

Chief of Maintenance and Skilled Trades



East Bay 
Regional Park District

Healthy Parks Healthy People

The East Bay Regional Park District (EBRPD) is searching for an accomplished dynamic leader to serve as its Chief of Maintenance and Skilled Trades (MAST). The Chief of MAST, under the direction of the Assistant General Manager of Operations, directs the complex management and maintenance of 550 buildings and structures, 1,300+ miles of paved and natural surface roads and trails in two counties, a complex network of utilities and over 850 vehicles and pieces of specialized equipment. The Chief of MAST supervises 80 employees, including managers, supervisors, mechanics, carpenters, electricians, plumbers, painters, heavy equipment operators, specialty trades staff, sanitation and recycling staff, project coordinators, rangers, park craft specialists and administrative support staff. The Chief of MAST also oversees or shares oversight responsibilities for several key programs including the Park District's ADA access improvements program, Districtwide fleet and major equipment procurement and maintenance, paving, major/capital maintenance, encroachment permits, contract administration, and green fleet initiatives.



Mission

The East Bay Regional Park District preserves a rich heritage of natural and cultural resources and provides open space, parks, trails, safe and healthful recreation, and environmental education. An environmental ethic guides the Park District in all its activities.



■ **About the East Bay Regional Parks District**

With 73 parks, 125,000 acres, 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, EBRPD is the largest regional Park District in the United States and is a pioneering and progressive national leader in the parks and conservation field. From shorelines, lakes, wilderness areas, mountains, forests, visitor centers, swim facilities, golf courses and cultural sites, EBRPD has a diverse portfolio of parks across two counties which include 33 urban cities. A staff of 874 full time employees oversee all facets of the Park District's responsibilities from the Park District's offices in Oakland.

■ **History**

Founded in 1934 in the depths of the Depression, EBRPD founders represented a cross section of the community including university presidents, labor and civic leaders, government officials and business owners. The renowned architect Fredrick Law Olmstead, Jr., who planned several iconic national parks led the effort to create the first formal plan for the EBRPD. On November 6, 1934, voters approved the East Bay Regional Park District by a margin of greater than two to one. The Park District's subsequent history has been one of increased land stewardship and programmatic responsibilities.

Because of continued urbanization, the need for a regional system of publicly owned parks and open space, recreational facilities and trails is perhaps even greater than it was when the Park District was originally established.

**For more information, see the:
[East Bay Regional Park District 2013 Master Plan](#)**

Impact of COVID-19

The coronavirus pandemic has brought forth national awareness that Parks are Essential for physical and mental wellbeing. In a 2020 survey of East Bay residents, 96% expressed their support for EBRPD parks as essential services and the role of parks in reducing stress during the pandemic. During this unprecedented and challenging time, the County Health Officers have collaborated with and relied upon the Park District to provide safe outdoor public spaces for essential activity. Vital partnerships within the healthcare industry have long supported EBRPD's quest to reach new park users through programs like wellness walks and other featured *Healthy Parks Healthy People* programs.

About the East Bay

The quality of life available in the San Francisco Bay Area, and the East Bay in particular, is well documented as fundamental to its vital, innovative, and diverse economy. Located on the eastern side of the San Francisco Bay, the East Bay quality of life is enhanced by a Mediterranean climate, easily accessible high-quality parklands, open spaces, waterways, world-class educational and cultural/arts institutions, a culturally diverse and well-educated work force, vital urban centers, and transportation connectivity. As a result, the East Bay has attracted many of the region's most innovative employment sectors, corporate and small employers' workers, and students from around the world, while also creating economic opportunities. The East Bay has shaped the national discussion around issues of environmental protection, social justice, and parkland preservation.



Position Overview

The Chief of MAST serves as a senior manager reporting to the Assistant General Manager of Operations manager within the Park District and provides direction for the maintenance of the Park District's facilities and equipment. The Chief of MAST provides direct management oversight of the Maintenance and Skilled Trades Department under the Operations Division, which includes Skilled Trades, Fleet, Roads & Trails, Water Utility Maintenance, Sanitation Services, and Recycling. This person manages a \$33 million budget, including both operating and project budgets, and has five direct reports within a total workforce of 80 employees. In addition to trade workers, the Chief of MAST also supervises a small team of analysts and office support employees. The Chief of MAST:

- » Manages the Park District's work request processing system
- » Maintains real property records for assessment and planning purposes
- » Manages contracts for third party repair contractors and associated projects
- » Develops budget proposals for both capital and operating expenses
- » Develops the Park District's deferred maintenance program
- » Assists with the planning of new parks and facilities by forecasting additional costs for maintenance, repair, and vehicles
- » Works collaboratively with external agencies and community interest groups

