



**COUNTY OF SANTA BARBARA  
INVITES APPLICATIONS FOR THE POSITION OF:**

**Project Manager I/II - Capital Projects**

Job Bulletin #21-8023-03 (O)

*An Equal Opportunity Employer*

**SALARY**

See Position Description

**OPENING DATE:** 08/04/21

**CLOSING DATE:** 08/25/21

**THE POSITION**

We are accepting applications to fill two vacancies in the **General Services Department, Capital Projects Division**. One of the vacancies is in **Santa Barbara** and one of the vacancies is in **Santa Maria**.

Candidates may be appointed at the I or II level, depending on the candidate's qualifications and needs of the department.

**Capital Project Manager I Salary:** \$80,973.99 - \$99,399.09 Annually

**Capital Project Manager II Salary:** \$99,399.10 - \$117,824.19 Annually

**THE DEPARTMENT:** The Capital Projects division provides services needed to plan, coordinate and complete the construction of new County buildings, remodels and related projects for all County Departments. In accordance with County Policy, Capital Projects division manages all County capital projects that exceed \$125,000 in value, though we routinely manage smaller projects when requested by Departments. Our job is to plan, initiate, and manage all phases of capital projects from project development through construction and project turn-over. The majority of the projects performed are outlined in the County's yearly 5-Year Capital Improvement Program (CIP) and include various programs such as ADA Improvements, Security Enhancements, Renewable Energy & Energy Efficiency, Parking Lot Repair and Maintenance, Electrical System Improvements, and Countywide Roof Repair and Replacements. The position requires the successful candidates ensure that the design and construction of capital projects meet County quality and budgetary requirements.

To learn more about the Department, please visit: <https://www.countyofsb.org/gs/home.c>

**THE POSITION:** This management classification (Team/Project Leader – General) is responsible for leading and managing all phases of capital project and facility planning projects from development through construction and project turn-over. Projects vary in complexity, schedule and budgetary requirements and are conducted through the General Services Department.

Under general supervision, manages the planning, design, customer relations, bidding, permitting, construction management, and contract administration of assigned capital improvements. Projects include vertical construction of new facilities or additions onto existing, remodels, modifications and upgrades of County-owned, leased, or constructed buildings; flatwork associated with a County facilities; and energy efficiency and sustainability projects. The position often requires the establishment and management of consultant teams associated with projects; creates and controls project scope, budgets, and schedules; performs financial analysis related to the project; serves as the primary point of contact for project requests by County departments; and performs related work as required.

This position will be responsible for projects with varying complexity which includes expertise in multiple trade disciplines. Project Managers work with multiple Departments within the County. Incumbents will be expected to exercise substantial diplomacy, initiative, judgment and expertise in administering projects and programs involving these Departments.

Capital Project Manager I: Manages all phases of moderately complex capital, construction, facilities planning projects; several technical elements to integrate, with average stakeholder involvement and sensitivity.

Capital Project Manager II: Manages all phases of large/complex capital, construction, facilities planning projects; numerous technical elements to integrate, significant stakeholders and sensitivity; considerable independence; may function as supervisor of staff.

The **Ideal Candidate** will have:

- Demonstrated experience and clear understanding of the principles of project management, including: project scope, budget, scheduling, and project bidding and procurement processes.
- Experience with projects of varying complexity levels.
- Experience managing project teams, vendors and contractors.
- Ability to quickly evaluate competing priorities and make adjustments in workflow to meet deadlines.
- Understanding of construction management that includes documentation and contract administration and negotiation.
- Solid writing skills to prepare and write clear and concise documents (e.g., memoranda, correspondence, contracts and supporting documentation).
- Exemplary customer service skills and experience working with the public, elected and appointed officials, community groups, commissions, advocacy groups, and various other boards.
- Ability to effectively coordinate with a variety of stakeholders
- Experience implementing provisions of the American with Disabilities Act (ADA) and Chapter 118 of the California Building Code in the design and construction of facility improvement projects.
- Professional licensure or PMI/CMI certificate
- Proficiency in using and developing plans in AutoCAD
- Demonstrated experience with and commitment to the Capital Projects and Facilities/Maintenance (F/M) Division's shared values, including the following:
  - Efficiency
  - Excellent Customer Service
  - Great Teamwork
  - Respect for People and the Environment
  - Ethical Standards
  - Character
  - Leadership
  - Work-Life Balance
  - Innovation in the Workplace

