



**COUNTY OF SANTA BARBARA
INVITES APPLICATIONS FOR THE POSITION OF:**

Civil Engineer

An Equal Opportunity Employer

SALARY

\$48.02 - \$57.95 Hourly \$8,351.61 - \$10,079.22 Monthly \$100,219.33 - \$120,950.69
Annually

OPENING DATE: 12/24/20

CLOSING DATE: Continuous

THE POSITION

NOTIFICATION OF CHANGE: This recruitment will remain open until the position is filled. For first consideration, apply by January 31, 2021. **NOTE if you applied to this position between October 24, 2020 and 5pm, Monday, December 23, 2020 your application is still under consideration for the position and you do not need to re-apply.**

We are accepting applications to fill a **full-time Civil Engineer** vacant position in **Santa Barbara** for the **Public Works Department's Transportation Division**.

BENEFITS OVERVIEW!

- **Vacation:** 12 to 25 days per year depending on length of public employment.
- **Holidays:** 12 days per year.
- **Sick Leave:** 12 days sick leave per year. Unlimited accumulation, one year of which can be converted to service credit upon retirement.
- **Health Plan:** Choice of medical and dental plans (with vision care). County contributes toward the employee's premium.
- **On-Site Employee Health Clinics in Santa Barbara and Santa Maria:** Provides ongoing and episodic services to eligible employees and their eligible dependents over age 15.

Click on Benefits Tab above or [click here](#) for more information on County benefits. In addition, applicants from other public sector employers may qualify for:

- **Retirement reciprocity**
- **Time and service credit towards an advanced vacation accrual rate**

THE POSITION: Under direction, the selected candidate performs complex professional civil engineering work, which may include supervision of an engineering staff; and performs related work as required.

The **IDEAL CANDIDATE** will have a high level of professionalism **and:**

- Experience in the transportation industry, and knowledge of inspection principles, practices, techniques and terminology in regards to civil engineering in the State of California, particularly experience with checking Contractor's construction work and submittals for compliance with Caltrans Standard Specifications and contract plans.
- Proven track record of project and construction management.
- Experience inspecting public works facilities.
- Demonstrated ability in writing clear and concise federal, state, and local regulatory compliance reports.
- The ability to prepare cost-effective plans and budgets for the maintenance and construction of engineering systems, especially bridges, flood control structures, and similar Public Works facilities.

- Experience in supervising technical professionals and/or sub-professional technical personnel.
- Ability to organize and prioritize work in order to meet deadlines and key performance indicators.
- Excellent interpersonal skills and the ability to successfully work with multidisciplinary teams, managers, executives, and support staff.
- Experience with AutoCAD.
- Excellent customer service skills and experience working with the public.
- Excellent oral and written communication skills and the ability to effectively interact with all levels of internal and external customers.
- Demonstrated ability to develop and maintain sound working relationships with people of diverse backgrounds and personalities.
- Demonstrated ability to successfully handle difficult people and situations, and remain professional with the utmost level of tact, integrity and diplomacy.
- The ability to earn and maintain the trust and respect of the Department's staff, peers, and external stakeholders.
- Ability to lead and effectively manage multiple situations occurring simultaneously, and be detail oriented while handling multiple projects with competing priorities and deadlines.
- Make informed decisions based on data and use metrics to evaluate success.
- Ability to process, interpret and communicate complex contractual information to internal and external clients.
- Good judgment, flexibility, a positive attitude, and an impeccable character.
- The ability to exercise appropriate judgment in answering questions and releasing information; analyze probable impacts of projected consequences of decisions and/or recommendations.
- Ability to be open to change and new information, and adapt behavior and work methods in response to new information, changing conditions, and unexpected obstacles.
- The ability to work well in a team environment, make positive contributions and assisting others as necessary.

About The Public Works Department: The Santa Barbara County Public Works Department consists of five divisions: Transportation, Resource Recovery and Waste Management, Flood Control & Water Resources, the County Surveyors Office, and Administration. The County's Public Works Department employees are committed to efficiently providing, operating and maintaining public works infrastructure, facilities and services to make everyday life as safe and convenient as possible for the public we serve. To learn more about us, visit www.countyofsb.org/pwd/.

