



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

Public Works Operations Coordinator

An Equal Opportunity Employer

SALARY

\$41.33 - \$50.24 Hourly \$3,317.72 - \$4,032.96 Biweekly \$7,188.39 - \$8,738.08 Monthly
\$86,260.67 - \$104,856.91 Annually

OPENING DATE: 02/14/18

CLOSING DATE: 03/14/18

THE POSITION

We seek a highly experienced supervisor to oversee Transportation and Public Works Road Maintenance Operations. If you possess multiple years of public works maintenance and inspection experience, the County of Sonoma wants you!

In addition to starting salary up to \$50.24/Hr.* (\$104,856/Yr.), this position offers an additional hourly cash allowance (up to 80 hours per pay period) and a generous benefits package, including wellness and professional development funds.

As the Public Works Operations Coordinator you will plan, organize, direct, and manage the work of supervisory, and working level, staff in the Road Maintenance Division. Responsibilities also include managing the effective use and scheduling of personnel, investigating and responding to complaints and inquiries from the public, and coordinating field operations related to the construction, installation, maintenance, and repair of the Division's systems and equipment. Ideal candidates for the position will:

- Have supervisory experience working with a team that is responsible for the construction, inspection, operation, maintenance, and repair of county roads, highways, and related equipment
- Possess multiple years of experience coordinating personnel work and equipment maintenance schedules, project and materials requisitions, and budget preparation
- Fully understand the impact of permitting and environmental regulations on road construction and maintenance programs
- Have experience overseeing industrial safety programs related to staff, facilities, and equipment compliance with State and Federal occupational health and safety standards
- Possess a proven track record for establishing and maintaining good working relationships with staff, the public, County officials, contractors, and representatives from other agencies

Work in Sonoma County's Department of Transportation and Public (TPW)

TPW provides critical construction and maintenance services throughout the County of Sonoma. Through stewardship and innovation, TPW staff work together to plan, build, maintain, and manage the County's investment in our evolving infrastructure. As the Public Works Operations Coordinator you will have the unique opportunity to spearhead the strategic planning of Road Maintenance operational work. Come join us in our efforts to provide quality services and improve our community.

Choose Sonoma County

We offer expansive opportunities for growth and development, the ability to be a part of a challenging and rewarding work environment that provides continuous training and education, and the satisfaction of knowing that you are working to better our communities. You can also look forward to some excellent benefits*, including:

- A cash allowance of approximately \$600 per month
- An annual Staff Development/Wellness Benefit allowance up to \$1,500
- Competitive vacation and sick leave accruals, 11 holidays per year
- County paid premium contribution to several health plan options
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits

*Salary is negotiable. Benefits described herein do not represent a contract and may be changed without notice.

When you join the County of Sonoma, you'll have the freedom to explore the beauty of our county - its picturesque coastline, majestic redwoods, historic towns, fine dining, award winning wineries, and a wide variety of entertainment and cultural activities. Please visit www.sonomacountyconnections.org and www.santarosachamber.com for additional information about the community.

This employment list may also be used to fill future full-time, part-time, or extra-help (temporary) positions as they occur during the active status of the list. ***County employees who wish to be considered for future positions should consider applying to this recruitment.***

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Note: To help ensure you effectively submit your application materials, please review the Minimum Qualifications; Knowledge, Skills, and Abilities; and Selection Procedure sections of this job announcement.

MINIMUM QUALIFICATIONS

Any combination of education and experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, this would include:

Education and Experience: Seven years of recent experience in public works maintenance and inspection work, including at least three years in a supervisory capacity.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of: methods, materials, tools and equipment used in public works operations, maintenance and construction activities; principles and techniques of effective supervision and training; and occupational hazards and modern safety practices in the operation of light and heavy equipment.

Considerable knowledge of: preventive maintenance requirements, effective utilization and standards for vehicles, light and heavy equipment, machines and power and hand tools.

Working Knowledge of: generally accepted methods of management and administration; budgeting and financial considerations pertaining to maintenance, operations and construction projects and working within established budgets.

Ability to: draw and interpret field engineering drawings and sketches; explain the work required to others; inspect work for compliance with specifications; plan, schedule and coordinate the work of a large group of unskilled, semi-skilled, skilled and supervisory personnel; analyze situations and adopt effective courses of action; develop, conduct and/or coordinate training, employee evaluations and industrial safety programs; deal effectively and harmoniously with co-workers, other County departments, other public agencies, and the public; read and write English at a level appropriate to job success; perform basic geometric calculations; effectively communicate, both orally and in writing and to present conclusions;

maintain records and prepare clear and concise written reports; keep informed of current developments in the fields of road maintenance or solid waste; utilize electronic information systems and analyze and interpret information; and make basic surveying and field engineering computations.

SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting-a-Job](#) with the County of Sonoma to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: CG
HR Technician: NC

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #18/02-5058-O

PUBLIC WORKS OPERATIONS COORDINATOR

CG

Public Works Operations Coordinator Supplemental Questionnaire

- * 1. Please indicate if you would also be interested in part-time or extra-help (temporary, intermittent, or seasonal employment) positions should they become available. Check all that apply.
 - ☐ I would also like to be considered for future part-time positions.
 - ☐ I would also like to be considered for future extra-help positions.
 - ☐ I am only interested in full-time positions.
- * 2. Please describe your qualifying public works maintenance and inspection experience.
- * 3. Please describe your experience supervising staff. Specify the employer's name, number of staff, types of positions you supervised, and the scope of your responsibilities. Detail the specific responsibilities you performed regarding:
 - Hiring
 - Coordinating work assignments
 - Performance management
 - Progressive discipline
- * 4. Please describe your experience tracking and analyzing data for reporting purposes. Highlight your experience computing estimates for materials, equipment, and/or personnel costs.
- * 5. Please describe a public works project which you had to plan, develop, monitor, evaluate, and inspect. Describe the project, your role and responsibilities, and the outcome.
- * 6. Please describe your experience developing partnerships and collaborating with staff, County officials, contractors, and representatives from other agencies/County departments.

* Required Question