### **EXAMPLES OF DUTIES**

1. Manages major, moderate or complex capital projects from program planning through construction and project turnover.
2. Leads project delivery process by overseeing all project phases from project initiation through warranty closeout, managing project budgets and schedules, experience with programming, selection and management of appropriate design professionals, value engineering, bidding, project award, permitting, overseeing construction, and project closeout.
3. Confers with County departments to establish building and space requirements; advises on feasibility of projects; and manages the preparation of drawings, reports, and recommendations of findings.
4. Project Manager II level may supervise assigned staff and develops staff; provides or arranges for orientation, training and professional development; plans, reviews and evaluates work.
5. Oversees project staff, contractors, and consultants; manages consultant and contractor selection process, negotiates fees, and recommends the approval of contracts; evaluates contractor performance and recommends changes to quantity and quality of service provided.
6. Supervises and oversee project teams including stakeholders, consultants, contractors, and public agency staff as well as directing support staff and interacting with the general public.
7. Initiates the preparation of and presents feasibility studies, environmental studies, complex cost estimates, schedules, and programs for the development or alteration of buildings, structures, and related infrastructure.

8. Tracks and monitors all project activities; reviews work under construction to ensure that all new construction and alteration work complies with plans, specifications, codes, budgets and schedules; and coordinates the work of multi-disciplinary staff across organizational boundaries.
9. Prepares reports and cost control analyses; analyzes claims and recommends approval of consultant/contract payments.
10. Represents the department in meetings and conferences related to construction, materials, or work standards.
11. Ensures related files and records are maintained.

### **EMPLOYMENT STANDARDS**

Possession of the core competencies listed [here](#) and the ability to immediately demonstrate these competencies consistent with the position's level in the leadership series and the specific work assignment; **AND**

1. Bachelor's degree with major coursework in construction management, project management, civil, structural, or mechanical engineering, facilities, design, architecture, business administration, economics, planning, or related field **AND** two years of full-time, progressively responsible experience in construction project management; **OR**
2. A combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge and abilities.

Note: Master's degree in one of the majors listed in the employment standard may substitute for one year of required experience.

### **ADDITIONAL QUALIFICATIONS:**

- Possession of a valid California Class C Driver's License may be required at the time of appointment.
- Independent travel throughout the county and state may be required.

### **SUPPLEMENTAL INFORMATION**

#### **APPLICATION & SELECTION PROCESS:**

1. **Review application and supplemental questionnaire** to determine those candidates who meet the employment standards.
2. **Resume Review Ranking.** Applicants that meet the employment standard will have their resumes evaluated and scored. Candidates' final score and rank on the employment list will be determined by the information provided on **their attached resume that demonstrates the skillset outlined in the Ideal Candidate section of the job bulletin.** This process may be eliminated if there are fewer than 12 qualified candidates.

Candidates must receive a percentage score of at least 70 on the resume review to be placed on an employment list. An adjustment may be made to raw scores based on factors listed in Civil Service Rule VI. Those candidates who are successful in the selection process will have their names placed on the employment list for a minimum of three months. At the time the employment list is established, all candidates will receive an email notice of their score on the exam(s), rank on the employment list, and exact duration of the employment list.

**REASONABLE ACCOMMODATIONS:** The County of Santa Barbara is committed to providing reasonable accommodation to applicants. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the recruiter listed on the job posting. We require verification of needed accommodation from a professional source, such as a Medical Provider or a learning

institution.

**Disaster Service Worker:** Pursuant to Governmental code section 3100, all employees with the County of Santa Barbara are declared to be disaster service workers subject to such disaster service. Activities as may be assigned to them by their superiors or by law.

**Conditional Job Offer:** Once a conditional offer of employment has been made, candidate will be required to successfully complete a background check, which includes a conviction history check, and satisfactory reference checks. Appointee will be subject to a post-offer medical evaluation or examination. The appointee must satisfactorily complete a 12-month probationary period.

Recruiters will communicate with applicants by e-mail during each step in the recruitment process. Applicants are reminded to check spam filters continuously during the Recruitment & Selection Process steps listed above to ensure they do not miss required deadlines.

**BENEFITS:** The County of Santa Barbara offers generous benefits, please visit our website [here](#). In addition, applicants from other public sector employers may qualify for:

- **Retirement reciprocity**
- **Time and service credit towards an advanced vacation accrual rate**

#### **Statement of Commitment**

The County of Santa Barbara is dedicated to cultivating and sustaining an environment that exhibits equity and inclusion everywhere, and at all levels of our organization. The County believes equity is a fundamental principle that must be imbedded in policies, institutional practices and systems. The County recognizes the negative impacts of systemic racism and is committed to eliminating the barriers affecting our Black, Latinx, Indigenous, and Asian community members, as well as people of other diverse racial and ethnic backgrounds. We envision a world where society and its systems (e.g. education, criminal justice, and health care, housing the economy) are just, fair, and inclusive, enabling all people to participate and reach their full potential.

