



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

## Senior Civil Engineer

*An Equal Opportunity Employer*

### SALARY

\$47.81 - \$58.12 Hourly    \$3,837.89 - \$4,665.52 Biweekly    \$8,315.43 - \$10,108.62 Monthly  
\$99,785.21 - \$121,303.41 Annually

**OPENING DATE:** 03/20/18

**CLOSING DATE:** 04/23/18

### **THE POSITION**

**Transportation and Public Works seeks an experienced Civil Engineer  
Starting salary negotiable up to \$58.12/hour\* (\$121,303/year), plus a cash  
allowance of approximately \$600/month, and benefits!**

Senior Civil Engineers in Sonoma County's Transportation and Public Works (TPW) Department are exposed to a myriad of civil engineering projects, which include bridge and road construction, traffic engineering, and hydrology. To effectively oversee this body of work, the ideal candidate must be licensed by the State of California as a Professional Engineer and have:

- Multiple years of public agency related engineering experience
- Strong leadership skills and the proven ability to communicate well with others
- Experience working with CalTrans Local Assistance and/or Federal funding sources

Working at the County of Sonoma offers engineers expansive opportunities for growth and development, the ability to be a part of a challenging and rewarding work environment, and the satisfaction of knowing that you're working to better our communities. You can also look forward to excellent benefits\* including:

- An annual Staff Development/Wellness Benefit allowance up to \$950, and ongoing education/training opportunities
- 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
- Retirement fully integrated with Social Security
- Eligibility for a 5% salary increase after 1040 hours (6 months when working full-time) for good work performance; eligibility for a 5% salary increase for good performance every year thereafter, until reaching the top of the salary range

As a Senior Civil Engineer in TPW you're responsible for monitoring the progress of County engineering/construction projects, and reviewing the work of professional engineering staff - in either the Bridge, Construction, or Design Sections of the Roads Division. As the head of a Section, you will plan, prioritize, and schedule the work of subordinate professional and technical staff, as well as:

- Conduct performance evaluations, and recommend in-service and on-the-job training
- Supervise, and participate in, the preparation of engineering calculations for construction projects/master plans and cost estimates for construction quantities/materials, and ensure compliance with State and Federal requirements

- Develop procedures for the administration of section activities, and oversee the development of engineering software by subordinate professional staff
- Direct the preparation of official reports for government agencies and department management, and represent the department before official bodies, government agencies, and the general public
- Investigate and respond to inquiries and complaints from the public
- Prepare the Section's budget and confer with management regarding Division budget figures
- Coordinate and review all work necessary to gather fiscal data, plan, design, and accomplish the construction of complex, multi-million dollar programs and projects

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. For more information about our community and TPW, please visit [www.sonomacountyconnections.org](http://www.sonomacountyconnections.org), [www.santarosachamber.com](http://www.santarosachamber.com), and <http://sonomacounty.ca.gov/TPW/Roads>.

\*Salary is negotiable. Benefits described herein do not represent a contract and may be changed without notice. Additional information can found in the [Western Counsel of Engineers Memorandum Of Understanding \(WCE MOU\)](#). The Civil Service title of this position is Senior Engineer. 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.**

**MINIMUM QUALIFICATIONS**

**License:** Possession of a valid driver's license at the appropriate level including necessary special endorsements, as required by the State of California, may be required to perform the essential job functions of the position. Possession of a valid license as a professional Civil, Traffic, Electrical, or Mechanical Engineer issued by the State of California Board of Registration for Professional Engineers and Land Surveyors depending upon assignment.

**Experience:** Four years of full-time, professional engineering experience, including at least one year at the level of licensed professional Engineer.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Thorough knowledge of:** the principles, practices and techniques of civil engineering, traffic engineering, electrical engineering, or mechanical engineering depending upon assignment; statistics and advance mathematics including algebra and analytic geometry; topographic and construction surveying, stress analysis, analytical mechanics and the strength, properties and uses of construction materials; the legal requirements concerning the design, construction and inspection methodology necessary for major construction projects; common methods and equipment utilized in engineering construction and of inspection methods used in reviewing such work; real property descriptions; civil engineering design and drafting methods and equipment; the principles, practices and techniques of supervision and training.

**Knowledge of:** budget procedures and contract laws; accepted safety practices relating to public works projects.

**Ability to:** successfully complete complex and technical engineering assignments; effectively supervise and direct the work of subordinate professional and technical staff; prepare designs and make accurate drawings and maps; make accurate mathematical calculations and neat and

accurate field notes; apply principles of logic and scientific reasoning to develop and evaluate alternative courses of action and determine appropriate solutions; read, understand and interpret complex technical and legal documents, maps, technical drawings and plans; listen attentively and participate in negotiations by providing required data and information; adjust workload changes and work under stress to meet deadlines; develop and maintain effective working relationships with all levels of representatives from governmental and private agencies, construction and consultant contractors, coworkers and the public; make presentations before public bodies and county groups; write clearly and concisely in order to prepare technical reports, correspondence, and maintain records and to direct the preparation of comprehensive reports.

