



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

Civil Engineering Associate I

An Equal Opportunity Employer

SALARY

\$36.70 - \$44.09 Hourly \$6,382.41 - \$7,668.95 Monthly \$76,588.96 - \$92,027.38 Annually

OPENING DATE: 12/21/21

CLOSING DATE: Continuous

THE POSITION

We are accepting applications to fill one (1) **full-time Civil Engineering Associate I** vacant position for the **Public Works Department's Transportation Division in Santa Barbara or 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 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 I/II** 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: Civil Engineering Associate I is an entry level position that, under supervision, but with increasing independence as experience is gained, performs routine entry-level professional civil engineering work; and performs related duties as required. This position may work in either the Construction or Permits section of the Transportation division in Santa Barbara or Santa Maria.

THE IDEAL CANDIDATE will have:

- Desire to work in either one of the Transportation division's Construction or Permits sections
- Strong computer skills in Microsoft Office product suite
- Familiarity with AutoCAD Civil 3D

- Excellent oral and written communication skills
- Conflict resolution skills
- Ability to work well independently and as a team player
- Ability to efficiently multi-task on multiple projects and maintain schedules and complete tasks in a timely manner
- Ability to prepare and write clear and concise reports, and keep records organized accordingly
- Demonstrate ability to develop and maintain sound working relationships with people of diverse backgrounds and personalities
- Excellent customer service skills and experience working with the public
- Desire to serve the public and be a good steward of public funds
- Calm demeanor under all circumstances and the ability to handle high stress situations, thrive under pressure and adapt to change
- Ability to measure physical dimensions and document these with clarity
- Process, interpret and communicate technical information
- Ability to transcribe technical documents for the County Board of Supervisors and the public

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. Performs basic design work or construction inspection and/or contract administration for public works, roads, flood control, or other civil engineering facilities, including the preparation of design calculations and engineering drawings, plans, and maps. May process and complete plan checking of street improvement plans.
2. Makes and checks field and office computations for design, construction, and survey work; and estimates quantities and costs for the planning, design, and construction of public works facilities.
3. Analyzes or supervises the analysis of construction materials and material testing; investigates engineering problems or specialized aspects of engineering problems; and writes reports and makes recommendations on how to solve engineering problems; monitors budget for individual projects for staff time and contract expenditures and purchase of materials.
4. Acts as Resident Engineer on County Public Works projects or as Assistant Resident Engineer on federally funded projects to ensure conformance to plans and specifications.

EMPLOYMENT STANDARDS

Possession of a bachelor's degree in Civil Engineering **or** certification as an Engineer-in-Training.

**** NOTE:** Applicants who are currently in their final quarter or semester of study leading to the required degree are encouraged to apply. Such applicants may compete in the examination process but may not be considered for appointment until they have attained the required degree.
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Knowledge of: basic principles and practices of civil engineering; principles and practices of surveying; the fundamentals of engineering construction techniques; and the properties and uses of engineering construction materials.

Ability to: make accurate engineering calculations; prepare clear and concise written notes and reports; communicate technical information to persons without technical training; apply professional principles, standards, and legal requirements to solve engineering problems and make recommendations; and establish and maintain effective working relationships with other employees, contractors, and the public.

Possession of a valid California Class C Driver's License is required upon appointment.

SUPPLEMENTAL INFORMATION

NOTE: If you don't have certification as an **Engineer-in-Training**, 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 (no charge to the calling party)

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.

NOTE: Veteran's preference credit is applicable for this position (5 points for veterans, 10 points for disabled veterans). **To be eligible for this credit**, you must be applying for this position within five years from your most recent date of: (1) honorable discharge from active military service; or, (2) discharge from a military or veterans' hospital where treatment and confinement were for a disability incurred during active military service; or, (3) completion of education or training funded by a Federal Educational Assistance Act. **No time limit exists for veterans with 30% or more disability. To receive veteran's preference points, you must:** (1) check the Veteran's Preference Points box on the employment application form, (2) **submit a copy of your Form DD214 to the Human Resources Department when you complete your application**, and (3) pass all phases of the Application & Selection process. **The preference points will be added to your final test score.**

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.

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.

APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE DEADLINE: This job posting is continuous. Applications and job bulletins can be obtained 24 hours a day at www.sbcountyjobs.com.

Kim Clark, Public Works Human Resources, 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 #22-1545-01 (O)
 CIVIL ENGINEERING ASSOCIATE I
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Civil Engineering Associate I 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. Do you possess a Bachelor's degree in Civil Engineering?
 Yes No
- * 5. Do you have a certification as an Engineer-in-Training? If yes, please provide a copy of your certificate by attaching it to your application.
 Yes No
- * 6. Independent travel between work sites and County facilities is required for this position therefore a current valid California Class C Driver's License is required for this position at the time of appointment. PLEASE NOTE: A valid California Driver's License MUST be kept current as a condition of continued employment in this position.
 I understand.
- * 7. 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.
- * 8. Please describe in detail your experience working with Microsoft Office Word, Excel (including graphs, tables, formulas, equations, etc.) and other Microsoft Office products.
- * 9. Please describe in detail and list your start/stop dates for your experience in working with AutoCAD Civil 3D in the following areas: Design (including alignments, corridors, surfaces and quantities) and Drafting.
- * 10. Describe your college experience with classes that you have taken, college assignments and team projects as they apply to: • Civil Engineering Design • Reading Civil Engineering Plans • Materials Testing • Construction Management (inspection, contracts , contract administration) • Material Testing • Soils and geotechnical • Traffic Engineering • Environmental/Water Resource/Solid Waste Disposal • Survey • Preparing Survey Topos • Drafting/Drawing Details/Drawing Plans • Decision Making • Problem Solving – and describe the problem and ultimate solution • Working with Team Members on a Project
- * 11. Describe your experience or knowledge of the role regulatory agencies (i.e. local, state, and federal level) play in the development of Public Works projects.

* Required Question