



For the future of every student

## **CLASS TITLE: BOND PROGRAM MANAGER**

### **BASIC FUNCTION:**

Under the general direction of the Assistant Superintendent, Business Services, manages and coordinates the activities of the district's bond-funded construction program. Employment is for the duration of the bond-funded construction program only.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Manages the development and delivery of major bond construction and special projects related to design, alteration, remodeling, and inspection of new and existing district buildings, structures, and site improvements.

Manages the activities of the Bond Department and supervises department and project management personnel.

Monitors construction progress to ensure that contractors adhere to schedules, construction is performed properly and according to standards, and shop drawings and material submittals are processed in a timely manner; coordinates required changes with the project architect and contractors; coordinates and conducts job-start meetings.

Develops and manages Bond Program contracts, including negotiating, developing, reviewing, monitoring, and enforcing contracts and addressing and resolving disputes with contractors and consultants.

Manages the bidding process and contractor prequalification process, including evaluating bids and qualifications; conducts and documents pre-bid meetings and site visits to survey existing site conditions.

Serves as liaison among contractors, contract architects, school personnel, and district departments and units to coordinate communication, participation, and efforts.

Coordinates the ordering of constructability reviews of construction documents to ensure projects can be built effectively by current construction methods and to eliminate errors and omissions; reviews requests for clarification and assists in interpreting construction documents.

Administers close-out post acceptance and occupation activities and resolves problems; participates in final equipment and system tests, final inspections, and warranty inspections; develops and presents occupancy plans.

Supervises, counsels, evaluates and motivates assigned staff; recommends hires, transfers, reassignment, and disciplinary actions; coordinates subordinate work assignments and reviews work to assure compliance with established requirements and procedures; plans, coordinates, arranges and conducts training activities for assigned personnel.

Gathers and analyzes data to prepare project budgets and develop appropriate fiscal controls; manages bond program and project budgets, including tracking and monitoring expenditures.

Oversees and participates in the preparation and submission of a variety of reports and required documentation (e.g. project applications, project status reports, budget reports), including ensuring timely submission to regulatory agencies and other bodies (e.g. Board of Education, Office of Public School Construction, Division of State Architects, Independent Community Oversight Committee).

Attends, participates in, and facilitates a variety of meetings (e.g. community, parent group, Board of Education, oversight committees, regular progress meetings with contractors) to discuss projects and obtain and provide information.

Coordinates the ordering and delivery of district-furnished equipment.

Other duties as assigned that support the overall objective of the department.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Principles of school facilities planning

Construction methods, practices, characteristics, and costs including the methods of basic trades

Laws, codes, and regulations pertaining to public facilities construction

Principles and practices of management and supervision

Principles of contract management, including bid preparation and evaluation and contract negotiation and administration

Principles and practices of budget preparation and management

Principles and practices of report preparation

Principles and procedures of records management

Interpersonal skills using tact, patience, and courtesy.

Effective oral communication to speak in public, conduct meetings, and make presentations.

##### **ABILITY TO:**

Plan, organize, and manage the activities of a bond-funded construction program

Interpret, apply, and explain laws, codes, regulations, policies, and procedures pertaining to public facilities construction

Read and interpret construction documents, including blueprints, plans, and specifications

Estimate scope of work, including cost, labor, materials, and supplies

Supervise, coordinate, and evaluate the work of others

Plan and organize work to meet changing priorities and deadlines

Analyze situations and adopt effective courses of action

Learn and apply new information, skills, and technology

Establish and maintain effective working relationships with district personnel, architects, engineers, community members, construction contractors, and others encountered in the course of work

Prepare project budgets and develop fiscal controls

Operate office equipment, including computers and supporting word processing, spreadsheet, email, database, and specialized applications and systems

Perform arithmetic operations quickly and accurately including sums, averages, fractions, decimals, and ratios

Develop and maintain records and reports

Communicate clearly and concisely, both orally and in writing

Prepare and deliver oral presentations.

Understand and follow oral and written instructions.

Work independently while establishing and maintaining appropriate project deadlines.

Travel to various locations and work flexible hours.

Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination of education, training and/or experience equivalent to a Bachelor's degree in architecture, engineering, construction management, business, or a related field, and five years of increasingly responsible experience in construction/program management and/or facilities planning with at least one year experience in a supervisory or managerial position supporting construction program planning and development. Experience in a K-12 Education or Higher Education construction environment preferred. Alternatively, in addition to the education requirement requires three years of directly related bond program management/construction project management experience in a public school environment.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California driver's license.

**WORKING CONDITIONS:****ENVIRONMENT:**

Work is performed primarily in an indoor environment where minimal safety considerations exist.

Work is performed occasionally outdoors where safety considerations exist from moving equipment, environmental factors (e.g. temperature, rain, wind, dust), and noise extremes.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to inspect projects and read a variety of materials.

Sitting or standing for extended periods of time.

Walking to inspect projects.

Climbing ladders.

**HAZARDS:**

Working around and with machinery having moving parts.

Chemical fumes.

Working at heights.