EXAMPLES OF DUTIES

1. Designs bridges, flood control structures, and similar public works facilities; supervises a staff of professional and sub-professional personnel in the planning, design, preparation of drawings, plans, specifications, contractor's bids, and estimates for a variety of public works structures;
2. Plans, designs, and supervises the installation of hydrologic telemetry systems; serves as resident engineer for contract administration of bridge construction projects and more complex road construction projects; coordinates contract administration work for the Public Works Department;
3. Coordinates final preparation of road contract plans; writes specifications and sets up bid and construction schedules for county road contracts; reviews proposed residential, commercial, and public developments in county to plan proper road location, and represents the Transportation Director at Planning Commission hearings;
4. Programs departmental computers to solve engineering problems; plans and supervises the activities of a materials testing laboratory involved in testing and analysis of a variety of materials, and investigation and evaluation of soils reports;
5. Performs difficult engineering work in cost analysis, research, or other specialized technical studies; conducts hydrologic and hydraulic analyses such as reservoir and ground-water-yield studies and rainfall-runoff, open-channel and pipe flow analyses; gathers data, devises solutions, and prepares engineering and economic reports and recommendations.

EMPLOYMENT STANDARDS

Graduation from college in civil engineering **AND** possession of a Professional Civil Engineer registration in the State of California, **AND**:

1. Three (3) years of increasingly responsible professional civil engineering experience; **Or**,
2. One (1) year of experience performing duties equivalent to the class of Civil Engineering Associate II with Santa Barbara County; **Or**,
3. A combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities and professional registration.

Additional Qualifications: Possession of a valid California Class C Driver's License at the time of appointment.

Knowledge of: the principles and practices of civil engineering and the ability to apply them to the planning, design, construction, and maintenance of roads, flood control, and other public works facilities; the materials, methods, and equipment used in the construction of public works.

Ability to: analyze facts and to exercise independent judgement; coordinate, train, and supervise the work of subordinates; prepare correspondence and reports; establish and maintain effective work relations with colleagues, representatives of other public and private organizations, and with the public.

SUPPLEMENTAL INFORMATION

NOTE: If you don't have a California Professional Civil Engineer Registration or your registration is out of state, contact the Board for Professional Engineers, Land Surveyors, and Geologists directly on how to obtain one:

Board for Professional Engineers, Land Surveyors, and Geologists
2535 Capitol Oaks Drive, Suite 300
Sacramento, CA 95833-2944
Toll Free Number: 1-866-780-5370
www.bpelsg.ca.gov

APPLICATION & SELECTION PROCESS:

1. **Review applications and supplemental questionnaire** to determine those applicants who meet the employment standards.
2. **Supplemental Questionnaire Ranking:** Responses to the required supplemental questionnaire will be evaluated and scored. Candidates' final score and rank on the eligibility list will be determined by their responses to the supplemental questionnaire.

Applicants must receive a percentage score of at least 70 on the supplemental questionnaire examination to be placed on an employment list. An adjustment may be made to raw scores based on factors listed in Civil Service Rule VI. Those candidates who are successful in the selection process will have their names placed on the employment list for a minimum of three months. At the time the employment list is established, all candidates will receive an email notice of their score on the exam(s) and exact duration of the employment list.

Conditional Job Offer: Once a conditional offer of employment has been made, candidate will be required to successfully complete a background check, which includes a conviction history check, and satisfactory reference checks. Appointee will be subject to a post-offer medical evaluation or examination. The appointee must satisfactorily complete a one-year probationary period.

Recruiters will correspond with applicants by e-mail during each step in the recruitment process. Applicants are reminded to **check spam filters continuously during the Recruitment & Selection Process** steps listed above to ensure they do not miss required deadlines.

REASONABLE ACCOMMODATIONS: The County of Santa Barbara is committed to providing reasonable accommodation to applicants. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the recruiter listed on the job posting. We require verification of needed accommodation from a professional source, such as a Medical Provider or a learning institution.

The County of Santa Barbara is an Equal Opportunity Employer (EOE) who believes a diverse workforce is vital to upholding its mission. Recruiting efforts are designed to find, hire and retain top talent of various background and, experiences. We believe a diverse workgroup promotes productivity and cultural acceptance where differences are embraced and encouraged.

APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE DEADLINE: Open Until Filled. For first consideration, apply by January 31, 2021 at 5:00 PST. Applications and job bulletins can be obtained 24 hours a day at www.sbcountyjobs.com.

