



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

CAPITAL PROJECT MANAGER III

Pay Range: \$7,793 - \$9,731/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 III who will manage key public access projects in open space areas in Santa Clara, San Mateo, and Santa Cruz Counties. Project work includes designing, permitting, and contracting for recreational amenities such as bridges, roads, staging areas, site amenities, structures, water systems, and District infrastructure. The ideal 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 III focuses on the development and implementation of a wide variety of capital improvement projects to increase public access and enjoyment of District lands. The Capital Project Manager III will support a project from planning and conceptual design and take a lead role from 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 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. Candidates with engineering, landscape architectural, 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. In addition to providing project presentations to the Board of Directors, Board Committees and at public meetings, the Capital Project Manager III 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 landscape architecture, architecture, civil or structural engineering, construction management, or a related field, and 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: Final filing date – November 28, 2017 at 5:00 p.m. Apply online at 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 28th (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!