



Midpeninsula Regional Open Space District - *JOB ANNOUNCEMENT*

Fleet Services Specialist

Annual Salary Range: \$111,740 - \$139,549
plus full benefits including CalPERS Pension

Application Deadline: Sunday, October 19, 2025

If you enjoy working hard in a beautiful outdoor environment with a group of like-minded people, we invite you to apply for the position of Fleet Services Specialist at Midpeninsula Regional Open Space District (Midpen). Enjoy the outdoors while being responsible for the management of the District's vehicle and equipment fleet used in the construction, maintenance, restoration and repair of public trails and rural roads in the foothills and ridges of the Santa Cruz Mountains. The Fleet Services Specialist is a skilled and forward thinking professional with fleet management expertise, strong budgeting and administrative skills, regulatory compliance experience, and a passion for innovative fleet management solutions. The anticipated start date for this position is December 2025.

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 Fleet Services Specialist will oversee the full cycle of our vehicle and equipment fleet, from budgeting and acquisition to maintenance, compliance, and replacement. This position plays a critical role in ensuring safe, reliable, and sustainable fleet operations by managing contracts, developing specifications, coordinating repairs, and leading asset management strategies. The ideal candidate will bring strong technical expertise in fleet and equipment maintenance, proven experience with budgeting and program administration, skilled at ensuring regulatory compliance, and the ability to evaluate fleet needs and recommend cost effective solutions.

Strong communication, collaboration, interpersonal and problem-solving skills are essential for the position.

A Few Reasons Why You May Love This Job

- Collaborative work that directly supports Midpen's mission to protect and restore the natural environment and contributes to providing nature's benefits to everyone
- You'll be part of a talented and dynamic team of bright, energetic, and motivated professionals with a passion for the outdoors, trails, and preserving open space
- Excellent employee benefits, including medical, dental, vision, tuition reimbursement, and a retirement pension through California Public Employees Retirement System (CalPERS)

Education & 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 an associate degree in fleet management, business administration, public administration, or a closely related field and four (4) years of full-time experience in administration of a fleet or equipment maintenance program or facility, including at least one year at a lead or supervisory level.

Licenses and Certifications:

- Possession of a valid California Driver's License.

Work Environment: This full time position is part of the Facilities & Fleet Department at Midpen's Administrative Office in Los Altos, California. Midpen offers a hybrid office/telecommute work schedule for this position following successful onboarding, and may be eligible for a 9/80 schedule. To meet service needs, three days of working on-site is required per week – set days are Tuesdays, Wednesdays and Thursdays in the office. The Fleet Services Specialist will often meet with Midpen staff in the district field offices. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, or road hazards. Must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

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](#).

Benefits: Midpen provides a competitive benefits package including health, life and disability insurance, CalPERS pension and paid leaves.

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

Application deadline is Sunday, October 19, 2025. 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.*

Recruitment Timeline (We are unable to accommodate individual schedules):

First interview (virtual): Tuesday, October 28, 2025 or Thursday, October 30, 2025 (candidates will be notified once date is finalized).

Final interview/Written Exercise (in-person): Tuesday, November 4, 2025

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.

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 or via email at hr@openspace.org.

Put your passion for Open Space to work!