Kim Clark, Public Works Human Resources, 805-568-3010

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<https://www.governmentjobs.com/careers/sbcounty>
OR
1226 Anacapa Street
Santa Barbara, CA 93101

EXAM #21-1549-01 (O)
CIVIL ENGINEER
KC

Civil Engineer Supplemental Questionnaire

- * 1. I acknowledge that it is my responsibility as an applicant to provide sufficient information on my application to demonstrate that my education and experience meets the employment standards (minimum qualifications) for this position as detailed in the job bulletin. I further acknowledge that if the County determines that I do not meet the employment standards there will be no opportunity for me to provide additional information regarding my application after the closing date listed on the job bulletin. Therefore, I understand that before submitting a job application, it is important that I review the job bulletin thoroughly and ensure that my application clearly reflects how my education and experience meets the employment standards at the time I submit my application.
 I understand.
- * 2. As part of the application process, a completed supplemental questionnaire must be submitted along with the standard application form. Resumes will be accepted, but NOT in lieu of a completed application and supplemental questionnaire.
 I understand.
- * 3. The Human Resources Department communicates with All Applicants through e-mail. Please make sure your email address is entered correctly and it is current. If you feel you are not receiving your emails, please check your spam or junk inbox for our emails.
 I understand
- * 4. This vacancy is based in Santa Barbara. Please make sure to check this location on your application to be considered for this position. Please make sure you select which vacancy location(s) you want to be considered for currently and in the future. Qualifying

candidates that pass the required selection steps will be placed on the vacancy location(s) Employment List where they have expressed that they are willing to work.

I understand.

- * 5. Independent travel between work sites and County facilities is required for this position therefore a current valid California Driver's License is required for this position at the time of appointment.

I understand.

- * 6. A valid California Driver's License MUST be kept current as a condition of continued employment in this position.

I understand.

- * 7. The work schedule for this position depends on the needs of the department.

I understand.

- * 8. To be considered for this position your application must CLEARLY state how you meet each of the requirements under EMPLOYMENT STANDARDS on the Job Bulletin or you will not be considered for this position. If you are unsure, go back and review your application before continuing. Which Employment Standard did you clearly state on your application? Graduation from college in civil engineering AND possession of a Professional Civil Engineer registration in the State of California, AND

Three (3) years or more of increasingly responsible professional civil engineering experience.

One (1) year or more of experience performing duties equivalent to the class of Civil Engineering Associate II with Santa Barbara County.

A combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities.

None of the above - I do not meet the minimum qualifications for this position.

- 9. If you selected the third answer option for the preceding supplemental question, "A combination of training, education, and experience that is equivalent to...", then please describe in detail how your combined training, education and experience qualifies you for this position.

- * 10. If you have a college degree in Civil Engineering, then please be sure to list your degree and the name of the college or university from where you received it on your application. If you did not do so, please go back and list that information now.

I understand.

- * 11. Do you have a valid Professional Civil Engineer License in the State of California? If yes, please provide the following information:

A) California Registration Number

B) Date of issuance

C) Expiration date

- * 12. Your responses to the following questions will be read and scored by a rater. The rater WILL NOT have access to your application/resume, while reviewing your responses. Although you may have some of this information on your application, you will need to answer the questions completely. In order to give the rater the best opportunity to evaluate your responses, please make sure you read the question carefully and fully answer all the questions asked. This is your only opportunity to provide detailed information. Failure to provide full and complete answers may affect the outcome of your score and rank on the employment list.

I understand.

- * 13. I understand my responses to the following supplemental questions will be used as a

weighed, scored selection device that will determine my ranking on the employment list for this job. Do not enter "see resume" or "see application" as raters will not have access to any information except what you enter in the box for each question. For information on protest procedures for the supplemental questionnaire, please see Civil Service Rules 612 and 613: <http://cosb.countyofsb.org/hr/csrules.aspx>

I understand.

- * 14. Describe any work experience you have in a Lead or Supervisor capacity coordinating, training and managing the work of others.

- * 15. Describe your work experience with inspecting and overseeing contractor construction work that you were directly responsible for.

- * 16. Describe your work experience as a "Project Manager" or "Resident Engineer", when you worked with consultants or contractors from the inception to the completion of a project.

- * 17. Describe any work experience with preparing regulatory compliance reports that are at a local, state, and federal level. If yes, please describe your experience and include the agency(s) you worked for.

- * 18. Describe your professional experience in preparing annual engineering project budgets and/or annual Capital Improvement Project budgets?

- * 19. Describe any work experience you may have with:
 - A) Inspecting public works construction.
 - B) Checking contractor submittals for compliance with Caltrans Standard Specifications.If you do not have this experience, please put N/A (full details of this experience/position(s) should be on your completed application).

- * Required Question