



BRIEF DESCRIPTION OF POSITION

Under the supervision of the Assistant Superintendent-Business Services, the Bond Project Manager shall plan, organize and supervise the district's facilities and safety programs and will serve as one of the district's safety officers for all projects that are funded fully or in part through bonds or grants. This includes being responsible for the supervising and coordinating all district facility improvement projects, including new construction and modernization projects. Serves as the District's Representative at construction meetings. Leads the design and planning of construction and modernization projects and is responsible for coordinating change orders with the construction manager, architect, and contractor. Assists in the development of project and construction budgets and monitoring of project and construction budgets as the project is undertaken. Responsible for supervising and evaluating the facilities department personnel and individual project supervisors.

STATEMENT OF TYPICAL DUTIES

- a. Prepares and is responsible for departmental budget. E
- b. Prepares or obtains estimated costs for various construction projects throughout the District. E
- c. Prepares project/construction budgets using estimated costs and constantly monitors costs to stay within the budget limitations. E
- d. Oversees the management of district -wide facility improvements, renovations, modernization, and new construction projects during planning, design, bid, construction, closeout and certification related to facility improvement funding. E
- e. Confers with subordinates on methods and procedures for work, supply and equipment requirements. E
- f. Makes recommendation for employment and assignments of departmental personnel. E
- g. Arranges and conducts in-service training and orientation programs as required. E
- h. Helps plan and develop procedures for a maintenance program for facilities and equipment. E
- i. Establishes priorities and prepares paperwork to participate in State Deferred Maintenance Program. E
- j. Reviews requisitions for construction materials to be purchased. E
- k. Is responsible for safe conditions of buildings and grounds.
- l. Upon acceptance by district, reviews operational requirements of construction projects with staff and maintenance personnel. E
- m. Performs liaison functions with contractors, architects, and inspectors on construction projects. E
- n. Evaluates long-term needs in relation to major projects and property improvements and develops a five (5) year plan. Administers planning and development of district-wide and site-by-site plans for facility needs. Collaborate with administrators in evaluating existing facilities and developing the District's Master Facilities Plan. E
- o. Assists in the selection of project architects, engineers, and consultants for assigned projects, and the negotiation of appropriate fees, and recommend approval of contracts. Participates in pre-construction planning conferences, job walks, etc. E
- p. Supervises inspection of new building construction and renovation projects. E
- q. Visits construction projects to assure that plans, specifications, codes and regulations are being observed and followed. Responsible for monitoring the completion of district construction and modernization projects to ensure that projects are completed per project specifications. E
- r. Supervises a quality control program for materials used in new construction. E
- s. Reviews and approves, for payment, bills submitted by building contractors, testing laboratories,

- consulting engineers, and surveying firms. E
- t. Receives and maintains insurance policies secured by contractors and verifies appropriate coverage for public liability, property damage, fire and workmen's compensation. E
 - u. Investigates reports of faulty workmanship or materials in new construction and takes appropriate action under the terms of the guarantee. E
 - v. Monitors progress of each contractor and inspects all work for proper workmanship consistent with the contracts documents. E
 - w. Prepares specifications and assembles bid documents as required on all projects that are routed through the public bid process. E
 - x. Prepares drawings, as required, to supplement specifications when needed to complete a construction project. E
 - y. Oversees preparation of bid packages for release. E
 - z. Analyzes bids received from contractors and makes recommendations, after a thorough review. E
 - aa. Makes recommendations on time extension request and assessment of liquidated damages.
 - bb. Develops requests for proposal for obtaining professional services for various construction projects. E
 - cc. Arranges and conducts meetings with appropriate District, City, State, and outside agencies to promote good communications regarding construction planning, progress, and funding. E
 - dd. Checks and evaluates drawings and specifications submitted by architects, engineers and contractors making the necessary corrections, consistent with standards established by the Board of Trustees. E
 - ee. Prepares status reports on various projects and makes public presentations to the Board of Trustees as required. E
 - ff. Analyzes alternate construction methods. E
 - gg. Works closely with architects and engineers on projects. E
 - hh. Assures on time project completion within budget limits. E
 - ii. Suggests appropriate building systems, standardized components and construction methods. E
 - jj. Coordinates construction projects with the Maintenance Operations and Transportation Director and Departments.
 - kk. Develops workflow schedule to accommodate design and construction schedule. E
 - ll. Assists in the preparation of contract documents. E
 - mm. Secure Department of State Architect (DSA) permits as required. E
 - nn. Familiarizes all concerned with schedule requirements, shop drawings, correspondence, quality control tests, job safety, site security and payment procedures. E
 - oo. Coordinates drawing/design with procurement/contracting. E
 - pp. Provides advice, support and assistance by interpreting policies and procedures to appropriate staff. E
 - qq. Establishes facility project goals and objectives for the Business division. E
 - rr. Serves as an integral consultant to the superintendent, assistant superintendents, directors and managers on Facility Services matters. E
 - ss. Coordinates the development of small problem-solving groups for individual projects and serves as a facilitator for these groups in achieving organizational goals; facilitates the identification and resolution of organizational problems. E
 - tt. Performs other tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES

- Must be able to demonstrate ability to plan, organize, and administer a comprehensive facility planning/construction program.
- Must be able to operate PC.
- Working knowledge of modern and complex principals; and practices used in planning, construction, and the maintenance of facilities.
- Thorough knowledge and confidence to make decisions with little supervision relating to capital improvement projects; assist other internally and externally with decisions relating to capital improvements projects; and establish a meet milestone dates for the department to assure overall goals and objectives of the department are met.

- Knowledge of state laws relating to construction, labor relations, and fiscal controls/budgetary guidelines of public bid construction.
- Knowledge of the Uniform Building Code, Uniform Plumbing Code, national Electrical Code, Uniform Fire Code, Uniform Mechanical Code, Occupational Safety and Health Administration (OSHA) General Industry Safety Orders, Architectural Barrier Laws, Title 24 and other related codes.
- Proper record keeping, cost analysis and work procedures.
- Principals, methods, techniques and strategies pertaining to comprehensive facilities planning, construction and modernization programs.

EDUCATION AND EXPERIENCE

Master's Degree in Engineering, Construction management or related field preferred. Bachelor's degree in Engineering, Construction Management or related field and at least 10 years of progressively responsible experience or any equivalent combination of training and experience which provides the required knowledge, skills and abilities to perform the principle functions of the position.

At least three years' experience in directing a multi-site facilities and safety program of a school district, municipality, industrial plant or other equivalent organization.

DESIRABLE ABILITIES

Basic knowledge of word processing and spreadsheets.

PHYSICAL CHARACTERISTICS

Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, and facsimile machines, etc. Must be physically able to operate a motor vehicle. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Light Work usually requires walking or standing to a significant degree.

LICENSES AND OTHER REQUIREMENTS

Valid Contractor's License, Possession of a valid California driver's license. Must maintain a safe driving record.

WORKING CONDITIONS

High school office environment.