



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:

Senior Engineer - Traffic

An Equal Opportunity Employer

SALARY

\$56.79 - \$68.25 Hourly \$4,543.20 - \$5,460.00 Biweekly \$9,843.60 - \$11,830.00 Monthly
\$118,123.20 - \$141,960.00 Annually

OPENING DATE: 10/10/22

CLOSING DATE: 11/14/22

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 unlimited shopping, dining, and 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 and 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 full-time vacancy for a Senior Engineer in the Traffic Engineering/Transportation Division of the Public Works Department. 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.

The Senior Engineer for Traffic Engineering

The primary duties for this position are meeting the County's traffic engineering needs, The incumbent is expected to perform complex field and office engineering work at a very independent level, serve as project leader on particular/significant projects or assignments and perform difficult research work while preparing comprehensive reports and making recommendations on traffic engineering problems.

Successful candidates will be able to demonstrate the ability to:

- Provide technical oversight in reviewing private development plans, including assessing traffic studies and improvement plans prepared by private parties; coordinate reviews with other County department staff as appropriate; and represent the Public Works Department at the County Planning Commission and Board of Supervisors meetings.
- Handle safety and transportation requests and concerns identified by members of the public traveling on County roadways, including speed limits, signage, striping, traffic counts, and any other investigations involving County roads.
- Coordinate traffic information collection through field data by the Roads Division or consultants needed to analyze current traffic patterns; analyze data to determine critical intersections, roadways, and other transportation facilities.
- Serve as a technical resource to County personnel, private engineers, and the public regarding transportation and traffic policies, procedures, and legislation; evaluate the need for new County traffic regulations to improve the safety of the County's roads and meet with citizen groups to discuss and promote awareness of transportation programs and issues.
- Oversee the traffic mitigation fee program to ensure program activities comply with regulations.
- Assist the Risk Manager in responding to investigations and claims filed against the County that involve roadways; serve as a liaison to law enforcement agencies, risk management, and other appropriate agencies requesting traffic/transportation information and registering potential issues.
- Prepare and oversee the Pavement Management plan.

Other Example of Duties: Successful candidates will be able to demonstrate the ability to:

1. Review private land development projects for traffic engineering impacts.
2. Review various County roads for traffic engineering solutions to safety concerns.
3. Administer the Traffic Mitigation Fee Program.
4. Provide yearly updates on speed limits on County roads.
5. Assist engineering staff working on capital improvement projects in traffic engineering-related items

Preferred Knowledge of:

1. Traffic Engineering best practices.
2. Traffic Engineering related rules, regulations, and standards.

The Recruitment Process

1. Applications are due by 5:00 P.M. on Monday, November 14, 2022.

2. Applications will be screened for minimum qualifications the week of November 14, 2022.
3. Candidates that meet the minimum qualifications will have their supplemental responses scored by subject matter experts the week of November 21, 2022. The most qualified applicants from the scoring of the supplemental questions will be invited for an Oral Panel Interview.
4. Oral Panel Interviews are tentatively scheduled to take place the week of December 05, 2022. Only the most qualified candidates from the interview process will be placed on the eligibility list and may be considered to fill positions for up to one year.

The Human Resources Department reserves the right to change the recruitment process at any time.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all listed duties and are required to perform additional or different duties from those set forth below to address business needs and change business practices.

When assigned to the Public Works Department:

Perform the most complex professional engineering work in the planning of highways and bridges, drainage infrastructure, sewer infrastructures, buildings and related structures; perform difficult engineering work on significant projects including cost analysis, projected timetables of various stages of assigned tasks, progress reports and required specialized research; meet and confer with contractors and consultants on assigned projects to ensure compliance with County codes and design requirements, and to resolve problems or project modifications; work with utilities agencies in matters concerning relocation of utilities; work with property owners on easements and rights-of-way acquisitions; implement the most difficult phases of complex road or bridge design and layout work; lead the preparation of maps, plans, charts or diagrams and the maintenance of various engineering projects; plot topography, cross sections, and profiles that would determine grades, cross sections and elevations of roadways; prepare plans specifications, estimates and monthly status reports for construction of Public Works projects or oversee the work of staff and consultants; confer with management staff during preliminary and design stages of labor and discuss any technical, budget or schedule concerns; supervise the performance of all inspections and testing required under County contracts; prepare procurement packages for consultant services, lead the selection and award process, supervise the work of consultants and manage consultant's contracts; prepare construction bid packages for construction of public works projects, lead the bid phase and award process, provide oversight for construction and manage construction contracts; prepare funding applications (state, federal, etc.), administer the grants, and ensure compliance with funding requirements. Participate in audits; oversee the performance of inspections and testing required under County contracts and a significant portion of testing for highway projects under the Federal Aid Program; direct the inspection of work accomplished under encroachment permits; review and analyze technical and engineering issues; provide technical information to officials of other governmental jurisdictions, other engineers and the public; serve as a staff resource to boards, committees, commissions, and task forces as required; respond to inquiries and complaints; provide technical assistance to the public; prepare complex engineering reports and correspondence; perform related duties as assigned.

