



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

**Civil Engineer**

*An Equal Opportunity Employer*

**SALARY**

\$50.70 - \$61.18 Hourly    \$8,817.21 - \$10,641.18 Monthly    \$105,806.55 - \$127,694.18 Annually

**OPENING DATE:** 06/30/22

**CLOSING DATE:** Continuous

**THE POSITION**

**NOTICE OF CHANGE: This recruitment now continuous.**

We are accepting applications to fill two (2) **full-time Civil Engineer** vacancies in the **Public Works Department's Resource Recovery and Waste Management and Water Resources Divisions** in **Santa Barbara**.

**Note that although the vacancy for the Water Resources division is located in Santa Barbara, there may be flexibility to work in Santa Maria after satisfactory job performance during the probationary period.**

**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 vacancies in All Locations and in all Divisions, including Transportation.**

**\*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 is distinguished from the Civil Engineering Associate III by the former's attainment of registration as a professional civil engineer from the State of California and from a Civil Engineering Associate II by the responsibility for performing the more complex and difficult assignments which may include supervisory responsibilities. The Civil Engineer 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.

The **IDEAL CANDIDATE will possess:**

- 3+ years working in an increasingly responsible professional civil engineering role
- 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 one (1) direct report
- Ability to prepare and write clear and concise reports, and keep records organized accordingly

**ABOUT THE RESOURCE RECOVERY AND WASTE MANAGEMENT DIVISION:**

The mission of the Resource Recovery and Waste Management Division is to protect the public health and environment of our community by efficiently managing waste products and utilities with a focus on resource conservation. The division is comprised of a team of interdisciplinary problem-solvers who combine their scientific and engineering expertise and their imagination to find cost effective, environmentally sound and forward-looking solutions to solid waste management issues. Whether the task at hand is to design landfill liners, assess slope stability or develop landfill safety features, to seek new approaches to erosion control and sediment management, or to find more effective approaches to drainage and grading design; the Resource Recovery and Waste Management Division staff is focused on developing whole-system environmentally creative solutions that will best service the community now and in the future.

**ABOUT THE WATER RESOURCES DIVISION:**

The mission of the Water Resources Division is to provide flood protection, water conservation and promote an adequate water supply for the residents of Santa Barbara County. As a division, we are leaders in the fields of flood plain management, environmental and water resources planning, flood control engineering, and water conservation. Our goal is to hire and maintain the most qualified and equipped workforce by providing our employees with professional training, leadership opportunities, challenging projects and a work environment that fosters open communication and teamwork. The work of the Flood Control group includes design, construction and maintenance of capital improvement facilities and review of development projects to administer flood plain management policies. The division also specializes in environmental and water quality requirements, collecting hydraulic data, operating and maintaining flood control infrastructure, managing water supply contracts, measuring groundwater levels, managing a countywide regional water conservation program, administering the region's Integrated Regional Water Management Program (IRWMP), and managing the County's National Pollutants Discharge Elimination System (NPDES) permit. We are currently seeking highly motivated individuals to help the division support this important mission.

**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 <https://www.countyofsb.org/193/Administration>.

**EXAMPLES OF DUTIES**

## **RESOURCE RECOVERY AND WASTE MANAGEMENT - COMPLIANCE SECTION**

1. Responsible for the planning, design, preparation of drawings, plans, and specifications, contractor's bids and cost estimates for a variety of engineering projects (e.g. landfill gas collection and treatment systems, stormwater management systems, and water treatment systems) at various landfills and recycling and transfer stations.
2. Conducts environmental site assessments and optimizes existing environmental management systems to mitigate potential environmental impacts to soil and surface/ground water; prepares and reviews water quality reports and makes recommendations.
3. Oversees a variety of construction projects; leads and participates in construction inspection; prepares final labor and materials reports; recommends approval of construction and contract payments.
4. Performs analysis and research of specialized technical data to assist with development and review of environmental management systems.
5. Provides engineering analysis for environmental and permitting documents and prepares documents for regulatory agencies as well as engineering reports.
6. Supervises staff of professional and /or sub-professional personnel who assist in preparing regulatory compliance reports required by regulatory agencies, drawings and plans, grant applications, and engineering support projects.
7. Prepares and reviews regulatory compliance reports and may represent the department in meetings, public hearings and negotiations with regulatory agencies.
8. Assists in the preparation of the annual Capital Improvement Project budget and the preparation of the annual budget for the fiscal year.
9. Responds promptly and courteously to the public on all matters relating to the projects assigned.

## **WATER RESOURCES - DEVELOPMENT REVIEW**

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.
11. Acts as a secondary emergency responder for flood events, including the evaluation of public infrastructure and the management of emergency response projects.

## **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.

**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**

### **SELECTION PROCESS:**

1. **Application Review.** 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.

*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: July 21, 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 #22-1549-01 (O)  
 CIVIL ENGINEER  
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### 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, 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. The current vacancies are for the Resource Recovery Waste Management and Water Resources Divisions, but future vacancies may also become available in the Transportation Division. Please select which division(s) you are interested in:  
 Resource Recovery and Waste Management Division  
 Transportation Division  
 Water Resources Division
- \* 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 your work experience as a "Project Manager", when you worked with consultants and contractors from the inception to the completion of a project.
  
- \* 15. PART I: Describe any work experience with preparing regulatory compliance reports that are at a local, state, and federal level. PART II: Please list and describe your training and/or experience in the following areas below. 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. HydroCAD Stormwater Modeling B. HEC-RAS River Analysis System C. Computerized Drafting and Design software (AutoCAD) D. Geographic Information Systems (GIS) E. Stormwater Quantity and Quality Mitigation F. Drainage G. National Flood Insurance Program Floodplain Regulations
  
- \* 16. Describe any work experience you may have with using AutoCAD. Please give examples of the various drawings that you have produced. If not applicable, please put "N/A".
  
- \* 17. 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

- \* Required Question