We celebrate community and employee diversity, strive for inclusion and belonging, and promote empowered participation. We aspire to build a workforce that is reflective of these values and the communities we serve. We are proud to be an equal opportunity employer and will resolutely uphold federal, California state law and/or Santa Barbara County ordinances.

We believe equity and inclusion are vital to fulfill the County's mission and to embody a culture of "One County, One Future." Expanding the full range of employee talent allows the County to deliver our best to all our community members.

**APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE DEADLINE: 08/25/2021 at 4:59 PM PST;** postmarks not accepted. Applications and job bulletins can be obtained 24 hours a day at [www.sbcountyjobs.com](http://www.sbcountyjobs.com).

Raquel Martinez, Senior Employment Analyst, [RMartinez@sbcountyhr.org](mailto:RMartinez@sbcountyhr.org)

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<https://www.governmentjobs.com/careers/sbcounty>

OR

1226 Anacapa Street  
Santa Barbara, CA 93101

EXAM #21-8023-03 (O)  
PROJECT MANAGER I/II - CAPITAL PROJECTS  
RM

#### **Project Manager I/II - Capital Projects Supplemental Questionnaire**

- \* 1. I acknowledge it is my responsibility as an applicant to provide sufficient information on my application to demonstrate that my education and experience meet the employment standards (minimum qualifications) for this position as detailed in the job bulletin. I further acknowledge, if the County determines I do not meet the employment standards, there will be no opportunity for me to provide additional information regarding my application after the closing date listed on the job bulletin. Therefore, I understand that before submitting a job application, it is important I review the job bulletin thoroughly and ensure that my

application clearly reflects how my education and experience meet the employment standards at the time I submit my application.

I understand.

- \* 2. As part of the application process, this Supplemental Questionnaire must be completed along with the standard application form. Resumes will be accepted, but NOT in lieu of a completed application and supplemental questionnaire.

I understand.

- \* 3. The Human Resources Department communicates with All Applicants through e-mail. Please make sure your email address is entered correctly and it is current. If you feel you are not receiving your emails, please check your spam or junk inbox for our emails.

I understand.

- \* 4. To be considered for this position your application must CLEARLY demonstrate how you meet the requirements under EMPLOYMENT STANDARDS on the Job Bulletin or you will not be considered for this position. If you are unsure, go back and review your application before continuing. Which Employment Standard did you clearly demonstrate meeting on your application?

Bachelor's degree with major coursework in construction management, project management, civil, structural, or mechanical engineering, facilities, design, architecture, business administration, economics, planning, or related AND two years of full-time, progressively responsible experience in construction project management

A combination of training, education, and experience that is equal to the qualifications listed above and that provides the required knowledge and abilities listed on the job bulletin.

None of the above - I do not meet the minimum qualifications for this position

- \* 5. Please provide a complete list of the college-level courses you have completed in the following areas: construction management, project management, civil, structural, or mechanical engineering, facilities, design, architecture, business administration, economics, or planning. **You must include the college/university name, course names, course units earned, and indication of semester or quarter units.** Note: You may attach transcripts to your application. EXAMPLE: UCSB, Introduction to Mechanical Engineering (ME 95), 4 quarter units. Failure to provide this information may disqualify you for this position.

- \* 6. Please describe in detail, your progressively responsible experience in construction project management. Include the organization name(s), job title(s), duration of employment, and overall responsibilities. **(Full details should be listed on your application under Work Experience and should be reflected on your resume).** Do not type "see resume" or "see application". If you do not have this type of experience, type "N/A".

- \* 7. I have attached the required resume for review. I understand that a Resume Review will be utilized as the Civil Service Examination for this recruitment based on criteria listed in the Ideal Candidate Section of the bulletin. **I understand that solely the information provided on my resume will be used as a scored selection device that will determine my ranking on the employment list for this position.** Raters will not have access to your application, supplemental questionnaire, or other supporting materials. For information on protest procedures for the Civil Service Examinations, please see Civil Service Rules 612 and 613: <http://www.countyofsb.org/hr/civil-service-rules/rule-six.sbc#six-612>

I understand and have attached my required resume.

- \* Required Question