



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

**Civil Engineer Specialist**

*An Equal Opportunity Employer*

**SALARY**

\$58.36 - \$70.54 Hourly    \$10,150.19 - \$12,269.48 Monthly    \$121,802.24 - \$147,233.79  
Annually

**OPENING DATE:** 03/04/22

**CLOSING DATE:** Continuous

**THE POSITION**

**NOTICE OF CHANGE: This recruitment now continuous. For first consideration apply by Friday, March 25, 2022.**

We are accepting applications to fill **three (3) full-time Civil Engineer Specialist** vacant positions in the **Public Works Department's Resource Recovery and Waste Management, Transportation and Water Resources Divisions in Santa Barbara and Santa Maria.**

**BENEFITS OVERVIEW**

- **Vacation:** 12 to 25 days per year depending on length of public employment.
- **Holidays:** 13 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 Engineer Specialist 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 general direction, performs complex, professional civil engineering work requiring advanced engineering knowledge in a specialized area such drainage, roadway, bridge or traffic design; flood control engineering and performs related duties as required.

**DISTINGUISHING CHARACTERISTICS:** The Civil Engineer - Specialist is distinguished from the Civil Engineer by the degree of specialized knowledge and originality of thinking required to

complete assignments. The Civil Engineer - Specialist is distinguished from the Civil Engineer - Manager by the latter's overall responsibility for a major engineering division in the department.

**The IDEAL CANDIDATE will possess:**

- 7+ years working in any of the engineering specialties described below
- Excellent written and verbal communication skills
- Dedication and team loyalty with good judgment
- Solution-oriented strategic problem-solving skills
- Ability to effectively manage multiple situations occurring simultaneously
- Demonstrated ability to develop and maintain sound working relationships with diverse people and personalities
- Experience managing/supervising at least two (2) direct reports
- Ability to prepare and write clear and concise reports, and keep records organized accordingly

**ABOUT THE PUBLIC WORKS DEPARTMENT:** The Santa Barbara County Public Works Department consists of five divisions: Transportation, Resource Recovery and Waste Management, Water Resources (Flood Control, Water Agency and Project Clean Water), 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**

Designs bridges, flood control structures and similar public works facilities; reviews the work of professional, subprofessional and clerical staff assigned to assist in the planning, design and preparation of drawings, plans, specifications, bids and estimates on specific projects; performs inspection as resident engineer for contract administration of complex projects; acts as County Traffic Engineer reviewing construction plans from traffic flow and control standpoint; represents the department at meetings and conferences with other agencies and with private organizations; prepares engineering and budgetary reports and recommendations. Supervises County Staff, Manages Consultants and Manages Budgets.

### **Resource Recovery - Solid Waste**

1. Designs landfill gas collection and control systems (expanding well networks, replacement wells, condensate collection system)
2. Evaluates gas control systems including landfill gas collection system wells and pipelines, condensate management systems, enclosed ground flares and blowers, and generators
3. Writes federal, state, and local regulatory compliance reports (Air Pollution Control District, Regional Water Quality Control Board, CalRecycle, and Environmental Protection Agency)
4. High level project management and civil design work which includes tipping pad repair, utilities, groundwater and landfill gas treatment systems
5. Work independently as well as lead interdisciplinary teams, and oversee work performed by contractors and consultants
6. Supervises engineering technician
7. Supervises and reviews the work of professional, technical and clerical staff assigned to assist in the planning, design and preparation of drawings, plans, specifications, bids and estimates on specific projects
8. Represents the department at meetings and conferences, and presents technical reports to public, other agencies and private organizations

### **Transportation Engineering - Design Section:**

1. Designs roadways, traffic control systems, drainage facilities and minor and major structures

2. Supervises and reviews the work of professional, technical and clerical staff assigned to assist in the planning, design and preparation of drawings, plans, specifications, bids and estimates on specific projects
3. Represents the department at meetings and conferences and presents technical reports to public, other agencies and private organizations
4. May serve as resident engineer for contract administration of complex projects

#### **Transportation - Construction Section:**

1. Inspection and Contract Administration of County funded Transportation projects
2. Supervises and reviews the work of professional, technical and clerical staff assigned to assist in the inspection and contract Administration of projects
3. Represents the department at meetings and conferences and presents technical reports to public, other agencies and private organizations
4. Serves as Resident Engineer for inspection and contract administration of complex projects
5. Manages Consultants and Budgets for County funded projects

#### **Flood Control Engineering - Design Section:**

##### **Water Resources – Flood Control District Design Section**

1. Design Flood Control improvements, including storm drains, levees, debris basins and open channel structures
2. Management of Professional Services consultant contracts
3. Supervises and reviews the work of professional, technical and clerical staff assigned to assist in the planning, design and preparation of drawings, plans, specifications, bids and estimates on specific projects
4. Represents the department at meetings and conferences and presents technical reports to public, other agencies and private organizations
5. May serve as resident engineer for contract administration of complex projects

#### **General Oversight:**

1. Manages and supervises the inspection of contract plans, specifications, estimates and other legal documents for the construction of County funded projects
2. Performs and supervises program feasibility and cost studies
3. Performs supervisory duties to direct reports and to others through subordinate supervisors: providing direction, evaluating performance; reviewing and proposing disciplinary action; interviewing applicants and recommending section selections
4. Reviews and provides guidance on public works projects before reaching management level
5. Develops measurable performance standards, operation procedures and reporting systems
6. Prepares engineering and budgetary reports and recommendations

### **EMPLOYMENT STANDARDS**

1. Minimum of four (4) years of increasingly responsible experience in professional civil engineering; **OR**,
2. A combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge and abilities.

Registration as a professional civil engineer in the State of California is required. Initial appointment may be based on existing registration in another state with ability to obtain California registration within twelve (12) months 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 transportation, flood control and other public works facilities.

**Ability to:** prepare correspondence and reports; analyze facts and exercise independent judgement; establish and maintain effective working relations; deal effectively with representatives of other organizations and with the public.

## **SUPPLEMENTAL INFORMATION**

### **SELECTION PROCESS:**

- **Application Review.** Review applications and supplemental questionnaire to determine those applicants who meet the employment standards.
- **Resume Review.** Applicant that meet the employment standards will have their resumes evaluated and scored. Candidates' final score and rank on the eligibility list will be determined by the information provided on their **attached resume that demonstrates the skillset outlined in the ideal candidate section**. This process may be eliminated if there are fewer than eleven qualified candidates.

Applicants must receive a percentage score of at least 70 on the resume review to be placed on an employment list. An adjustment may be made to raw scores based on factors listed in Civil Service Rule V. 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 written notice of their score on the exam(s), rank on the employment list, 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.

*This position may be subject to State Health Officer Orders (SHOOs) or County policy regarding vaccine verification and/or testing. Please contact the hiring department for more information.*

### **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: March 25, 2022 at 4:59 PM.** 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 #22-1550-01 (O)  
CIVIL ENGINEER SPECIALIST  
KC

### Civil Engineer Specialist 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, this Supplemental Questionnaire must be completed 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. Please choose which division/specialty you would like to be considered for. Check all that apply:
  - Resource Recovery and Waste Management
  - Transportation
  - Water Resources
- \* 5. I have attached the required resume for review. This will be your only opportunity to provide a copy of relevant materials, such as a resume, to support your application for the position. I understand my resume will be used as a scored selection device that will determine my ranking on the employment list for this job. For information on protest procedures for the supplemental questionnaire, please see Civil Service Rule 612 and 613: <http://countyofsb.org/hr/civil-service-rules/rule-six#-612>.

I understand and I have uploaded my resume.

\* Required Question