



ENGINEERING AND CONSTRUCTION MANAGER



**BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

THE DISTRICT

The Midpeninsula Regional Open Space District's (Midpen) mission is:

"To acquire and preserve a regional greenbelt of open space land in perpetuity; protect and restore the natural environment; and provide opportunities for ecologically sensitive public enjoyment and education." On the San Mateo County Coastside, the mission is expanded: "to acquire and preserve agricultural land of regional significance, protect and restore the natural environment, preserve a rural character, encourage viable agricultural use of land resources, and provide opportunities for ecologically sensitive public enjoyment and education."

To learn more on what Midpen is passionate about, we invite you to visit the web site at www.OpenSpace.org.

With headquarters located in Los Altos, the District is divided into seven geographic wards, each containing approximately 100,000 constituents and represented by an elected Board member for a four-year term. Located at the District's headquarters, administrative staff includes professionals in open space planning, resource management, engineering and construction, real property, and public affairs, in addition to legal, human resources, information systems and technology, office management, finance, budgeting, accounting, grants and procurement staff. Field staff are stationed at various field offices and include Rangers, who are sworn peace officers providing patrol and visitor services, as well as Open Space Technicians and Equipment Operators, who are responsible for maintaining the District's land and facilities, building and maintaining the trail system, and performing resource management activities within the preserves.

Through the determined and heartfelt efforts of local conservationists, the Midpeninsula Regional Open Space District was created by successfully placing a voter initiative on the ballot in 1972. More than fifty years later, Midpen has permanently preserved over 70,000 acres of mountain, foothill, and bay land open space in San Mateo, Santa Clara, and Santa Cruz counties, creating 27 open space preserves. Midpen is working to form a continuous greenbelt of permanently protected open space by linking its protected natural lands with other public parklands. The District seeks these linkages for the creation of wildlife corridors as well as the expansion of interconnected regional trails from the uppermost portions of the Santa Cruz Mountains west to the Pacific Ocean, and east to San Francisco Bay.

The agency's primary source of revenue is a share of the annual total property tax collected within the District. Other revenue sources include federal



and state grants, interest and rental income, donations, land gifts, and bond and note issues. The overall financial health of Midpen is strong and stable.

Midpen continues to strategically acquire and preserve open space and agricultural lands, protect, and steward the natural resources, and provide opportunities for low-intensity public enjoyment and environmental education. Midpen accomplishes its mission in the context of a changing demographic while being mindful of the growing costs of land, capital infrastructure, ongoing maintenance, and resource stewardship. Each year, Midpen updates its Strategic Goals and Objectives to ensure a fiscally prudent, sustainable, and balanced delivery of the mission.

THE POSITION

Under administrative and policy direction from the Project Planning & Delivery Assistant General Manager, the Engineering and Construction Manager plans, organizes, manages, and oversees all functions and activities of the Engineering and Construction Department. Departmental responsibilities include project design, management, and contract administration for the design, construction and modification of a variety of buildings, drainage, hardscape, and various other preserve infrastructure projects.

This position reviews and approves proposed designs and plans for various construction projects on behalf of the District. They coordinate assigned activities with and foster cooperative working relationships among, other District departments, officials, outside agencies, and the public. Duties include but are not limited to:

- Plans, organizes, assigns, manages and evaluates the activities of the Engineering and Construction Department.



- Manages departmental personnel, consultants, and contract resources.
- Leads, directs, monitors, and evaluates department staff and provides for their training and professional development.
- Administers implementation of annual and multi-year Capital Improvement Plans; develops scope, budget, funding, and schedule for each project.
- Oversees the preparation of Requests for Proposals and Requests for Qualifications for consultants and contractors; negotiates final agreements.
- Manages project budgets; negotiates and prepares change orders for construction projects.
- Reviews and checks road, sewer, water system, landscape, trail, irrigation and building plans and soils reports; assures compliance with conditions of approval, mitigating and monitoring, and District standards.
- Participates in the design, administration, construction and inspection of a wide range of significant and complex building and preserve infrastructure projects.
- Reviews and approves technical reports, designs, and contract documents to assure adequacy, compliance with District standards, constructability, cost efficiency, and compatibility with the general character and site conditions of District-owned lands.
- Coordinates design work with consultants and external agencies to assure an orderly design process and to obtain necessary approvals and permits from other agencies.
- As needed, reviews daily inspection reports, soils and compaction reports, and other technical documents.
- Prepares and administers the department's budget, including forecasting of funds needed for staffing, equipment, materials and supplies.
- Prepares and/or directs preparation of analyses, reports and correspondence.
- Advises the public about issues related to project design, schedule, environmental issues, cost and related issues; resolves sensitive and controversial issues.
- Prepares and presents staff reports and other necessary communications.
- Provides regular project updates to the General Manager



THE IDEAL CANDIDATE

Midpen is seeking an Engineering and Construction Manager who is passionate about our mission, brings strong technical expertise, and thrives in a collaborative environment. The ideal candidate is a results-driven, technically proficient leader with extensive experience in project management, engineering, landscape architecture, and contract administration. They will have a strong technical background in delivering complex capital projects related to public buildings and park infrastructure and the ability to adapt to and effectively work in a wide range of open space environments and natural resource conditions. With an eye for innovation and practicality, the candidate must be able to assess technical challenges, navigate regulatory environments, and ensure projects are completed efficiently and to the highest standards.

Beyond technical ability, the ideal candidate will be a collaborative leader who excels at working across departments and building strong internal and external partnerships. A track record of improving service delivery, aligning departmental operations with community needs, and incorporating best practices into organizational work-

flows is essential. They will bring a demonstrated ability to coach and mentor staff, fostering a culture of continuous learning, accountability, and performance excellence. Strong emotional intelligence and communication skills with the ability to explain complex technical issues to stakeholders are also keys to success in this position.

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, architecture, landscape architecture, construction management, business administration, or a related field and five (5) years of increasingly responsible experience, including three years' responsibility in a managerial capacity.

LICENSES AND CERTIFICATIONS

- Possession of a valid California Driver's License.
- A Professional License in Engineering, Architecture or Landscape Architecture in the State of California is desirable.

COMPENSATION AND BENEFITS

The current annual salary range for the Engineering and Construction Manager position is \$165,096 - \$206,201*. ****Anticipated salary increase is pending Board approval.*** Placement within this range is dependent upon qualifications and experience. The Midpeninsula Regional Open Space District provides an excellent benefits package including, but not limited to, the following:

Retirement Plan – CalPERS 2.5% at 55 for classic members; CalPERS 2% at 62 for new members

Social Security – District does not participate in social security; however, the District does pay toward Medicare

Medical Plan – Choice of HMO or PPO plans through CalPERS – District contributes towards insurance premiums

Dental Plan – Delta Dental – District paid

Vision Plan – VSP – District paid

Life, LTD (Long-Term Disability), and AD&D (Accidental Death and Dismemberment) Insurance – District paid

Employee Assistance Program – District paid

Vacation – Starts at 15 days per year

Personal Leave – 36 hours of leave per year

Administrative Leave – 64 hours of leave per year

Holidays – 12 paid holidays per year

Sick Leave – 12 days per year – no cap on accumulation; may be used for Family Sick Leave

Optional programs include Deferred Compensation Plans, Flexible Spending Plan, Commuter Check Program, Supplemental Life Insurance, and Tuition Reimbursement.

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

Filing Deadline:

August 17, 2025

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the Midpeninsula Regional Open Space District. Candidates will be advised of the status of the recruitment following selection of the Engineering and Construction Manager.

If you have any questions, please do not hesitate to call Mr. Gary Phillips at:

(916) 784-9080



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