

### **BRIEF DESCRIPTION OF POSITION**

Under the supervision of the Assistant Superintendent Business Services and in collaboration with the Director of Facilities, Maintenance, and Operations (FMO), the Director Bond Projects and Workforce Housing shall plan, organize and supervise the district's bond facility construction 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 and Employee Workforce Housing. 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 program, project and construction budgets and monitoring of project and construction budgets as the project is undertaken. This position is funded by Measure E. Upon the expiration of Measure E funds, this position will sunset.

### **STATEMENT OF ESSENTIAL DUTIES**

- a. Prepares or obtains estimated costs for various construction projects throughout the District.
- b. In coordination with Fiscal Services, implements project/construction budgets using estimated costs and constantly monitors costs to stay within the budget limitations.
- c. 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.
- d. Confers with supervisor, subordinates and consultants on methods and procedures for work, supply and equipment requirements.
- e. Arranges and conducts in-service training and orientation programs as required.
- f. Helps plan and develop procedures for a maintenance program for facilities and equipment.
- g. Establishes priorities and prepares paperwork to participate in State Deferred Maintenance Program.
- h. Reviews requisitions for construction materials to be purchased.
- i. Is responsible for safe conditions of buildings and grounds.
- j. Upon acceptance by the District, reviews operational requirements of construction projects with Director of FMO.
- k. Performs liaison functions with contractors, architects, and inspectors on construction projects.
- l. 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.
- m. Assists in the selection of project architects, engineers, and consultants for assigned projects, and the negotiation of appropriate fees, and recommends approval of contracts. Participates in pre-construction planning conferences, job walks, etc.
- n. Supervises inspection and/or mandated Project Inspectors of new building construction and renovation projects.
- o. 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.
- p. Supervises a quality control program for materials used in new construction.
- q. Reviews and administers, invoices for payment, including progress payments and retentions submitted by building contractors, and all costs and invoices for services, materials and construction related to

- the Measure E program, including testing laboratories, consulting engineers, and surveying firms.
- r. Requests, receives and maintains insurance policies secured by contractors and verifies appropriate coverage for compliance with public contracting codes and best practices, public liability, property damage, fire and workmen's compensation.
  - s. Investigates reports of faulty workmanship or materials in new construction and recommends or takes appropriate action under the terms of the guarantee.
  - t. Monitors progress of each contractor and inspects all work for proper workmanship consistent with the contract documents.
  - u. Prepares or supervises the preparation of specifications and assembles bid documents as required on all projects that are routed through the public bid process.
  - v. Prepares or supervises the preparation of drawings, as required, to supplement specifications when needed to complete a construction project.
  - w. Oversees preparation of bid packages for release.
  - x. Maintains complete project files including drawings, proposals, contracts, work in progress reviews, inspections, and communications.
  - y. Assures project closeout procedures compliance and best practices with applicable state and local agencies.
  - z. Organizes and maintains record documents and archives of all work performed under the Measure E program.
  - aa. Coordinates all bidding related preparations, activities, compliance, record keeping and best practices.
  - bb. Thoroughly reviews and analyzes bids received from contractors and makes recommendations in compliance with bid documents and all applicable regulations.
  - cc. Evaluates and makes recommendations on time extension request and assessment of liquidated damages.
  - dd. Develops Requests for Proposals for obtaining professional services for various construction projects and the program.
  - ee. Arranges and conducts regular meetings with appropriate District, City, State, and outside agencies to promote good communications and coordination regarding construction planning, progress, and funding.
  - ff. Prepares for and makes presentations to community or other interest groups, including district's Board of Education. Develops performance reports, correspondence and other documents in connection with projects.
  - gg. 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.
  - hh. Analyzes alternate construction delivery methods and makes reasoned recommendations for appropriateness of methods for individual projects.
  - ii. Supervises and works closely with architects, engineers and other consultants on projects.
  - jj. Plans, implements, monitors and controls efforts and schedules for on-time project completion within budget limits.
  - kk. Suggests appropriate building systems, standardized components and construction methods.
  - ll. Coordinates construction projects with the Director of FMO.
  - mm. Regularly reviews all projects, schedules and budgets with the Assistant Superintendent Business Services.
  - nn. Develops workflow schedule to accommodate design and construction schedule.
  - oo. Assists in the preparation of Contract Documents.
  - pp. Secures or monitors progress for Department of State Architect (DSA) permits as required.
  - qq. Familiarizes all concerned with schedule requirements, shop drawings, correspondence, quality control tests, job safety, site security and payment procedures.
  - rr. Coordinates drawing/design with procurement/contracting.
  - ss. Provides advice, support and assistance by interpreting policies and procedures to appropriate staff.
  - tt. Establishes facility project goals and objectives for the Business division.
  - uu. Serves as an integral consultant to the superintendent, assistant superintendents, directors and managers on Bond Facility Services matters.
  - vv. 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.

ww. Performs other tasks and assumes responsibilities as may be assigned by proper authority.

## KNOWLEDGE AND ABILITIES

- Must be able to demonstrate ability to lead, 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 and recommendations with little supervision relating to capital improvement projects; assist others internally and externally with decisions relating to capital improvements projects; and establish and 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, Public Contracting Code, and other related codes applicable to schools in California.
- Knowledge of administration, record keeping, budgeting and tracking, reporting, auditing, and other best practices related to the direction of a public schools capital improvement program.
- GAAP and best practices for record keeping, cost analysis and work procedures.
- Principals, methods, techniques and strategies pertaining to comprehensive facilities planning, construction and modernization programs.
- Effective oral and written communication to speak in public, conduct meetings, and make presentations.

**WORK YEAR:**

Classified Management Work Year

**SALARY:**

Classified Management Salary Schedule

**BENEFITS:**

Medical (employee contribution), 100% dental, vision and life insurance

**EDUCATION AND**

Any combination of experience equivalent to an Associates or Bachelor degree in Engineering, Construction Management or related field and at least 7 years of progressively responsible experience preferred or High School Diploma with 11 years of experience.

**EXPERIENCE:**

At least three years' experience in directing a multi-site facilities of a school district, municipality, industrial plant or other equivalent organization. Basic knowledge of word processing and spreadsheets.

**LICENSES AND**

Valid Contractor's License, Possession of a valid California driver's license.

**OTHER**

Must have a history of safe driving and maintain a safe driving record.

**REQUIREMENTS:**

**PHYSICAL**

**CHARACTERISTICS:**

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. 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, working around and with machinery that have moving parts, chemical fumes, working at heights.

**WORKING**

**CONDITIONS:**

Work is performed in an indoor environment where minimal safety conditions exist and also outdoors where safety conditions exist from moving equipment, environment factors, and noise extremes.