. Acts as information source and provides assistance to the public regarding division policies and programs. Serves on the Technical Advisory Committee to the Local Transportation Commission. Administers operation of County airports, such as right-of-way acquisitions, lease agreements, user fee collection, capitol improvements, grant monitoring and air carrier negotiations. Represents the division at committee and public meetings such as the Environmental Lot Split Review, Board of Supervisors, and Public Works/Natural Resource meetings when necessary. Assumes responsibility for division in absence of the Community Development Director when necessary. Supervises division personnel including participation in the hiring, discipline, and evaluation of the employees and training of the new division employees. Performs related duties as required.

For a full detailed description of the job functions and requirements visit our [Job Descriptions](#).

MINIMUM QUALIFICATIONS: Any combination of education, training and experience which would likely provide the required knowledge and abilities may be considered qualifying. A typical way to obtain the required knowledge and abilities would be:

- ✚ Possession of a valid California Driver's License.
- ✚ Possession of Certification as a Civil Engineer by the State Board of Registration for Professional Engineers and authorization to practice land surveying in California.

Desirable Qualifications:

- Bachelor's degree in civil engineering or a knowledge equivalent/sufficient to receive certification as a civil engineer; five years of responsible professional civil engineering experience including experience in a supervisory capacity; or an equivalent combination of education and experience.

JOB APPLICATION INSTRUCTIONS:

1. Carefully read recruitment flyer.
2. Download and fill out a standard Del Norte County application on our [County Site](#).
3. Applications will be accepted until 11:59 p.m. on November 6, 2020.
4. Applications are required to be submitted by email to hrjobs@dnco.org, by fax (707) 465-1470 or by mail Attention: Human Resources, 981 H Street, Suite 250, Crescent City CA 95531.
5. Candidates will be notified via phone or mail about their status within two weeks or once their application is screened.

BENEFITS:

A generous package of benefits is provided, including: health and dental care benefits, life insurance and a retirement plan. **Paid annual leave: Vacation:** 1-5 years of continuous service: 15 working days per year. **Sick Leave:** 1 day of sick leave with pay for each month of service from the date of employment. **Holidays:** 13 working days each year **Floating Holidays:** 3 working days each fiscal year. **Retirement:** The County is a member of the California Public Employees' Retirement System (CalPERS) integrated with Social Security. **Group Insurance:** The County pays a portion of the employee's group health, dental, and life insurance premiums with dependent health and dental care benefits available at group rates.

NOTE: The information listed above is a general summary of benefits for this position. This information is not legally binding, nor does it serve as an employment contract.

SELECTION PROCESS:

The County of Del Norte does not discriminate on the basis of race, national origin, religion, gender, age, sexual preference, or disability in any of its programs, activities, or hiring practices. All applications will be reviewed and those individuals with backgrounds most closely meeting the needs of the county will be selected for further review. In the event of a large number of qualifying applicants, a written examination may be given to determine which applicants will be invited to attend an oral interview. An eligibility list will be established upon completion of the oral interviews. Expenses (i.e. travel, food, lodging) incurred in connection with the interview shall be the burden of the applicant. In compliance with the Americans with Disabilities Act, if special accommodations are necessary at any stage of the selection process, please contact the Human Resources Office prior to the interview/examination so that appropriate arrangements can be made.

CONDITION OF EMPLOYMENT:

In compliance with the Immigration Reform and Control Act, Del Norte County is required to verify, within three (3) days of employment of any person, that he/she is: 1) a citizen or national of the United States; 2) an alien lawfully admitted for permanent residence or authorized by the Immigration and Naturalization Service to work in the United States.

EQUAL OPPORTUNITY STATEMENT:

Del Norte County is an equal opportunity employer hiring employment eligible applicants. Disabled applicants who require special testing arrangements should contact the Human Resources Department prior to the filing deadline. In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States. A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information. All applicants who meet the minimum qualifications are not guaranteed advancement through any subsequent phase of the selection process. Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination. This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.

DEL NORTE COUNTY:

Del Norte County is located in the northwest corner of California on a singularly beautiful portion of California's North coast in the heart of the Redwood Forest. The Smith and Klamath Rivers, two of the best salmon and steelhead fishing streams on the Pacific Coast, flow into the ocean within the county's boundaries. The climate is mild throughout the year, with winter daytime temperatures averaging 40-50 degrees, and in the summer 60-70 degrees; average rainfall is approximately 80 inches. Warmer weather is available within 10 miles of the shoreline along the scenic Smith River. Crescent City is situated on the coast 20 minutes south of the Oregon border and is the county seat. The population of the county is approximately 28,000.

Applications may be obtained from and submitted to:

**DEL NORTE COUNTY HUMAN RESOURCES
981 H Street, Suite 250
Crescent City CA 95531
(707) 464-7213
www.co.del-norte.ca.us**