



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:

**Junior / Assistant / Associate Engineer - Public Works -  
Limited term**

*An Equal Opportunity Employer*

**SALARY**

\$39.97 - \$58.94 Hourly    \$3,197.60 - \$4,715.20 Biweekly    \$6,928.13 - \$10,216.27 Monthly  
\$83,137.60 - \$122,595.20 Annually

**OPENING DATE:** 11/10/21

**CLOSING DATE:** 12/01/21

**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**

**This recruitment is being conducted to fill one limited-term full time vacancy. It is anticipated that the limited-term assignment will last through November 1, 2023, and then be reassessed.**

The list established by this recruitment may be used to fill future full-time, part-time, limited-term, and extra help vacancies for up to one year.

Based on the qualifications of the applicant pool, the Department of Public Works may choose to proceed with the recruitment process at either the Junior, Assistant or Associate Engineer level in the series.

The Junior Engineer is the entry-level in this flexibly staffed professional engineering job series.

An incumbent in the Junior Engineer class is given field and office assignments on a training basis under close supervision while performing detailed engineering and technical work that is subject to close review while in process and upon completion. After an incumbent develops a variety of engineering skills and demonstrates his/her ability to perform more responsible assignments with minimum supervision, he/she may qualify for the next higher classification of Assistant Engineer.

The Assistant Engineer level is distinguished from the Junior Engineer level by the difficulty of work assignments and extent of supervision over those activities as well as the Assistant Engineer's possession of an Engineer-in-Training certificate.

The Assistant Engineer is the journey-level class in this flexibly staffed professional engineering job series. An incumbent in the Assistant Engineer class is expected to use judgment and initiative in developing and completing work assignments related to land development.

The Associate Engineer is the advanced journey-level class in this flexibly staffed professional engineering job series. An incumbent in this class serves as a technical expert in his/her engineering specialty and performs a variety of engineering assignments ranging in difficulty related to land development.

Telework Availability - Teleworking is **not** permitted during the first six (6) months of employment and/or during the first six (6) months of a probationary period. Should teleworking be permitted by a hiring department after the 6 month requirement, the County supports a telework schedule that consists of a maximum of two (2) days per week.

### **Recruitment Process:**

1. Applications are due by 5:00 PM on Wednesday, December 01, 2021.
2. Review and scoring of the Supplemental Questions will tentatively take place the week of December 06, 29, 2021
3. Departmental Interviews will tentatively take place the week of December 27, 2021. Only the most qualified candidates will be referred to the department.

*Human Resources reserve the right to make changes to the recruitment process and schedule at any time.*

### **Junior Engineer Salary Information**

\$39.97 - \$47.88 Hourly

\$3,197.60 - \$3,830.40 Biweekly

\$6,928.13 - \$8,299.20 Monthly  
\$83,137.60 - \$99,590.40 Annually

Assistant Engineer Salary Information:

\$44.17 - \$53.02 Hourly  
\$3,533.60 - \$4,241.60 Biweekly  
\$7,656.13 - \$9,190.13 Monthly  
\$91,873.60 - \$110,281.60 Annually

Associate Engineer Salary Information:

\$49.02 - \$58.94 Hourly  
\$3,921.60 - \$4,715.20 Biweekly  
\$8,496.80 - \$10,216.27 Monthly  
\$101,961.60 - \$122,595.20 Annually

## **EXAMPLE OF DUTIES**

### **Junior Engineer Duties:**

Perform responsible technical research and prepare reports; perform or supervise the performance of computer aided drafting and computing work; analyze data and recommend solutions to problems; write and prepare correspondence and comprehensive reports; respond to inquiries from the public.

Prepare designs, plans, and specifications using engineering computer aided software for the construction, alteration and maintenance of a wide variety of public facilities, including streets, roads, drainage, flood control, water and wastewater systems and buildings; design road improvements and prepare plans, profiles, cross-sections and other details, quantity estimates, and horizontal and vertical alignments in curve computations; calculate right-of-way requirements from construction drawings; inspect subdivision construction for adherence to technical standards and local ordinances, and may act as resident engineer on construction projects; inspect construction work in progress for adherence by contractors to specifications in contractual terms using surveying; computer aided drafting and calculating instruments and techniques; assist in the preparation of detailed progress reports.

### **Assistant Engineer Duties:**

(These duties are in addition to the duties described for the Junior Engineer)

Design, project manage and serve as resident engineer on more complex projects than at the Junior Engineer level.

### **Associate Engineer Duties:**

(These duties are in addition to the duties described for the Junior Engineer and Assistant Engineer)

Serve as project leader on special/major projects or assignments performing difficult professional-level engineering work including cost analysis, projected timelines for the various stages of assigned projects, progress reports and required specialized research; perform difficult research work preparing comprehensive reports and make recommendations on engineering problems; review and comment on design drawings, specifications, calculations and estimates in connection with the construction, alteration and/or maintenance of a wide variety of engineering projects/facilities; plan, organize, review and perform the design and preparation of drawings, specifications, and estimates in connection with the construction, alteration and/or maintenance of a wide variety of engineering projects/facilities; make presentations to various boards, commissions and the public on technical matters; perform difficult professional field and office engineering work including design review and inspection in one or more specialized areas such as residential, commercial, and agricultural land development, stormwater pollution prevention, stormwater management, and floodplain management; develop standards and perform plan checks and field reviews of storm water facilities for compliance; perform related duties as assigned.

