

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: BOND PROGRAM MANAGER

BASIC FUNCTION:

Under the direction of the Director of Facilities, Maintenance, Operations and Transportation, the Facilities and Construction Coordinator assists in performing a wide range of complex duties related to planning, and coordinating the repair, maintenance, improvement, modernization and construction of District facilities and other capital outlay projects; perform administrative, analytical and investigative duties related to the facilities planning and construction programs; oversee and coordinate District construction and modernization projects from inception to completion; supervise maintenance activities, prioritizing, scheduling assigning and inspecting daily work projects; perform a variety of responsible duties related to the supervision of staff and contractors.

REPRESENTATIVE DUTIES:

1. Implement the mission, vision, goals, objectives and policies of District as adopted by the Board of Education and Cabinet.
2. Manage, coordinate, plan and oversee the repair, maintenance, improvement, modernization and construction of District facilities and other capital outlay projects.
3. Plan, organize, coordinate, direct and supervise maintenance activities and major District projects involving staff and contractors; drive a vehicle to visit work sites to review and inspect work in progress by District staff and contractors, and determining appropriate course of action to achieve District needs while assuring compliance with related Federal, State and District requirements
4. Serve as project manager and District representative, coordinating the planning, construction, and renovation of District facilities and managing facility projects; coordinate all construction activities with site and District; monitor the quality of work and worker safety; review change orders and recommend approval or denial.
5. Serve as liaison, coordinating activities between District and engineers, architects, contractors, planners, building inspectors, and various agencies, inspecting and overseeing construction for quality assurance, conformance and adherence to District standards and local, state and federal laws, ordinances and regulations, and ensuring construction projects are completed to meet established District schedules in a cost-efficient manner.
6. Advises and counsels administration and staff on laws relating to facilities, planning, construction, and maintenance services to the District.
7. Implement and enforce the District's labor compliance program; ensure all necessary forms are filed by the District and contractors as required by State/Federal/ and District regulations; communicate with various agencies regarding compliance issues as required.
8. Prepare periodical financial, operational, and statistical reports as required or directed; uses word processing, spreadsheet, project management and planning software.
9. Evaluate factual data for long-range facilities planning requirements; provide policies and procedures for effective and efficient facilities development

10. Prepare original and amended applications and documentation for construction and renovation projects; prepare written materials for use in bid advertisements, pre-bid job walks, and pre-construction meetings; review plans and specifications prior to bidding to ensure District standards are met.
11. Prepares oral and written materials and reports from researched material, providing information and recommendations relative to the Facilities, Maintenance and Operations Department; provide required information and reports to District administrators and the Board of Education.
12. Reviews and analyzes contracts for professional services; reviews all plans and specifications and make recommendations on needed changes prior to the bidding process.
13. Utilizes a variety of advisory data information such as budgets, variety of architectural/construction plans and specifications, state/city general plan and zoning ordinances, Federal/State environmental guidelines.
14. Coordinates and implements budgets, schedules, project management and control documents on construction projects from inception to project construction completion and occupancy.
15. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Procedures and practices used in planning, design, construction, modernization and maintenance of school buildings and facilities.

Construction process, building trades, and maintenance of structural and mechanical building systems

Methods, materials, and equipment used in the various building maintenance trades including carpentry, plumbing, painting, electrical, heating and ventilating, air conditioning and sprinkler installations.

Architectural drawing and various plans.

School district organizations, operation, policies and objectives.

Applicable state, federal and local laws, codes and regulations governing school districts' facilities planning, construction, maintenance and operations.

Principles and practices of managing large, complex construction and repair programs from project inception to completion.

Regulations and enforcement methods of the Labor Compliance Program.

School facilities funding sources and funding application procedures.

Plan reviews, construction management, inspection and project closeout.

General background on hazardous material management.

Use of standard software, including but not limited to word processing, spreadsheets, CAD programs, project scheduling and project management.

Effective public relations and interpersonal relations methods using tact, patience, and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Coordinate and administer the planning, property management, construction/renovation, capital improvement projects, and acquisition of District facilities and fixtures in a cost-efficient manner. Coordinate preparation of District facilities' construction design, building plans, specifications, and architectural engineering drawings.

Understand and interpret architectural drawings and various plans.

Inspect construction activities and buildings for maintenance and repair needs, and safety or health hazards such as asbestos containing building materials.

Monitor quality assurance, and compliance with contract, and enforce conformance to local, state and federal laws, ordinances and regulations.

Estimate cost of materials and labor.

Meet schedules and time lines.

Communicate effectively in writing and orally, to both groups and individuals.

Operate a personal computer, calculator, telephone, surveyors leveling instrument, and tools used in the planning and preparation of construction design, building plans, and specifications.

Establish and maintain cooperative and effective working relationships with others.

Work independently with general guidance.

Operate motor vehicle safely within California Vehicle Code parameters.

Work a flexible schedule which may include working days, nights, weekends and holidays.

EDUCATION AND EXPERIENCE:

- A Bachelor's Degree from an accredited college or university in architecture, engineering, planning, business administration or related field; A Master's Degree in one of the above mentioned fields is desirable. Four additional years of managerial experience in related field may substitute for a Bachelor's degree.
- A minimum of five or more years' increasingly responsible experience in the planning and construction of facilities.
- Three years of increasingly responsible management/supervisory experience in a closely related area of facilities, construction, architecture, engineering, or urban planning.

LICENSES AND OTHER REQUIREMENTS:

Possess and maintain a valid California Driver's License (Class "C" minimum) and remain insurable at the standard insurance rate.

PHYSICAL DEMANDS

Position requires sitting for extended periods of time, dexterity of hands and fingers to operate a typewriter and/or keyboard, reaching overhead, above the shoulders and horizontally, bending at the waist, and hearing and speaking to communicate and provide information to others. Position will often be required to lift, carry, pull or otherwise move objects between 50 and 75 pounds. Position also requires walking and standing for extended time periods. Exposure to hot, cold, wet, humid or windy conditions caused by weather may also occasionally be experienced.

WORKING CONDITIONS:

Stress of deadlines interpersonal conflict; ability to work with interruption, concentrate for long periods of time, reading, interpreting codes, laws, policy and calculate, perform routine

mathematical process, memorize and recall object, people, analyze problems and generate alternatives, reconcile apparent ambiguities, solve multi-variant problems. Exposure to sun, work above ground level (ladders), seasonal extremes of temperature, confined/cramped spaces, seasonal wetness, dust, slippery surface, chemicals, oil, toxic substance, irregular hours.

SALARY SCHEDULE: FMOT Manager/Supervisor - Range II

ADOPTED BY PERSONNEL COMMISSION: September 9, 2020
ADOPTED BY BOARD OF EDUCATION: September 22, 2020