

Oak Grove School District

JOB TITLE: Project Manager; Bond Program

SALARY RANGE: G(14)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Project Manager, under the direct supervision of the Chief Operations Officer, plans, manages, and coordinates District modernization and new construction projects. Manages all phases of a project from the planning/programming phase through project close-out and certification. Assists COO in program/project management, critical path scheduling, constructability reviews, budgeting, cost estimating, and construction claims. Responsible for administrative operations relative to District construction and modernization projects. Works independently on the daily operations as they relate to the modernization and construction projects at various school sites and properties adhering to federal, state and local regulations. Functions as a member of the District Leadership Team and participates in the formulation and implementation of District policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, organizes and supervises the development of programs and the work of staff contractors for the renovation, expansion and construction of District facilities
- Prepares RFP/RFQs
- Coordinates project front end documents, schedules, budgets, contracts, and constructability review with direction from the COO
- Interacts with architectural team, school site committee and contractor to establish consensus on key issues related to the final completion of a project, inclusive of design schedule and budget
- Works with architects, serves as liaison among the District and those governmental agencies involved in school facilities and construction including the Division of the State Architect, Department of Education, the Office of Public School Construction, the city fire department and state fire marshal
- Directs the development of specifications for school facilities, beginning with programming and continuing until facilities are finally accepted
- Directs the inspection and approval of construction work
- Performs site inspections and building evaluations in conjunction with the COO, as needed, to assist in the bond construction process
- Leads small construction rehabilitation projects when necessary
- Manages and coordinates all general administrative duties including meetings, correspondence, certified payroll, project files, etc.
- Generates purchase orders and reviews and approves payment application
- Maintains Bid Schedule and Project Lists
- Prepares all necessary information and backgrounds for OGSD Board Meetings

Project Manager, Bond Program

- Coordinates and participates in the Citizens Bond Oversight Committee meetings including coordinating logistics, preparing agendas and minutes, and web site maintenance
- Addresses project concerns or arising issues and involves appropriate personnel as necessary
- Coordinates the legal advertisement process as required by public contract code
- Manages the administrative process associated with the Construction Management projects to include legal ads, purchase orders, sub-contractor payments, change order tracking, budgeting, tracking, trade contracts, notice proceeds, completion notices, insurances and various other contractor required reports and document handling
- Serves as single point of contact for vendors, contractors, architects, builder exchanges, and trade unions.
- Responds to and/or directs, as appropriate, construction personnel for action and follows through monitoring status until completion
- Coordinates and compiles all the information necessary for the informal and formal bidding process to include scopes of work, general conditions, and notice to proceed, agreements, and insurance and bond requirements
- Coordinates and reviews pre-qualifications process of contractors
- Obtains all necessary insurance for construction projects
- Compiles all the information needed for CEQA (California Environmental Quality Act) as required by the state on construction projects and files it with the County of Santa Clara any environmental issues involving state agencies and consultants
- Responds to all correspondence from State Labor Commissioner, Department of Industrial Relations, and trade unions regarding projects
- Performs other bond construction related duties as assigned

MINIMUM QUALIFICATIONS

- Possession of a Bachelor's Degree; Master's Degree preferred in construction, project management, or related field of work
- Five years' experience as a project, program or construction manager. Previous experience working on School District contracts and construction projects may be considered.
- Possession of a valid California Driver's License required
- Possession of an active State of California Contractors License, A, B or C, preferred

SKILLS AND ABILITY TO

- Use sound judgment and initiative
- Work effectively without direct supervision
- Exercise effective communication, both oral and written, and interpersonal skills
- Multi-task and prioritize assignments
- Skill to analyze and interpret data and to prepare reports
- Work collaboratively while under pressure and confidentially with discretion

Project Manager, Bond Program

- Schedule contractors, vendors and suppliers with knowledge of project management and record keeping methods and techniques
- Interpret, apply, and enforce federal, state, and District laws, regulations, codes, and guidelines
- Maintain an effective working relationship with those contacted in the course of daily work

WORKING CONDITIONS

ENVIRONMENT

- Indoor and outdoor work environment
- Subject to noise from equipment operation
- Regular exposure to fumes, dust, dirt, and oil/grease
- Subject to driving a vehicle to conduct work

PHYSICAL ABILITIES

- Dexterity of hands and fingers to operate a variety of specialized equipment and tools
- Seeing to observe needed and completed repairs
- Climbing ladders and working from heights
- Reaching overhead and horizontally
- Standing for extended periods of time
- Walking over rough or uneven surfaces
- Lifting heavy objects weighing up to 75 pounds
- Bending at the waist
- Kneeling or crouching
- Speaking clearly and communicating effectively with others

HAZARDS

- Vapors from paint and solvents
- Working in a cramped or restrictive work chamber
- Working with power tools and other equipment
- Working at heights on ladders, scaffolding, lifts, and fork-lifts
- Working with electrical power supplies

We are dedicated to fostering a diverse, inclusive, and equitable workplace where all individuals are respected, valued, and empowered to contribute their unique perspectives and talents. Our organization is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local law.

Our organization is a Drug and Tobacco-Free Workplace.

Our organization requires a successful candidate to undergo fingerprinting clearance, provide proof of TB clearance, provide us with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act. All new employees will be required to complete mandated training and certifications required by state law and District regulations related to employment in a school setting. Inquiries regarding compliance procedures may be directed to our Human Resources Department.