

	<p>BOND PROGRAM DIRECTOR</p>	<p style="text-align: right;">MHELA Classified Position</p> <p>Initial Date: January 28, 2002 Revision Date: March 12, 2021 Range: Director II</p> <p>Reports to: Deputy Superintendent and Chief Financial Officer</p>
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the direction of the Deputy Superintendent and Chief Financial Officer, the Bond Program Director represents the District in the role as ‘owner’ in the renovation and new construction of school facilities; manages, organizes, and supervises the design of appropriate, effective, efficient, and safe school facilities; oversees the renovation and construction of school bond projects, ensuring that projects stay within budget and conform to established schedules; performs a wide range of professional, administrative, advocacy, and liaison duties in the facilities planning and construction process.

REPRESENTATIVE DUTIES:

- Organizes information, prepares materials, creates agendas for administrative meetings, the oversight committee, School Board, staff, and public presentations
- Responsible for all project communications
- Maintains project records, working closely with the Deputy Superintendent to track and record all costs associated with the bond
- Designs and maintains a process for community input and feedback
- Works closely with administration, principals, site coordinators, and staff to evaluate and communicate facility needs related to education programs. Mitigates the impact of construction and construction sequencing on educational programs by working collaboratively with project consultants and contractors
- Directs consultants’ work including managing contracts, invoicing, reviews, approval, and requests for additional services
- Develops and maintains project plans and budgets for all bond projects
- Plans, organizes, directs and controls all bond funded school construction projects from concept through design and construction to close-out of the project
- Directs, coordinates, and monitors the work of multi-disciplinary teams, including design architects and related design and construction professionals in the successful completion of projects
- Ensures timely Division of the State Architect (DSA) closeout of projects by working with the architects, contractors, construction managers, inspectors, regulating authorities, and District Maintenance and Grounds staff to resolve punch list items and other final activities
- Coordinates bid schedules, internal/external procurement, and key deliverables
- Tracks the progress and quality of work being performed by design disciplines and trades
- Uses project scheduling and control tools to monitor projects plans, work hours, budgets and expenditures; effectively and accurately communicates relevant project information to team and other stakeholders
- Ensures bond construction needs are met in a timely and cost effective manner
- Performs other related duties as assigned

KNOWLEDGE AND ABILITIES:

- Effective group process, facilitation, and public relations skills
- Strong written and oral communication
- Knowledge of program planning, master scheduling and program budgeting
- Knowledge of principles and practices of Construction Management. Skills in the use of common facilities planning and construction project management software and spreadsheets

- Knowledge of methods, materials and terminology used in construction and maintenance trades including modern high technology infrastructure
- Knowledge of applicable regulations and codes; knowledge of principles of estimating and scheduling
- Familiarity with construction methods, DSA, and building codes
- Ability to work both independently and manage a team
- Ability to read and understand blueprints, diagrams and schematics
- Ability to prepare rough sketches of work and estimate materials and labor
- Ability to maintain effective working relationships with the public, school personnel, staff, contractors and consultants
- Ability to coordinate a variety of projects and multiple concurrent projects; ability to work with frequent interruptions
- Ability to supervise, train and direct personnel and to maintain effective working relationships with administrators, employees and the public

WORKING CONDITIONS:

ENVIRONMENTAL CONDITIONS:

- Indoors and outdoors, occasionally in adverse weather conditions
- May have chemical exposure to solvents, paints, lacquers, varnish, chlorine, acid, and refrigerants
- May occasionally be in dusty environments

PHYSICAL DEMANDS:

- Dexterity of hands and fingers
- Lifting, carrying, bending, pushing, pulling, twisting, turning, climbing ladders or scaffolds
- Seeing, hearing and speaking to exchange information
- Daily contact with students, employees and outside agency personnel, and contractors
- Occasional contact with parents and community members
- Moderate to high stress level

EDUCATION AND EXPERIENCE:

- Bachelor's degree or equivalent, with emphasis in architecture, construction management, civil engineering, or related field experience
- Increasingly responsible experience in building trades or general construction
- Experience in the delivery of K-12, community college, and/or CSU/UC building projects highly desired
- Experience with prevailing wage, labor compliance, and public contract law highly desired

LICENSES AND OTHER REQUIREMENTS:

- A valid California's Driver's License
- Fingerprint clearance from Department of Justice

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.