



East Bay 
Regional Park District

Healthy Parks Healthy People

Chief of Design and Construction

■ THE DISTRICT

The East Bay Regional Park District (EBRPD) contains 73 parks, 55 miles of San Francisco and Delta shorelines, 1,330 miles of park trails, and a regional green trail transportation network of 250 miles of paved trails all within its 125,000 acres, making it the largest regional Park District in the United States. The EBRPD has a diverse portfolio of parks, from shorelines, lakes, mountains, forests, wilderness areas, swim facilities, golf courses, and cultural sites. These parks reach across two counties, which include 33 urban cities.

Located on the eastern side of the San Francisco Bay, the East Bay quality of life offers open spaces, waterways, world-class educational and cultural institutions, urban centers, and a culturally diverse community. The East Bay has drawn many of the region's most innovative companies, workers, and students from around the world, thus creating many economic opportunities. The Park District works to ensure a healthy and thriving ecosystem that protects wildlife and habitat by adapting to the changing climate, restoring wetlands, repairing levees, thinning trees, monitoring algae blooms, and building park facilities.

The Park District is dedicated to honoring the rich history and diversity of this community through leadership and a workforce that reflects the community it serves. The EBRPD is a result of decades of hard work by innumerable citizen activists, elected district directors, general managers, district employees, environmental organizations, public officials, volunteers, and taxpayers who have collaborated to ensure that residents in the region have access to a system of magnificent regional parklands.

The Park District has a mission to preserve a rich heritage of natural and cultural resources and provide open space, parks, trails, safe and healthful recreation, and environmental education. An environmental ethic guides the Park District in all its activities.

■ GOVERNANCE

The Park District is governed by a seven-member elected Board of Directors. The Directors select the Board President and other Board Officers to serve a one-year term. Each Director represents a specific geographic area of the Park District known as a ward. The Park District itself comprises all of Alameda and Contra Costa counties representing 2.8 million residents. Bi-monthly public Board meetings and monthly committee meetings are conducted to transparently discuss policies and conduct Park District business.



■ THE POSITION

Under general direction, this position plans, organizes, directs and manages the design and construction of public parkland, recreational facilities and amenities within a framework of an environmental ethic in support of the Park District's mission of preservation and conservation of natural and cultural resources. Responsibilities include strategic financing; designing and constructing of sustainable, low impact, capital improvements, which strengthen the integrity and resiliency of the Park District's infrastructure, parkland amenities and facilities, such as nature centers, picnic areas, swim facilities, and regional trails. Provides organizational leadership and technical expertise for regulatory compliance and transparent contracting of approved capital improvements on public parklands. This position leads the implementation and contributes to the administration of the Park District's Five-Year Capital Improvement Plan; and, represents the Park District with external governmental agencies, elected officials, and various public and private groups. Performs highly complex professional assistance in support of the Park's District Executive Team and Board of Directors in the delivery of capital improvements and long-term capital improvement programs based on meaningful stakeholder engagement.

Essential functions include, but are not limited to the following:

- Directs subordinate staff in the prioritization and assignment of work for functional areas of facility design, construction administration, and capital project management for the delivery of capital improvements in a timely fashion and within budget in support of the Park District's mission and vision.
- Administers the implementation of the Capital Improvement Plan by maintaining a responsive process of design development and project scoping based on the Park District Master Plan, Board of Directors' and General Manager's direction.
- Assures the preparation of design and construction documents that are consistent with sustainable design standards and general character of Park District facilities.
- Approves plans, estimates and contract documents for major public works structures and projects, oversees the acquisition of construction, demolition, excavation and encroachment permits, directs the preparation, coordination and review of surveys, plans, specifications, reports, contracts, agreements, projects and requests for proposals in accordance with state and federal laws and regulations and local codes, and administers the Job Order Contract Program.
- Directs the preparation of documentation necessary to support Park District capital project grant applications.
- Leads the preparation and implementation of long-term capital improvement programs, formulates departmental and engineering goals and long-range plans, and develops workload indicators to measure progress and achievements.
- Assumes overall responsibility for a large Operational and Capital Budget, determines project feasibility and develops itemized cost estimates to justify proposed budget submissions.
- Conduct difficult policy and fiscal-related analytical studies and reports involving the evaluation of departmental operations and long-term capital programs.
- Confers with engineers, architects, consultants, contractors and a variety of agencies and the general public in acquiring information and coordination of design, construction, capital improvements and other related matters, provides information regarding Park District's Capital Improvement Program.
- Coordinates with other Park District departments on broader problems and issues.
- Provides design services, reviews and approves technical reports, and contract documents to assure adequacy, compliance with Park District sustainable design standards, constructability, cost efficiency, and compatibility with the general character and site conditions of Park District lands.
- Provides centralized management of capital projects including meetings with the public, and stakeholder engagement.
- Provides oversight to project design and schedule, resolves environmental cost and related issues.
- Provides guidance to Park District staff and consultants on project criteria, regulations, codes, standards and schedules in keeping with the Park District's mission, vision and environmental standards.
- Provides contract administration and field inspection for construction contracts.
- Coordinates with consultants and external agencies to assure an orderly process, obtains necessary approvals and permits from other agencies.