## **Junior Engineer**

### KNOWLEDGE OF:

Basic knowledge of the principles, practices and techniques of civil and/or mechanical engineering.

Basic principles of physics, chemistry and mathematics as applied to civil and/or mechanical engineering.

Basic knowledge of surveying, graphic statics, stress analysis and the mechanics of construction.

Basic knowledge of the uses of engineering construction principles and the properties of maintenance materials.

Basic knowledge of the common terminology used to describe real property.

### SKILL TO:

Perform routine mapping and computer aided drafting work.

Make accurate computations and engineering notes.

Prepare plans and specifications including design and layout work.

Analyze situations accurately and take effective action.

Prepare clear and comprehensive technical reports and recommendations.

Utilize engineering computer aided software.

Communicate effectively both verbally and in writing; make presentation to groups.

Inspect and document a variety of construction projects associated with land development.

### ABILITY TO:

Establish and maintain cooperative working relationships with staff, other departments and agencies, the private sector and the public.

Walk on uneven ground for long periods of time.

Stand for long periods of times.

Lift up to 50 pounds.

Use computer equipment for extended periods of time to complete plans.

## **EXPERIENCE AND EDUCATION**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities. A desirable combination is:

### **Experience:**

None required. Engineering internship or work experience is highly desired.

### **Education:**

Equivalent to graduation from an accredited college or university with a bachelor's degree in civil or mechanical engineering prior to appointment to the position.

**License or Certificate:\***

Possession of a valid California Driver's License. \*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.

**Assistant Engineer**

KNOWLEDGE OF:

Working knowledge of the principles and practices of civil and/or mechanical engineering as applied to the design, construction, and maintenance of a variety of land development and public facilities including County roads, bridges, drainage systems, water and wastewater systems, public buildings and related facilities.

Working knowledge of efficient usage of engineering equipment including computers, computer programs in the engineering field, calculators, drafting and surveying instruments.

ABILITY TO

Adjust to changing workloads to meet deadlines.

Organize work.

Establish priorities and set goals and objectives.

**EXPERIENCE AND EDUCATION**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities. A desirable combination is:

**Experience:**

One year of professional-level civil or mechanical engineering experience.

**Education:**

Equivalent to graduation from an accredited college or university with a bachelor's degree in civil or mechanical engineering.

**License or Certificate:\***

Possession of a valid certificate of registration as an Engineer-in-Training issued by the California State Board of Registration for Professional Engineers or any other state Board of Registration for Professional Engineers whose Engineer-in-Training certificate is accepted by the California State Board as being an equivalent certificate.

Possession of a valid California Driver's License.

\*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.

## **Associate Engineer**

In addition to the qualifications for the Junior Engineer, and the Assistant Engineer, the Associate Engineer position requires the following:

### **KNOWLEDGE OF:**

Principles, practices and techniques of project management to take charge of projects from inception to completion.

Stress analysis and graphic statics, strength, properties, and uses of materials employed in road, drainage and related engineering construction.

Principles, practices and techniques of hydrologic and hydraulic analysis, storm water pollution prevention, floodplain administration, traffic engineering, HVAC, electrical, plumbing and standard construction practices.

### **SKILL TO:**

Design engineering structures and facilities of varying difficulty in design and construction.

Prepare detailed plans and specifications using computer aided design and drafting systems.

Retain and recall factual, technical data and legal provisions.

### **ABILITY TO:**

Work independently in the absence of supervision.

## **EXPERIENCE AND EDUCATION**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities. A desirable combination is:

### **Experience:**

Three years of professional-level civil or mechanical engineering experience.

### **Education:**

Equivalent to graduation from an ABET accredited college or university with a bachelor's degree in civil or mechanical engineering.

### **License or Certificate\***

A valid certificate of registration as a civil engineer issued by the California State Board of Professional Engineers is a minimum requirement. Upon initial hire, the possession of a valid certificate of registration as a civil or mechanical engineer issued by another state outside of California shall be acceptable; however, a valid certificate of registration as a civil or mechanical engineer issued by the California State Board of Professional Engineers must be obtained within 9 months of hire date (or probationary employment shall be summarily terminated for failure to meet minimum job qualifications).

Possession of a valid California Driver's License.

\*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 Act (ADA) should contact County of Napa Human Resources at (707) 253-4303.

Napa County is an Equal Opportunity Employer.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.napacountycareers.com>

OR

1195 Third Street, Suite 110,  
Napa, CA 94559

JUNIOR / ASSISTANT / ASSOCIATE ENGINEER - PUBLIC  
WORKS - LIMITED TERM  
EXAM #00860  
SC

### **Junior / Assistant / Associate Engineer - Public Works - Limited term 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 bachelor's degree or higher education, in civil or mechanical engineering from an ABET accredited college or university?  
 Yes    No
  
- \* 3. Describe an example of your leadership experience in which you have positively influenced others, helped resolve disputes, or contributed to group efforts over time.
  
- \* 4. Describe in detail your understanding or experience related to working for a local government agency.
  
- \* 5. Describe in detail your experience designing, reviewing and/or inspecting roadway projects. If none, please respond "N/A."
  
- \* 6. Describe in detail any engineering experience you have related to designing, reviewing and/or inspecting facility related projects such as buildings, trails, airports, etc.... If none, please respond "N/A."
  
- \* 7. What is one thing that you think sets you apart from other candidates applying to this

position?

\* Required Question