



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

### Capital Project Manager II

Annual Salary Range: \$84,079 - \$104,980  
plus full benefits including CalPERS pension

**Application Deadline: July 25, 2021**

Do you have a passion for outdoor recreation and open space? The Midpeninsula Regional Open Space District has an excellent opportunity for a bright, enthusiastic, energetic, and experienced individual for Capital Project Manager II who will manage key public access projects in open space areas in Santa Clara, San Mateo, and Santa Cruz Counties. Capital Project Manager II project work includes assisting with design, permitting, contracting, and construction management for a wide array of public access and environmental protection projects. Ideal candidates are also organized, creative, and energetic self-starters with excellent communication and project management skills, who enjoy working within a collaborative team dynamic.

**About Midpen:** Midpen is 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 natural resource conservation, public enjoyment and recreation. 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! Check out the [Working for Midpen video](#) on our Employment Opportunities page.

**About the Position:** The incumbent will be a part of a cohesive team of eight in the Engineering and Construction Department, which is part of the Project Planning and Delivery business line. Midpen aims to recruit and retain employees who embody professionalism, accountability, and respect, who value working in an environment focused on inclusivity, diversity, and equity. The CPM II focus is on the development and implementation of a wide variety of capital improvement projects to increase public access and enjoyment of Midpen lands. The ideal applicant will 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 applicant is also expected to foster communication and collaboration with other Midpen 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. Midpen is looking for top applicants who have demonstrated expertise supporting projects from conceptual design through construction. This position focuses 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 highly desired. For additional information about the position, click here for the complete [Job Description](#).

#### **A Few Reasons Why You May Love This Job**

- Collaborative work that directly supports Midpen's mission to protect and restore the natural environment
- You'll be part of a talented and dynamic team whose work contributes to providing nature's benefits to everyone
- Excellent employee benefits, including medical, dental, vision, tuition reimbursement, and a retirement pension through California Public Employees Retirement System (CalPERS)

**Work Environment:** At the time of this job posting, Midpen employees are working remotely. However, once staff returns to the office this position will operate in the Engineering and Construction Department at the Midpen's offices in Los Altos, California. Capital Project Managers will often work in the field and hike through 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:** We realize your time is valuable, so please apply only if you have at least the required minimum qualifications outlined here: 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 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:** 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.

**Ready to apply? Great! We welcome your application online at [CalOpps.org](https://calops.org).**

**Application deadline is July 25, 2021.** Applicants with the most relevant experience and qualifications suitable for the position will be invited to 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): August 5, 2021

Written Exercise (virtual): August 12, 2021

Second Interview (virtual): August 13, 2021

**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!***