



Midpeninsula Regional Open Space District - *JOB ANNOUNCEMENT*

Facilities Maintenance Specialist

Annual Salary Range: \$106,412 - \$132,925
plus full benefits including CalPERS Pension

Application Deadline: March 1, 2026

Do you have a passion for outdoor recreation and open space? Midpeninsula Regional Open Space District (Midpen) delivers a variety of facilities projects each year to enhance public access, provide outdoor education opportunities, and support the restoration and protection of open space lands. Midpen is seeking a Facilities Maintenance Specialist who will support maintenance and improvements of buildings and facilities for the staff and public. The ideal candidate will demonstrate sound professional judgement, strong attention to detail, effective time management, and excellent communication skills. A successful candidate will be a self-starter who seeks continuous improvement, possesses excellent customer service skills and troubleshooting abilities, and thrives both working independently and as part of a team.

About Midpen: Midpen helps plants, animals and people thrive throughout the greater Santa Cruz Mountains region by preserving a greenbelt of more than 70,000 acres of public open space with 250 miles of trails in 27 extraordinary preserves, permanently protected for natural resource conservation and ecologically sensitive public enjoyment and education. Midpen is a public agency with a focused mission that guides our work, and where every employee makes an impact. If you are looking for an outstanding opportunity to contribute to the legacy of open space protection, natural resource restoration and outdoor recreation, working with an incredible team of like-minded colleagues, we invite you to apply for this position! At Midpen, we believe open space is for all. Our public lands are shared spaces provided for the community by the community. All people, regardless of background, deserve respect, dignity, safety, and a sense of belonging. Midpen welcomes all people to enjoy the public open space preserves we hold in trust, supporting the mental, physical, and social well-being of our region.

About the Position: The Facilities Maintenance Specialist is responsible for performing all aspects of facilities maintenance for Midpen's Administrative Office, including building operations, vehicle fleet inspections, landscaped grounds, parking areas, and various physical systems such as HVAC, plumbing, painting, assembly, construction, electrical, data cabling, and security systems. This unique position has a foundation in older residential property improvements in a rural setting, including spring systems, old style construction including log framing, historic farm building construction, multiple materials and additions to the buildings are all aspects and considerations for repairs and tenant improvements. This position is also responsible for non-routine repairs and improvements at Midpen's field properties and performs preventative maintenance tasks, repairs, and minor improvement projects. The Facilities Maintenance Specialist will coordinate and oversee Midpen's utilization of contractors and act as a point of contact for a wide range of maintenance and repair tasks. Successful performance in this role requires broad knowledge of facility maintenance trades and technical principles, as well as a professional background and the ability to effectively collaborate with other Midpen departments. While most work will focus on the maintenance and operations of Midpen's Administrative Office, responsibilities will also extend to project work at field offices and facilities, district owned and managed residential housing, historic properties, ranch infrastructure, and public buildings such as Midpen's Daniels Nature Center. For additional information about the position, see the [Job Description](#) on the Midpen website.

A Few Reasons Why You May Love This Job

- Collaborative work that directly supports Midpen's mission to protect and restore the natural environment
- You'll be part of a talented and dynamic team whose work contributes to providing nature's benefits to everyone
- Excellent employee benefits, including medical, dental, vision, tuition reimbursement, and a retirement pension through California Public Employees Retirement System (CalPERS)

Work Environment: This position is part of the Facilities & Fleet Department and will be required to work onsite Monday through Friday on a 9/80 schedule. Work will be performed at Midpen's administrative office in Los Altos, field facilities, and also at residential properties located primarily in the field. May be required to work evenings, weekends, and holidays, be called back after hours and on weekends or respond to and perform work in emergency situations as required. When conducting field assignments, work may include traversing rough, difficult terrain in

inclement or hot weather with exposure to poison oak, wildlife and rodent inhabitants. 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 the completion of the twelfth (12th) grade supplemented by college-level coursework in facilities management, construction project management or a related field or training in applicable trades, and
- Three (3) years of experience in construction, maintenance, and/or repair of buildings, structures and/or related facilities.

Completion of an apprenticeship program or the equivalent training in one or more of the construction trades is highly desirable.

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

How to Apply: apply online at [CalOpps.org](https://calopps.org).

(To avoid missing email communication regarding your status in this recruitment, add mpropenspace@calopps.org to your contacts or list of safe senders).

The deadline to apply is March 1, 2026. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for an interview.

The following application items are required to be considered:*

1. Fully completed CalOpps employment application
2. Cover letter
3. Resume
4. Supplemental question responses

**Incomplete CalOpps employment applications, or applications without the required application items listed here, will not be considered for the position.*

Interview Schedule (we are unable to accommodate individual schedules):

First interview (virtual): March 12, 2026

Skills Assessment (in-person): March 25, 2026

Final interview (in-person): April 2, 2026

A note to applicants who currently live outside of the San Francisco Bay Area: before committing to the application process, and if you haven't done so already, we suggest evaluating the feasibility of relocation. We recommend researching the cost of living in the San Francisco Bay Area, the cost to relocate, and typical commute times to Los Altos from outlying areas.

Midpen reserves the right to limit or deny off-duty employment or business ownership which creates a conflict of interest or an incompatibility with District employment. Information can be found in the Personnel Policies and Procedures Manual [Section 4.13 Off-Duty Employment and Business Ownership](#).