



# Midpeninsula Regional Open Space District

## JOB ANNOUNCEMENT

### Facilities Maintenance Supervisor

Annual Pay Range: \$102,187 - \$127,600

Plus full benefits, including CalPERS Pension

**Open Until Filled – First Review of Applicants on November 9, 2020**

Do you have a passion for outdoor recreation and open space? Using [Measure AA](#) and other funding sources, Midpeninsula Regional Open Space District (Midpen) delivers multiple facilities projects annually to fulfill commitments made to the public regarding greater access and outdoor education, protected open space lands, and resource restoration. Midpen is seeking a Facilities Maintenance Supervisor to manage maintenance and improvements of buildings and facilities for the staff and public. Responsibilities of the position include: the maintenance and operations of the Midpen's administrative office, project work on District staff field offices and facilities (such as rental residences, water supply systems, as well as public buildings such as the Midpen's David Daniels Nature Center). Work will include both permitting and contracting for services as well as supervising and overseeing District staff work. The candidate should be an organized, creative, and collaborative self-starter with excellent oral and written communication skills, who enjoys working in a group dynamic.

**About the Position:** The Facilities Maintenance Supervisor manages and performs all aspects of facilities maintenance for the Administrative Office Facilities, including building operation, landscaped grounds, parking areas, and various physical systems such as HVAC, plumbing, electrical, telephone wiring, and security systems. The incumbent is also responsible for non-routine repairs and improvements at Midpen Field facilities. The Facilities Maintenance Supervisor is responsible for performing, developing, executing and managing maintenance, repair or minor improvement projects utilizing contractors and is assigned supervision of Midpen staff, for a wide variety of duties including maintenance, trades work, and administrative work. Successful performance of work requires significant knowledge of a broad range of facility maintenance management and technical principles, an extensive professional background as well as skill in coordinating work with that of other Midpen departments. Candidates with background in facilities management and construction trades are desirable. For additional information about the position, see the [Job Description](#) on the Midpen website.

**About the District:** Midpeninsula Regional Open Space District is comprised of over 63,000 acres of land and 26 open space preserves protected for public enjoyment. In 2014, with broad public support, the District secured \$300 million dollars of bond capacity with the passing of Measure AA, which serves as a mandate for Midpen to continue to pursue our mission to "acquire and preserve" open space land and "protect and restore the natural environment" in the lush regional green-belt system near Silicon Valley in the San Francisco Bay Area. To learn more about Midpen, visit our website, [OpenSpace.org](#), and view our employee video "[Working for Midpen](#)" on the Jobs page. If you are looking for a challenging opportunity to contribute to the legacy of open space recreation, we invite you to apply for this position.

**Work Environment:** This position is part of the Land and Facilities Services Department at the Midpen offices in Los Altos, California and will work primarily in an office environment, but may occasionally work in field environments. When conducting field assignments, work may include traversing rough, difficult terrain in inclement or hot weather with exposure to poison oak. Duties will include building and facility work that will require climbing ladders and entering confined spaces. Ideal candidates will be comfortable working in these types of conditions, as well as in an office environment. Positions in this classification must possess the ability to lift and carry materials and objects weighing up to 60 pounds and must possess the ability to push and pull objects weighing up to 100 pounds, with the use of proper equipment. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**Education and Experience:** *Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:* Equivalent to graduation from an accredited four-year college or university with major coursework in business administration, public administration, facilities management, construction project management, or a related field, and five (5) years of increasingly responsible experience in facilities or construction management with at least two years in a lead or supervisory position preferably in parks, open space, or a related field.

**Licenses & Certifications Required:** Possession of a valid California Driver's License.

**Benefits:** Midpen provides a competitive benefits package including health, life and disability insurance, CalPERS pension and paid leaves. Detailed information is available on the [Benefits](#) page of our website.

**How to Apply:** Apply online via [CalOpps.org](https://calopps.org). This recruitment is open until filled. The application window may close at any time without further notice after November 9, 2020. Qualified applicants are encouraged to apply early.

**The following four application items are *required* in order to be considered for the position:**

1. CalOpps Employment application
2. Letter of Interest in the position
3. Resume
4. Supplemental question responses

Incomplete applications will not be considered for the position. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for an interview.

**Recruitment Timeline: *We recommend applicants be available for interviews on the following dates for panel interviews (we are unable to accommodate vacation schedules):***

First interview: Thursday, December 3, 2020

Written exercise: Tuesday, December 8, 2020

Final interview: Friday, December 11, 2020

**Midpeninsula Regional Open Space District is an Equal Opportunity Employer**  
**Applicants with disabilities may request reasonable accommodation by contacting the**  
**Human Resources department at 650-691-1200**  
**Put your passion for Open Space to work!**