

County of Santa Cruz

INVITES YOU TO APPLY FOR:



ENGINEERING PERMIT MANAGER

*The official title of this position is Senior Civil Engineer

Supplemental Questionnaire Required

Open and Promotional

Job # 25-EE3-AA

Salary: \$10,571 – 14,137 / Month

\$126,859 – 169,642 Annually

Closing Date: Friday, March 14, 2025

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.

The current vacancy is an Engineering Permit Manager position in the Unified Permit Center, CDI - Planning Division, to oversee the Permit Engineering Group. This group is responsible for implementation of permitting requirements for private development infrastructure, including the areas of stormwater, roads / transportation, sanitation, subdivision mapping, grading, soils engineering and geology. The position generally consists of overseeing the staff who review permits for compliance with the Public Works Design Criteria and Subdivision Map Act; the County Grading, Erosion Control, and Geologic Hazards ordinances; and the geotechnical requirements of the California Building Code.

The option for remote work may be available based on the type of work and operational needs, following the successful completion of the probationary period.

The ideal candidate will possess a strong foundation in civil engineering, with a focus on reviewing complex site development engineering and geology projects. They should demonstrate a solid understanding of stormwater management principles, road and



transportation engineering, sanitary sewer design, site grading design, geotechnical engineering, and engineering geology principles, with the ability to review and approve technical reports and plans for residential, commercial, and subdivision developments.

This candidate will have proven leadership abilities, as they will supervise a team of engineers and support staff, providing technical guidance and direction. Excellent communication skills are critical, as they will work closely with other departments, agencies, developers and the public, ensuring projects comply with federal, state, and local regulations. Experience managing budgets, preparing reports, and solving complex engineering challenges will further enhance their ability to thrive in this role.

Additionally, the ideal candidate will hold a valid California Civil Engineer Professional Engineering certificate of registration. A solid history of progressively responsible experience in civil engineering; experience participating in the permit review process as a private consultant and public agency reviewer is highly desirable.

THE JOB: Under general direction, plan, direct, coordinate, schedule, review and evaluate the work of a section of the Public Works Department or Planning Department; review and analyze technical and engineering issues; and perform other duties as required. Positions in this classification work directly for an Assistant Director and are typically responsible for managing a section in the Public Works or Planning Departments. This classification is the first full supervisory and management level classification in the professional and technical engineering series. Incumbents supervise a staff of engineers, paraprofessional engineers, engineering aides, maintenance staff and other support staff. In addition to supervising the work of staff, incumbents perform the most difficult and complex engineering work or serve as the technical expert in reviewing and analyzing engineering issues.

During the life of the eligible list, the list established from this recruitment may be used to fill current and future vacancies in the following sections: Permit Engineering Group, Road Operations and Encroachments, Water/Wastewater (Sanitation), Recycling and Solid Waste, Construction Management, and Flood Control.

Public Works Road Operations and Encroachments: Approve engineering drawings; direct and oversee the preparation of engineering designs, plans and specifications for the construction of public works improvement projects including roads, sanitation systems, storm drains, refuse disposal sites, bike paths and street maintenance; review improvement plans prepared by private firms for accuracy, design and completeness and conformance to laws and County design criteria; supervises the review and approval of various permit applications.

Public Works Water/Wastewater (Sanitation): Plan, organize and manage the operation and maintenance of the County's sanitation facilities; directs, through subordinate supervisors, the work of a staff engaged in a wide variety of activities connected with sanitation operations and maintenance; ensures that all sanitation facilities comply with State and Federal laws and regulations.

Public Works Recycling and Solid Waste: Oversee landfill and transfer station programs, the development and implementation of annual permit compliance plan, and solid waste capital projects, including project development and engineering design, bid procurement, construction quality assurance, fiscal management and permitting; manage solid waste and recycling collection, franchise agreements for incorporated areas, and landfill and transfer station gate data and revenue collection.

Public Works Construction Management: conduct field inspections of both County and private construction projects; coordinate with public and private agencies regarding projects about to start or under construction; review and consult with staff regarding award of contracts, contract change orders, progress payments and project close out.

Public Works Flood Control Section: Plan, organize, and manage the flood control activities for a storm drain maintenance district(s) and a flood control and water conservation district(s). Administer and coordinate various advisory and regulatory committees.

All Public Works Positions: may act for an Assistant Director of Public Works as assigned.

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

Equivalent to graduation from an accredited college with a major in civil, traffic, environmental, or sanitary engineering; or biological, chemical, physical or soil science; or a related field; **AND** five (5) years of increasingly responsible engineering experience that demonstrates possession and application of the knowledge and abilities listed below. A master's degree in civil engineering or a closely related field may be substituted for one year of the required engineering experience.

SPECIAL REQUIREMENTS:

License: Possession of a valid California class C driver license.

