



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

**Civil Engineering Associate III**

*An Equal Opportunity Employer*

**SALARY**

\$41.77 - \$50.32 Hourly    \$7,264.05 - \$8,751.64 Monthly    \$87,168.57 - \$105,019.70  
Annually

**OPENING DATE:** 08/16/21

**CLOSING DATE:** 09/06/21

**THE POSITION**

We are accepting applications to fill **one (1) full-time Civil Engineering Associate III** vacant position in **Santa Barbara** for the **Public Works Department's Water Resources 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 the 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**

**We are also accepting applications to establish employment lists for future Full-Time, Part-Time, Civil Service Rule 1414\* and Extra-Help Civil Engineering Associate III vacancies in All Locations.**

**\*NOTE:** Positions vacated as a result of a leave of absence (Civil Service Rule 1414) and the duration of the appointment shall be subject to the return of the individual who is on leave. A person who is appointed to a position under Civil Service Rule 1414 **may be able to transition into a regular position in the classification without re-application or re-testing, depending on the performance of the appointee and the needs of the department.** **\*BENEFITS:** The 1414 position is eligible for Full-Time benefits.

**THE POSITION:** Under direction, performs complex professional civil engineering work, which may

include supervision of an engineering staff; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS:** Civil Engineering Associate III/Civil Engineer is a flexibly staffed series. The Civil Engineering Associate III is distinguished from the Civil Engineering Associate II by the responsibility for performing the more complex and difficult assignments which may include supervisory responsibility, and from a Civil Engineer by the latter's attainment of registration as a professional civil engineer from the State of California. The Civil Engineering Associate III is further distinguished from the Civil Engineer Manager or Specialist by the latter's overall responsibility for a major engineering phase, function, or division, or for a specialty with the department.

**Ideal Candidate:**

- Skilled engineer with experience in the flood control management industry, and knowledge of inspection principles, practices, techniques and terminology in regards to civil engineering in the State of California;
- Has or is willing to seek Qualified Industrial Storm Water Practitioner certification;
- Ability to write clear and concise federal, state, and local regulatory compliance reports;
- Proven track record of project management including successfully procuring and managing contracts and interfacing with other staff, contractors and consultants;
- Ability to process, interpret and communicate technical information;
- Prepares cost-effective plans and budgets for the maintenance and construction of engineering systems;
- Supervise technical professional 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 multi-disciplinary teams, managers, executives, and support staff;
- Experience with AutoCAD;
- Knowledge of environmental regulatory requirements for the operation of infrastructure.

**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/](http://www.countyofsb.org/pwd/).

**EXAMPLES OF DUTIES**

1. Reviews and approves complex civil engineering construction and private development engineering plans and documents for conformance to County standards, codes and ordinances;
2. Evaluates design of erosion control, storm drainage, streets, sidewalk and other infrastructure.
3. Responds to questions and inquiries from the public and other agencies regarding floodplain and drainage issues, public works standards and permits.
4. Attends Subdivision Review Committee Meetings and explains project-specific permit conditions and requirements pertaining to floodplain regulations and public works standards.
5. Evaluates detention and retention system design and hydraulics.
6. Coordinates with the Planning Department on cases proposing development within the County.
7. Organizes meetings, prepares staff reports, communicates official plans, policies and procedures to staff and the general public.

8. Performs difficult engineering work in cost analysis, research, or other specialized technical studies.
9. Conducts hydrologic and hydraulic analyses such as runoff routing and detention, open-channel and pipe flow analyses.
10. Gathers data, devises solutions, and prepares engineering and economic reports and recommendations.

### **EMPLOYMENT STANDARDS**

Possession of a bachelor's degree in Civil Engineering or designation as a Professional Engineer Intern, **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.

**Additional Qualifications:** Possession of a valid California Class C Driver's License.

**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**

#### **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. This process may be eliminated if there are fewer than 11 qualified candidates.

Candidates must receive a percentage score of at least 70 on the supplemental questionnaire 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.

**Disaster Service Worker:** Pursuant to Governmental code section 3100, all employees with the County of Santa Barbara are declared to be disaster service workers subject to such disaster service. Activities as may be assigned to them by their superiors or by law.

### **Statement of Commitment**

The County of Santa Barbara is dedicated to cultivating and sustaining an environment that exhibits equity and inclusion everywhere, and at all levels of our organization. The County believes equity is a fundamental principle that must be imbedded in policies, institutional practices and systems. The County recognizes the negative impacts of systemic racism and is committed to eliminating the barriers affecting our Black, Latino, Indigenous, and Asian community members, as well as people of other diverse racial and ethnic backgrounds. We envision a world where society and its systems (e.g. education, criminal justice, and health care, housing the economy) are just, fair, and inclusive, enabling all people to participate and reach their full potential.