- Inspect work sites before, during and after completion to ensure projects are constructed in accordance with plans, specifications and Park District's standards.
- Facilitates, participates on and makes presentations to a variety of boards, commissions, community and professional group meetings.
- Stays abreast of best practices and new trends in sustainable design and construction, including building resiliency for long-term sustainability of public investment on infrastructure, amenities and facilities on parklands.
- Assists the Assistant General Manager of Acquisition, Stewardship, and Development in support of the Park District's legislative program to acquire capital funding.

THE IDEAL CANDIDATE

The ideal candidate will have the ability to bring about strategic change, both within and outside the organization to meet Park District goals. This candidate will have land design and construction experience and have the ability to develop new insights into situations, question conventional programs and processes. The ideal candidate is open to change and able to adapt to new information, changing conditions and unexpected obstacles. This candidate will be able to deal effectively under pressure, remain optimistic and persistent, even through adversity and be able to recover quickly from setbacks. The ideal candidate will excel in leading people toward meeting the Park District's vision, mission, and goals.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree and preferably a graduate degree from an accredited college or university with major course work in civil engineering, mechanical engineering, construction management, public administration or a closely related field; and

Experience: Six years of progressively responsible experience in one of several related fields such as capital project management or public works administration, four of which must have been at the middle management level or above with supervision and capital project management.



Substitution: A Master's Degree in civil engineering, public administration or a closely related field may be accepted as an equivalent to a maximum of two of the required six years or experience.

A valid professional engineering or architecture, landscape architecture license from the State of California is preferred, but not required.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

■ KNOWLEDGE, SKILLS AND ABILITIES

Leadership and management theory and practices; principles and practices of civil engineering, planning, architecture and landscape architecture as related to the preparation of plans and specifications of various public works projects and open space ordinances, design, construction, inspection, and maintenance; federal, state and local laws, codes, regulations, standards, rules and procedures governing civil and municipal engineering, planning, administration and design; management and leadership principles, including performance measurements; public administration and governmental operations; principles, practices, methods and equipment used in civil engineering projects and public works programs; knowledge of GIS, Cal-OSHA and ADA; budget preparation and administration methods and practices and capital improvement programs; applicable local, state, and federal laws, codes, policies, procedures, rules, and regulations; program development and administration principles and practices; effective methods of report presentation; goal-setting methods and the design of workload and performance indicators; effective oral and written communication principles and practices; Park District organization, operations, policies, and objectives; basic principles and practices of personnel administration; contract administration principles and practices.

Ability to conduct complex research, statistical analysis and effective report presentation to a wide and diverse group of stakeholders, including the general public; develop reliable cost estimates and project schedules, some of which may be on short notice with minimal information; communicate effectively in public forums, facilitate meaningful stakeholder engagement, and effectively negotiate with intergovernmental agencies, and regulatory agencies; establish, maintain, and foster positive and cooperative working relationships with those contacted in the course of work; use tact, diplomacy, initiative, prudence and independent judgement within general policy, procedural, and legal guidelines. Strong project management skills and ability to manage multiple, competing priorities. Well-developed interpersonal skills and the ability to work cooperatively with divergent groups are also required.

■ CONDITIONS OF EMPLOYMENT

- A valid California state driver's license is a condition of initial and continued employment in this position.
- All East Bay Park Regional District employees are required to be vaccinated against COVID-19 as a condition of employment.

■ COMPENSATION AND BENEFITS

The salary range for this position is \$143,374 - \$182,935 annually with a scheduled salary increase of 3% on April 1, 2023. Placement within this range is dependent on experience and qualifications. The Park District also offers a generous benefits package including:

- **Holidays** – 14.5 paid holidays per year.
- **Sick Leave Accrual** – 12 days per year, unlimited accrual.
- **Retirement** – CalPERS: Classic (2.5% @ 55 formula) for employees established with PERS prior to January 1, 2013, and PEPRA (2% @ 62 formula) for employees hired on or after January 1, 2013. Employee contribution rate of 7%-8% based on CalPERS membership.
- **Medical Insurance** – Choice of CalPERS HMO and PPO Health Plans. The Park District pays 100% of family Kaiser.
- **Vision Care Insurance** – Employee paid standard plan or buy-up plan; Coverage through Vision Service Plan (VSP).
- **Dental Insurance** – District paid; Delta Dental PPO/ Delta Dental Premier; Annual maximum benefit of \$2,000 per enrolled employee and each eligible enrolled dependent \$50 annual deductible per person, \$150 max per family
- **Flexible Spending Accounts** – Employee can elect pre-tax payroll deferral amounts for medical care and/or dependent care FSA Plan permits an annual election of up to \$2,850/year for eligible medical expenses and up to \$5,000/year for dependent care expenses.
- **Long-Term Disability** – District Paid; Coverage through NY Life.
- **Short-Term Disability** – State Disability Insurance (SDI) or Paid Family Leave (PFL).
- **Tuition Reimbursement** – District pays up to a maximum of \$1,600 per calendar year.
- **Other Benefits** – Employee Assistance Plan (EAP), Life Insurance, Deferred Compensation Plan.
- Park District employees participate in Social Security and Medicare.

■ APPLICATION AND SELECTION PROCESS

The final filing date is Friday, April 28, 2023.

To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/chief-of-design-construction/>

Resumes should reflect years and months of position held, as well as size of past organization(s).

For additional information, please contact



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the District. The District will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.