Certificate: For some assignments: Possession of a valid certificate of registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers.

Special Working Conditions: Exposure to variable temperatures and weather conditions; high levels of noise; dust; strong, unpleasant odors; heights, such as on bridges; working alone in isolated areas; the possibility of contact with potentially hostile people; cramped workspaces; and bodily injuries. Some positions may be required to occasionally lift manhole covers, soil samples and environmental process equipment. Potential exists for exposure to toxic materials such as landfill gas, sewer gas and discarded household or commercial chemicals.

Other Special Requirements: Availability to work irregular hours, including responding to emergency calls.

Knowledge: For all assignments, thorough knowledge of current Federal, state, and local laws, rules, and regulations relating to the specific program assignment; some knowledge of principles and practices of supervision and training; principles of public administration, including organization, management, and budgeting; and application of data processing to Public Works or Planning programs. For Civil and Construction Engineering assignments, thorough knowledge of principles and practices of civil engineering as applied to public agencies; strengths, properties, and uses of materials in engineering construction; working knowledge of methods of design and/or construction and inspection for public works or planning projects including streets, storm drains and sanitation systems, structures and bike paths; principles of traffic engineering and methods for properly regulating vehicular and pedestrian traffic flows (may be required for some positions); hydrology and hydraulic design engineering; some knowledge of wastewater engineering (some positions.) For Solid Waste Engineering assignment, thorough knowledge of landfill and solid waste engineering relative to operating landfill and transfer stations; some knowledge of strengths, properties, and uses of materials in engineering construction. For Water and Wastewater Engineering assignments, thorough knowledge of the methods, materials, tools, and equipment used in the operation, maintenance, and repair of wastewater collection, treatment, and transmission facilities; safety practices observed in sanitation operations; and governmental regulations related to the treatment and distribution of drinking water and the treatment and disposal of domestic wastewater. For Flood Control Engineering assignment, thorough knowledge of watershed management; flood control activities, including flood modeling; governmental regulations and permit processing for flood control improvement projects and routine maintenance activities.

Ability to: Plan, organize, supervise, train and evaluate the work of professional and technical staff; Schedule work, determine priorities and make decisions to resolve difficult problems; Analyze technical and administrative problems and develop and implement solutions; Coordinate section activities with other sections and departments; Understand, interpret, explain and apply applicable laws, rules and regulations; Supervise the preparation of engineering designs, plans and specifications in the construction and modification of public works facilities, for some positions; Plan, organize and administer an extensive sanitation maintenance operation for some positions; Supervise the inspection and monitoring of contractor compliance with approved engineering plans and specifications in the construction and modification of public works facilities; Establish and maintain effective working relationships; Effectively apply traffic engineering principles in establishing and maintaining safe and efficient vehicular and traffic flow patterns (may be required for some positions); Effectively manage and administer a flood control program including project and maintenance regulatory permitting (maybe required for some positions); Perform difficult and complex engineering work; Prepare clear and concise administrative and technical reports; Speak effectively before groups; Prepare budgets; Learn to input, access and analyze data using a computer.

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 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, minorities, 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.

EMPLOYEE BENEFITS:

VACATION - 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

ADMINISTRATIVE LEAVE - One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS - 14 paid holidays per year.

SICK LEAVE - Six days 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 - The County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT AND SOCIAL SECURITY - 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 \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN - Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDENT-CARE PLAN - Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

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

ENGINEERING PERMIT MANAGER – 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. Your responses to these questions may be used to selectively certify the eligible list for the different vacancies based on your knowledge and experience in the specialty area.

1. Do you possess a current and valid Certificate of Registration as a Professional Engineer issued by the State of California?

Yes No

If yes, please list the number and expiration date of your certificate. _____

2. Please check all the appropriate engineering disciplines consistent with your engineering license and experience.

Check all that apply:

Permit Engineering Group

Grading / Earthwork

Construction Management

Flood Control

Road Design

Road Operations & Encroachments

Water / Wastewater (Sanitation)

Stormwater Management

Survey / Subdivisions

Traffic / Transportation

Geotechnical / Geologic

Coastal Engineering

3. Describe your experience managing professional staff and working with engineers on design preparation or review, and / or construction projects. Include the various technical staff you have worked with and the level of your responsibility/authority.

4. Outline the methods you use to prioritize, assign, and review the work of technical staff and any process improvements you have implemented to reduce review times, re-work and / or other efficiencies.

5. Describe your experience with engineering standards such as Caltrans Standard Specifications and Plans; Public Works Design Criteria; County or City Codes; California Building Code; or other standards.

6. Describe your knowledge of, and experience in complying with and reporting on, the various State Water Quality Control Board's National Pollutant Discharge Elimination System permits, including the Municipal Separate Storm Sewer System and the Construction General permits.

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

County of Santa Cruz

www.santacruzcountyjobs.com

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