

# County of Santa Cruz

INVITES YOU TO APPLY FOR:

Public Projects–Resident Engineer \*

Public Projects–Lead Inspector \*

Private Development–Project Administrator \*

Private Development–Lead Inspector \*

\*The official title for these positions is

**Senior Engineering Associate**

Supplemental Questionnaire Required

Open and Promotional

Job # 25-EC8-01

Salary: \$8,322-10,519 / Month

Closing Date: February 7, 2025



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## County Equity Statement

*Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion. Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.*

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**THE JOB:** Under direction, to perform the more difficult and complex office and field engineering tasks related to design, land surveying, traffic engineering, construction plan review, contract administration or inspection of County construction projects, landfill facility improvements, related facilities; and to do other work as required.

**The current vacancies are in the Construction Management Division of the Department of Community Development & Infrastructure, Public Works division.**

The Construction Management Division (CMD) encompasses several roles with distinct responsibilities across public projects and private development.

Assignments and responsibilities are tailored to the employee's classification, skill level, and technical abilities to ensure optimal performance and alignment with project needs.



## **PUBLIC PROJECTS:**

**Resident Engineer:** Oversees complex construction contracts, serving as the primary point of contact for contractors, the public, oversight agencies, and internal divisions such as design and fiscal teams. This role entails managing submittals, progress payments, budgets, change orders, and schedules while ensuring compliance with labor, environmental, and stormwater regulations. Approximately 25% of the time is spent in the field.

**Lead Inspector:** Focuses on field inspections and quality assurance for complex projects, preparing daily reports, measuring and recording quantities, coordinating testing, and documenting compliance with regulations. This position may also lead an inspection team by coordinating schedules and duties, with about 90% of the time spent in the field.

## **PRIVATE DEVELOPMENT:**

**Office Engineer/Project Administrator:** Manages project administration and acts as the main liaison with County review offices. Key duties include reviewing plans for compliance with development permits, coordinating inspections, overseeing project progress for security releases, and facilitating project closeouts. This role also contributes to process improvements for private development and spends about 25% of the time in the field.

**Lead Inspector:** Ensures construction complies with approved plans through detailed inspections and reports, measuring progress, and providing quality assurance for materials. This role may also coordinate inspection teams and assist with administrative tasks related to project startup and closeout, spending approximately 90% of the time in the field.

**The eligible list from this recruitment will be used to fill current and future vacancies within various sections of the Department of Community Development & Infrastructure, Public Works division. These sections include:**

- **Road Design:** Focuses on designing County transportation projects, such as road improvements, storm damage repairs, and bridge rehabilitations. Responsibilities include drafting, project reviews, preparing RFPs, and updating design standards.
- **Sanitation Engineering:** Oversees public sewer and water systems, including engineering, permitting, and inspections. Duties involve project design, public engagement, and compliance reviews for development permits.

- **Encroachments:** Regulates and issues permits for work within County road rights-of-way, such as driveways, utilities, and tree work. The section also conducts site inspections, investigates illegal encroachments, and coordinates with stakeholders.
- **Surveying:** Managed by the County Surveyor, this section handles survey records, property boundaries, and field studies. Staff use advanced surveying tools for mapping, boundary analysis, and construction staking.
- **Stormwater Management:** Ensures compliance with stormwater management standards, reviews development applications, and oversees post-construction inspections. This section also handles regulatory reporting for NPDES compliance.
- **Permit Engineering Group:** Reviews building and development permits for compliance with site development engineering, geotechnical, and geologic standards.

**THE REQUIREMENTS:** Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Five years of technical engineering experience at the Engineering Associate level performing traffic engineering, construction inspection, design, contract administration or related engineering work.

**SPECIAL REQUIREMENT:** Possess and maintain a valid California Class C Driver's License.

**Knowledge:** Thorough knowledge of: engineering mathematics, science, and hydraulics; the nomenclature, symbols, methods, practices, techniques, instruments, and equipment used in drafting, construction, inspection, hydraulics, sanitary engineering and surveying; the physical properties and uses of chemicals and materials used in construction and public works related projects including appropriate hazardous materials handling and principles of safety and waste discharge standards; the principles and techniques used in the design of roads, traffic planning, drainage, water and sewer systems, pumping stations, and related public works facilities; and contract administration. Some knowledge of: the application of data processing to engineering studies and design and the principles and practices of supervision and training.

**Ability to:** Interpret or prepare blueprints, maps, change orders, construction plans and specifications including cost estimates, bid documents, RFP's and complex technical engineering reports; design and evaluate engineering plans for roads, drainage, water and sewer systems and other public works projects; inspect large and complex construction projects and enforce compliance with plans, specifications, change orders, and laws;

review, evaluate, recommend, and approve solutions to unusual field conditions not specified in plans or specifications; administer large and complex construction contracts including measuring and calculating quantities to determine progress payments; prepare written reports and correspondence, recommend changes in local fees or ordinances, assist in budget preparations and make oral presentations; establish and maintain effective working relationships with those contacted in the course of work; and input, access, and analyze data using a computer terminal.

**THE EXAMINATION:** Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months, and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.



**Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

**Public Projects: Resident Engineer / Lead Inspector**  
**Private Development: Project Administrator / Lead Inspector**  
**SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. Please select what specific role(s) you are interested in (you can choose multiple):
  - Public Projects- Resident Engineer
  - Public Projects- Lead Inspector
  - Private Development- Office Engineer/Project Administrator
  - Private Development- Lead Inspector
2. Describe your experience with construction and/or field inspection, plan review, contract administration, or other work related to construction and/or engineering.
3. Describe your experience working with the public and/or contractors on the job site or in the field. Write about a challenging or rewarding experience and what you learned from it.
4. Describe a time when you successfully managed communication and coordination for a project with a fast-paced timeline and a heavy workload. How did you ensure that all stakeholders were informed and aligned, and what strategies did you use to stay organized and maintain clear communication under pressure?

**EMPLOYEE BENEFITS:**

**ANNUAL LEAVE** - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

**HOLIDAYS** - 14 paid holidays per year.

**BEREAVEMENT LEAVE** - 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** - County pays for employee and eligible dependent coverage.

**VISION PLAN** - County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT** - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** - County paid \$20,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

**DEPENDENT-CARE PLAN** - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

**H-CARE PLAN** - Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA)** - Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** - A deferred compensation plan is available to employees.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**

**County of Santa Cruz**  
[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

**LIVE Here      WORK Here      PLAY Here**