



Midpeninsula Regional Open Space District - **JOB ANNOUNCEMENT**

## **CAPITAL PROJECT MANAGER II**

Pay Range: \$6,412 - \$8,006/month – plus full benefits, including CalPERS Pension

**Final Filing Date: November 28, 2017**

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 who will assist in the management of key public access projects in open space areas in Santa Clara, San Mateo, and Santa Cruz Counties. Project work includes assisting with designing, permitting, and contracting for recreational amenities such as trails, staging areas, bridges, site amenities, structures, and District infrastructure. The candidate should be an organized, creative, and collaborative self-starter with excellent oral and written communication skills.

The District is a regional greenbelt system in the Santa Cruz Mountain region comprised of over 63,000 acres of land in 26 open space preserves, 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 a challenging opportunity to contribute to the legacy of open space recreation, we invite you to apply for this position.

**About the Position:** The Capital Project Manager II focuses on the implementation of a wide variety of capital improvement projects to increase public access and enjoyment of District lands. The Capital Project Manager II will support a project from final design development through construction. The ideal candidate should be an organized, creative, energetic, and collaborative self-starter with excellent 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. 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. Candidates with construction inspection, civil engineering, 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. The Capital Project Manager II will typically work in the field, and hike steep terrain and wildland areas with poison oak and wildlife. Field work 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 landscape architecture, civil or structural engineering, construction management, or a related field, and three (3) years of increasingly responsible experience in construction design, construction, and inspection preferably in parks, open space, or related field.

**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:** Final filing date – **November 28, 2017 at 5:00 p.m.** Apply online at [CalOpps.org](http://CalOpps.org). The following three application items are *required* in order to be considered for the position: (1) a fully completed CalOpps employment application (2) Resume (3) Supplemental question responses. Applicants are encouraged to submit an optional cover letter.

Supplemental questions may be previewed at the beginning of the application; we recommend completing your responses on a separate saved document and pasting them in the application. The CalOpps system will close to submission of applications at 5:00 p.m. on November 28<sup>th</sup> (CalOpps will not accept submissions after 5:00 p.m. of

applications begun before 5:00 p.m.) **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 applicant's schedules be open during this timeframe for panel interviews:**

First Interview: December 6, 2017

Final Interview/Written Exercise: December 12, 2017

Estimated Start Date: second week in January 2018.

**Midpeninsula Regional Open Space District is an Equal Opportunity Employer**

Applicants with disabilities may request reasonable accommodation by contacting the Human Resources department.

10/2017

***Put your passion for Open Space to work!***