



Midpeninsula Regional Open Space District - *JOB ANNOUNCEMENT*

CAPITAL PROJECT MANAGER II-III*

CPM II Annual Pay Range: \$81,630 – \$101,923 – plus full benefits, including CalPERS Pension

CPM III Annual Pay Range: \$99,211 – \$123,883 – plus full benefits, including CalPERS Pension

** The District determines hiring level depending on qualifications*

Final Filing Date: Friday, November 8, 2019 at 5:00 p.m.

Do you have a passion for outdoor recreation and open space? With the passage of Measure AA, the District is ramping up project delivery to fulfill the commitments made to the public regarding greater access and outdoor education, protected open space lands, and resource restoration. The District is seeking a Capital Project Manager II-III who will manage key public access projects in open space areas in Santa Clara, San Mateo, and Santa Cruz Counties. Capital Project Manager III project work includes designing, permitting, and contracting for recreational amenities such as bridges, roads, staging areas, site amenities, structures, water systems, and District infrastructure. Capital Project Manager II project work includes assisting with design, permitting, and contracting.

About the District: The District manages a regional greenbelt system in the Santa Cruz Mountain region comprised of nearly 65,000 acres of land in 26 extraordinary open space preserves, permanently protected for public enjoyment and recreation. The District is a growing organization 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 and outdoor recreation, working with an incredible team of like-minded colleagues, we invite you to apply for this position! View the interactive story map, [Top 25 Future Open Space Project Portfolios](#), and view our [Working for Midpen](#) video.

About the Position: The focus is on the development and implementation of a wide variety of capital improvement projects to increase public access and enjoyment of District lands. The ideal candidate should be an organized, creative, energetic, self-starter with excellent oral and written communication skills, who enjoys working in an outdoor open space setting within a collaborative group dynamic. The candidate is also expected to foster communication and collaboration with other District departments to coordinate project requirements, work with local jurisdictional agencies to fulfill project permitting requirements, interact with project design consultants and contractors, and maintain project documentation.

The Capital Project Manager II will support a project from final design development through construction. This position will focus on construction project management – evaluating the constructability of a project during design, assisting with bidding, award of contract and managing construction oversight to completion. Applicants with construction inspection, civil engineering, and/or construction management backgrounds are desirable. For additional information, see the [Capital Project Manager II job description](#) on the District's website.

The Capital Project Manager III will support a project from planning and conceptual design and take a lead role from design development through construction. This position will focus on project management – evaluating the constructability of a project during planning and conceptual design, and leading the design development and engineering, permitting, CEQA mitigation compliance, bidding, contracting and construction oversight to completion. The Capital Project Manager III provides project presentations to the Board of Directors, Board Committees, and at public meetings. For additional information, see the [Capital Project Manager III job description](#) on the District's website. Applicants with engineering, landscape architecture, construction inspection, and/or construction management backgrounds are desirable.

Work Environment: This position will operate in the Engineering and Construction Department at the District's office in Los Altos, California. Capital Project Managers will often work in the field, and hike steep terrain and wildland areas with poison oak and wildlife. Fieldwork will require driving in remote areas on dirt roads, working in temperatures ranging from cold and blustery to hot and dry. Ideal candidates will be comfortable working in these types of field conditions, as well as in an office environment.

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 civil or structural engineering, construction management, landscape architecture, or a related field, and:

Capital Project Manager II: three (3) years of increasingly responsible experience in construction design, construction, and inspection preferably in parks, open space, or related field.

Capital Project Manager III: five (5) years of increasingly responsible experience in project management preferably in parks, open space, or related field. A Master's Degree in an Engineering, Architecture, or Geology discipline and/or a professional license (PE, PG, Landscape Architect, Architect) is highly desirable.

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

Benefits: The Open Space District provides an excellent benefits package including health, life & disability insurance as well as CalPERS pension. Please see the [Benefits](#) page of the District website for details.

How to Apply: Apply online at CalOpps.org. **Final Filing Date: Friday, November 8, 2019 at 5:00 p.m.**

The following three (3) application items are required and constitute a complete application:

- (1) A fully completed CalOpps employment application
- (2) Resume
- (3) Supplemental question responses (CPM II applicants: answer questions 1, 2 & 3. CPM III applicants: answer questions 1, 2, 3 & 4)

Applicants are encouraged to submit an optional cover letter.

The District will not accept applications after the final filing date. **Incomplete CalOpps employment applications will not be considered for the position.** Applicants with the most relevant experience and qualifications suitable for the position will be contacted for interviews.

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

First Interview at our office in Los Altos: Thursday, November 21, 2019

Final Interview/Written Exercise at our office in Los Altos: Thursday, December 5, 2019

Estimated Start Date: January 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!