



Midpeninsula Regional Open Space District - *JOB ANNOUNCEMENT*

Capital Project Manager I-II*

Capital Project Manager I Annual Pay Range: \$100,811-\$125,906

Capital Project Manager II Annual Pay Range: \$111,156-\$138,800

plus full benefits including CalPERS pension

*Midpen determines hiring level depending on qualifications

Open Until Filled.

First Application Review: September 9, 2024 at 7:00 a.m.

Recruitment may close at any time after September 9th without further notice.

Do you have a passion for the preservation of open space? The Midpeninsula Regional Open Space District has an excellent opportunity for a bright, enthusiastic, and energetic self-starter for Capital Project Manager I-II who will help manage key public access projects in open space areas in Santa Clara, San Mateo, and Santa Cruz Counties. Capital Project Manager I-II project work includes assisting with design, permitting, contracting, and construction management for a wide array of public access and environmental protection projects.

About Midpen: Midpen helps plants, animals and people thrive throughout the greater Santa Cruz Mountains region by preserving a greenbelt of more than 70,000 acres of public open space with more than 250 miles of trails in 27 extraordinary preserves, permanently protected for natural resource conservation and ecologically sensitive public enjoyment and education. 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: Midpen aims to recruit and retain employees who embody professionalism, accountability, and respect, who value working in a purpose-driven agency that aspires to contribute to an inclusive and diverse community. The Capital Project Manager I-II (CPM I-II) is part of the Engineering & Construction department at Midpen and we have two vacancies. The Capital Project Managers work on the development and implementation of a wide variety of capital improvement projects to increase public access and enjoyment of Midpen lands. While both positions will emphasize capital project management, one will focus on construction management and the other will focus on design. Ideal applicants are highly organized, creative, energetic, self-starters with excellent oral and written communication skills, who enjoy working in an outdoor open space setting within a collaborative group dynamic. Midpen's Capital Project Managers 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 well-qualified applicants who have demonstrated expertise supporting projects from conceptual design through construction. The first of the two positions 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. The second position will focus on supporting senior staff with in-house conceptual design of public access improvements for Midpen.

Capital Project Manager I is an entry-level position. The incumbent will have acquired capital improvement, open space planning and design, land use, natural resource protection, and/or public administration experience, or equivalent education and training. Assignments are generally limited in scope and set within procedural frameworks. The CPM I is assigned to manage small-scale projects or in support of larger scale projects managed by experienced Capital Project Managers.

Capital Project Manager II is the first experienced-level class in the Capital Project Manager series. The incumbent performs the basic range of engineering review and construction management duties and/or conceptual design in the following areas: capital improvement, open space / public access, land use, and natural resource protection. The

CPM II typically performs most of the duties required of the [CPM III](#) but are not expected to function at the same skill level. Applicants with construction inspection, civil engineering, landscape architecture, project management, and/or construction management backgrounds are highly desired.

For additional information about the position, click here for the complete CPM I-II [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/Conditions: This position is part of the Engineering and Construction Department at the Midpen's offices in Los Altos, California. Midpen offers a hybrid office/telecommute work schedule for this position. 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.

Midpen reserves the right to limit or deny off-duty employment or business ownership which creates a conflict of interest or an incompatibility with District employment. Additional information can be found in the Personnel Policies and Procedures Manual [Section 4.13 Off-Duty Employment and Business Ownership](#).

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 project management, landscape architecture, architecture or a related field, and:

- Capital Project Manager I: One (1) year of responsible experience and/or internships in a related field, preferably working on in projects equivalent to those found at Midpen,
- Capital Project Manager II: Three (3) years of increasingly responsible experience in project management preferably in parks, open space, or related field.
 - highly desired, but not required:
 - Master's degree in Engineering, Architecture, or Geology discipline
 - Professional license (PE, PG, PLA)
 - Project Management Professional (PMP) certification

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

Benefits: Midpen provides an excellent benefits package including health, life & disability insurance and a CalPERS pension. Please see the [Benefits](#) page on Midpen's website for details.

How to Apply: Apply online at [CalOpps.org](#).

Open Until Filled. First review of applications will be on September 9, 2024 at 7:00 a.m. 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.*

Interview Schedule: *(dates subject to change)*

First Interview (virtual): September 17, 2024

Written Exercise (virtual): September 24, 2024

Second Interview (in person): September 26, 2024

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.

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!