### **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](http://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 #18/03-1014-O

SENIOR CIVIL ENGINEER

CG

### **Senior Civil Engineer Supplemental Questionnaire**

\* 1. How did you first learn about this opportunity?

- ☐ Alliance for Innovation
- ☐ American Public Works Association (APWA)
- ☐ American Society of Civil Engineers (ASCE)
- ☐ Association of Bay Area Governments (ABAG)
- ☐ California Building Officials (CALBO)
- ☐ California State Association of Counties (CSAC)
- ☐ CalCountys
- ☐ CalJobs
- ☐ CareerBuilder
- ☐ Careersingovernment.com
- ☐ College or University
- ☐ County Building Officials of California (CBOAC)
- ☐ County Engineers Association of California (CEAC)
- ☐ Craigslist Sacramento
- ☐ Craigslist
- ☐ Employee of Sonoma County
- ☐ Facebook
- ☐ GovernmentJobs.com
- ☐ Hispanic Chamber of Commerce of Sonoma County
- ☐ iHireConstruction.com

- ☐ Indeed
- ☐ International Code Counsel (ICC)
- ☐ Job Fair
- ☐ Job Journal
- ☐ Jobs Available
- ☐ La Voz
- ☐ Latino Service Providers
- ☐ Los Cien!
- ☐ Minority Organization or Group
- ☐ Monster
- ☐ National Association of Counties (NACo)
- ☐ National Society of Professional Engineers (NSPE)
- ☐ North Coast Builder's Exchange
- ☐ Press Democrat
- ☐ Sacramento Bee
- ☐ sonoma-county.org/www.yourpath2sonomacounty.org
- ☐ Sonoma County Human Resources Office
- ☐ Sonoma County Job Line
- ☐ Structural Engineers Association (SEA)
- ☐ Twitter
- ☐ Veterans Services Office
- ☐ Women's Organization or Group
- ☐ Other Internet Site
- ☐ Other Publication

- \* 2. This Civil Engineering position requires California licensure. Please provide your valid State of California, Board of Registration for Professional Engineers and Land Surveyors, Professional Civil, Traffic, Electrical, or Mechanical Engineer license number. If you do not possess this license, please respond, "N/A."

- \* 3. **For this question, and all subsequent questions, provide sufficient information to allow for a thorough evaluation of your qualifications.**

Please describe your professional engineering work experience. For each relevant position, please describe the duties you performed and highlight your bridge and/or roadway design/construction experience. Include job title(s), employers name(s), employment dates, your role/level of responsibility, and type(s) of project(s) you worked on.

- \* 4. Please describe your experience leading and/or supervising staff. Specify the number of staff and types of positions you supervised, and detail the scope of your supervisory responsibilities (i.e., hiring, training and development, safety training, performance management, discipline, etc.).
- \* 5. Please describe a complex capital improvement or maintenance project you designed and managed. Describe your specific role and level of responsibility, the stakeholders you worked with, and the outcome of the project.
- \* 6.

Please describe your experience working with CalTrans Local Assistance and/or Federal funding sources. Specify the type(s) of project(s) you worked on and describe your duties related to project review, approval, and reporting.

\* Required Question

## COUNTY OF SONOMA BENEFITS: GENERAL\*

**IMPORTANT NOTE:** Benefits described herein do not apply to Extra Help positions.

These are some of the excellent benefits the County offers:

**Paid Time Off:** Competitive vacation accrual; 11 holidays per year and generous sick leave accruals.

**Health Plan:** Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County contribution towards the premium (the contribution amount varies by bargaining unit. For specific details, please refer to the applicable MOU). A County contribution to a Health Reimbursement Arrangement is available for some bargaining units.

**Cash Allowance:** A cash allowance of approximately \$600 per month, in addition to monthly salary.

**Retirement:** Defined benefit plan fully integrated with Social Security.

**IRS 457 Plan:** Pre-tax employee contribution up to the IRS annual maximum.

**Retiree Medical:** County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at 707-565-2331. Additional details about benefit and compensation packages can be found in the MOUs located at <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor>.

For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <http://sonomacounty.ca.gov/Departments-Agencies/Human-Resources> or, contact the Human Resources' Risk Management-Benefits Office at [benefits@sonoma-county.org](mailto:benefits@sonoma-county.org) or 707-565-2900.

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