TYPICAL QUALIFICATIONS

KNOWLEDGE OF:

Project management best practices include initiating, planning, executing, monitoring, and closing to deliver project results on time and within budget.

Principles, practices, and engineering techniques direct projects from inception to completion.

Statistics and advanced mathematics, including algebra and analytic geometry.

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

Design principles, construction materials, and the stress analyses required in planning highways and bridges.

Principles of civil, mechanical, structural engineering, and surveying apply to public infrastructure design.

SKILL TO:

Oversee complex projects and programs.

Prepare accurate engineering computations and drawings.

Formulate accurate traffic comprehensive engineering reports.

Understand, interpret, explain and apply applicable traffic engineering laws, rules and regulations.

Analyze situations accurately and take effective action.

Communicate effectively both verbally and in writing.

Prepare and maintain clear, concise, and comprehensive records and reports.

Produce maps and other documents.

ABILITY TO:

Work independently in the absence of supervision.

Adjust to changing workloads to meet deadlines.

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

Walk on uneven ground for long periods.

Stand for long periods.

Lift to 50 pounds.

Use computer equipment for extended periods to complete plans.

EXPERIENCE AND EDUCATION

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four years of progressively responsible professional civil engineering experience, including at least two years of which shall have been in a reliable capacity involving planning and design or acting as a resident engineer on large and varied construction projects and supervising the daily operations of land development, flood plain management, and stormwater management activities.

Education:

Bachelor's Degree from an accredited college or university with major course work in civil engineering.

License or Certificate

A valid registration certificate as a civil engineer, mechanical engineer, or professional land surveyor issued by the California State Board of Registration for Professional Engineers, Land Surveyors, and Geologists is a minimum requirement. Upon initial hire, the possession of a valid certificate of registration as a civil engineer issued by another state outside of California shall be acceptable; however, a valid certificate of registration as a civil engineer issued by the California State Board of Professional Engineers must be obtained within nine 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) during employment with Napa County. For a steady job with Napa County, you must keep such license, certification, or registration to meet the minimum qualifications of this position.

ADA ACCOMMODATIONS

Applicants requiring accommodation during the application and selection process pursuant to the Americans with Disabilities Act (ADA) should contact the County of Napa Human Resources at (707) 253-4303

Napa County is an Equal Opportunity Employer.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
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OR
1195 Third Street, Suite 110,
Napa, CA 94559

EXAM #77601-
SENIOR ENGINEER - TRAFFIC
SC

Senior Engineer - Traffic 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 to your application, your application and resume will not be reviewed when scoring the supplemental questions. 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 have at least a bachelor's degree from an accredited college or university with major coursework in civil engineering?
 Yes No

- * 3. A valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers, Land Surveyors, and Geologists is a minimum requirement for this position. Upon initial hire, the possession of a valid certificate of registration as a civil engineer issued by another state outside of California shall be acceptable; however, a valid certificate of registration as a civil engineer issued by the

California State Board of Professional Engineers must be obtained within nine months of hire date (or probationary employment shall be summarily terminated for failure to meet minimum job qualifications). Please indicate below that you understand and agree to this requirement.

Yes No

- * 4. Please list the license number and state for your valid Professional Engineers license as a Civil Engineer. If you do not have a license, please type N/A.

- * 5. Do you have progressively responsible professional civil traffic engineering experience?
 Yes No

- * 6. Please describe your experience organizing and administering traffic-engineering programs, including safety analysis, data collection, geometric design, and signing and striping. In your response, please include the names of the standard legal and technical references you used to complete your assignments. If you do not have this experience, please type "N/A."

- * 7. Please describe your experience organizing and administering transportation planning programs for a government jurisdiction, including reviewing land development proposals to determine if there are any potential traffic impacts. Include in your response the legal and technical standards you used to evaluate the severity of the possible effects. If you do not have this experience, please type "N/A."

- * 8. Please describe your experience dealing with traffic concerns, requests, and complaints from the public. Describe the types of issues you responded to and the circumstances surrounding these issues. If you do not have this experience, please type "N/A."

- * Required Question