Upcoming Projects and Initiatives:

- » \$3.5 million in paving for 2021
- » Del Valle Service Yard Improvements Phase III
- » Vault toilet installations districtwide
- » \$1.25 million in major maintenance/facilities improvement projects
- » \$500,000 in utilities and communications infrastructure repairs and improvements districtwide
- » Final implementation of the Park District's Asset Management program (VFA) including integration with the existing work order system (Famis), which will allow the development of a districtwide preventive maintenance program for facilities, paving and infrastructure
- » Review of waste management practices and refuse contractual services
- » Conducting an assessment to right-size the fleet to minimize carbon emissions and plan for growth with sustainable vehicles





■ Ideal Candidate

The ideal candidate will be an experienced parks maintenance professional who understands the important and unique role that regional parks play in the health and wellness of the communities we serve.

The Chief of Maintenance and Skilled Trades is an invaluable member of the EBRPD's Operations management team. The successful candidate will be able to build strong working relationships with peers across departments and divisions and will possess superior personnel management skills and experience. The Chief of MAST will demonstrate a deep knowledge of applicable professional and technical skills necessary for the maintenance of EBRPD's facilities, roads and trails, and equipment. This person will lead by example, remain visible and approachable to their staff, promote a positive work environment, and motivate an extremely diverse set of skilled trade workers to excel in their craft. Concurrently, they will work seamlessly with their colleagues in administration, planning, operations, and public safety to provide a rich heritage of natural, cultural, and open space resources to residents in the East Bay.

The Chief of MAST must demonstrate superb project management expertise for the planning, acquisition, and delivery of a large number of projects that impact every employee and user of the Park District's facilities. It is therefore critical for the Chief of MAST to possess a customer-focused mindset to efficiently deliver services and effectively meet the Park District's goals.

Finally, the Chief of MAST will have experience in fiscal management, ranging from budgeting, purchasing, and contracting that best allocates resources necessary to achieve objectives in the Park District's Master Plan.

Other criteria which have been identified as desirable qualities or experience in the next Chief of MAST include:

- » Extensive experience in managing public works contracts including bidding, contract processing and oversight.
- » Understanding of public agency personnel practices including extensive experience in managing employee performance and disciplinary issues.
- » Experience working in an organized labor environment including participation in contract negotiations and contract compliance.
- » Field experience in some aspect of construction trades and/or construction project management.
- » Ability to develop and monitor complex public agency budgets with multiple funding sources and grant compliance requirements.
- » Knowledge of CEQA (California Environmental Quality Act) and experience in environmental regulatory permit compliance in relation to maintenance activities and construction projects.
- » Experience in implementing computerized maintenance management systems (CMMS) to implement effective preventive maintenance programs and develop capital asset replacement programs.
- » Comfortable with regular meetings and communications with internal and external agency elected officials.
- » Experience developing effective network of interagency relationships to ensure Park District projects and goals are achieved.



■ Education And Experience

A Bachelor's degree from an accredited college or university in engineering, engineering project management, or a closely related field. Six (6) years in facility maintenance and equipment operations and maintenance, including two years in a middle management role.

A Master's degree in Engineering or Engineering Project Management or a closely related field is highly desirable and will be accepted as a substitution for two of the required six years of experience.

■ Compensation

The monthly salary range for the Chief of Maintenance and Skilled Trades position is **\$11,261-\$14,369** and will be based on the experience and qualifications of the chosen candidate. The compensation package will be complemented by an attractive benefits package that includes paid time off, group health, dental, vision, and life insurance. EBRPD participates in the CalPERS Retirement Plan with either a 2.5% at 55 formula or 2% at 62 formula depending on eligibility, and the incumbent will participate in social security.

For more benefits information:

<https://www.ebparks.org/civicax/filebank/blobdload.aspx?blobid=33638>



■ Application and Selection Procedure

To be considered for this exceptional career opportunity, submit your resume, cover letter, a list of six work-related references (two supervisors, two direct reports and two colleagues) by the first resume review deadline of **Wednesday, December 23, 2020**. Applications submitted by this deadline will receive priority consideration for the position. All applications must be received by 5:00 PM Pacific Time on Monday, January 4. Your resume should reflect beginning/ending dates for each position, major responsibilities and accomplishments, as well as the size of staff and budgets managed.

■ Selection Process

Resumes and letters of interest will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant. The most qualified candidates will be invited for a panel interview the week of January 25, 2021. Final interviews will be scheduled during the week of February 1, 2021. The Park District anticipates making an appointment to the position as swiftly as possible following comprehensive reference and background checks of the successful candidate. Please go to our website to submit your application:

<https://secure.cpshrus/escandidate/JobDetail?ID=1712>

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