We celebrate community and employee diversity, strive for inclusion and belonging, and promote empowered participation. We aspire to build a workforce that is reflective of these values and the communities we serve. We are proud to be an equal opportunity employer and will resolutely uphold federal, California state law and/or Santa Barbara County ordinances.

We believe equity and inclusion are vital to fulfill the County's mission and to embody a culture of "One County, One Future." Expanding the full range of employee talent allows the County to deliver our best to all our community members.

We believe in the dignity and humanity of all people. We strive for a healthy and prosperous society that promotes all people having equitable access and opportunity.

**APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE DEADLINE: For first consideration apply by September 6, 2021 at 5:00 PST.** Applications and job bulletins can be obtained 24 hours a day at [www.sbcountyjobs.com](http://www.sbcountyjobs.com).

Kim Clark, Public Works Human Resources, [kiclark@cosbpw.net](mailto:kiclark@cosbpw.net)

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<https://www.governmentjobs.com/careers/sbcounty>

OR

1226 Anacapa Street  
Santa Barbara, CA 93101

EXAM #21-1547-01 (O)  
CIVIL ENGINEERING ASSOCIATE III  
KC

## Civil Engineering Associate III 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. The County of Santa Barbara 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.
- \* 3. I understand, as part of the application process, a completed supplemental questionnaire form must be submitted along with the standard application. Resumes will be accepted, but NOT in lieu of a completed application and supplemental questionnaire form. The following questions will be used to determine if you meet the requirements.  
 I understand.
- \* 4. To be considered for this position your application must CLEARLY state how you meet each of the requirements under EMPLOYMENT STANDARDS (Minimum Qualifications) 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?
  - Possession of a Bachelor's Degree in Civil Engineering or designation as a Professional Engineer Intern AND three years of increasingly responsible professional engineering experience.
  - Possession of a Bachelor's Degree in Civil Engineering or designation as a Professional Engineer Intern AND one year of experience performing duties equivalent to the class of Civil Engineering Associate II with Santa Barbara County.
  - Possession of a Bachelor's Degree in Civil Engineering or designation as a Professional Engineer Intern AND 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.
- \* 5. Based on your selection on question 4, please provide supporting documentation in your application and the responses in your supplemental questionnaire on how you meet the

Employment Standard you selected. It is the applicant's responsibility to provide detailed information on the job duties and the required land surveying experience. Please include dates of employment and hours per week.

I understand.

- \* 6. Please provide the name of the degree and year you obtained the degree from a college in Civil Engineering, or your designation as a Professional Engineer Intern number.
- 7. Do you have a valid Professional Civil Engineer License in the State of California? If yes, please provide your license number and expiration date. If your registration has been renewed, please make sure write the most current expiration date. Please note a copy will be requested at a later time.
- \* 8. 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://www.countyofsb.org/hr/civil-service-rules/rule-six.sbc#six-612>

I understand.

- \* 9. 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. 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.

- \* 10. Please describe your experience with the following. Please include the years of experience and types of projects you have completed in each area. Please put N/A next to each one, if you have no experience.
  - A. Stormwater Quantity and Quality Mitigation
  - B. Hardscape
  - C. Drainage
  - D. National Flood Insurance Program Floodplain Regulations
- \* 11. Please list and describe your training and/or experience in the following areas below;
  - A. HydroCAD Stormwater Modeling
  - B. HEC-RAS River Analysis System
  - C. Computerized Drafting and Design software (AutoCAD)
  - D. Geographic Information Systems (GIS)
  - E. Field Experience in Construction and/or Design

F. Educational courses: (This would include courses in hydrology and hydraulics, professional education courses taken at a conference.)

- \* 12. Please describe your work experience in the following areas listed below: Please include any projects associated with civil engineering projects. Be specific regarding your role and tasks, along with length of time in the process of the following:
  - A. Completing plans
  - B. Specifications
  - C. Estimates
  
- \* 13. Please describe your experience in the following areas: lead and/or supervised, project management, budgets, state and federally funded projects, and construction contract administration.
  
- \* 14. Tell us about your experience with public speaking/giving presentations. Please be specific and include the following information.
  - A. Your role in developing or assisting in gathering the information to present;
  - B. What types of information did you present;
  - C. How did you present the information?
  
- \* Required Question