Adams12 Five Star Schools

Job Description
Revised/Updated: March 2025

Job Title:	**Bond Construction Manager**	Job Code:	**5080**
Job Family:	**Non-Certified**	FLSA Status:	**Ex - E**
Pay Program:	**Administrative**	Pay Range**:**	**L 17**
Typical Work Year:	**12 months**		

SUMMARY: Responsible for management and execution of the construction and renovation of district facilities led by project management team. Ensures project budgets, scopes, and schedules for bond and capital construction projects are adhered to. Responsible for training and accountability of project management staff in order to align with department and district policies and procedures. Works closely with the Director of Construction to plan, organize, coordinate and reconcile capital and bond program operations and contracts, budget development and analytical duties in assigned areas; act as department liaison regarding project reporting to various departments as required by the Director; Assure timely preparation and distribution of bond program and project records and reports. Manages projects as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Manages and holds accountable district project managers, senior project managers, consultants and project teams to ensure all bond and capital construction project scopes, schedules, costs, and projections are updated, maintained and communicated to district stakeholders in a timely manner. Responsible for bond program and capital project schedule updates; Coordinate with the bond accountant and/or district's Finance Department to ensure the data between the construction management systems, scheduling and the financial accounting systems are consistent and accurate. Constitutes final review and approval of vendor pay applications as submitted by project management team. Manages construction projects and department initiatives as assigned by the Director of Construction.	D	25%
2. Develop and maintain communications tools for multiple constituencies. Work closely with project managers and the Director of Construction to develop and maintain detailed resource load schedules of projects using district information technology systems; integrate multiple schedules into a master project schedule; track, perform and calculate performance measurement baseline; Budget at Completion (BAC), Cost Performance Index (CPI), Schedule Performance Index (SPI), Estimate at Completion (EAC), and Estimate to Complete (ETC) as required	D	25%
3. Responsible for quality assurance and warranty program for all capital and bond construction projects to assure conformance to district policies/guidelines/specifications, external codes/regulations and design/construction industry best practices	D	25%
4. Provide expertise, guidance, assistance and necessary documentation to staff, senior management, and other district personnel on project updates, needs and issues tracking. Research, investigate and regularly prepare updated reports on achievements of the Bond Program. Assist in monitoring project expenditures in accordance with established budgets. Actively participates in architect, engineer, consultant and contractor selection processes.	W	15%
5. Develop, contribute to and review reports using district data to present at various meetings and alert district leaders of scope, schedule, and budget issues. Communicate with district stakeholders, the public and governmental agencies regarding program and project matters; Complete financial research in response to internal and external inquiries; advise district leadership of needed budget revisions.	W	5%
6. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree from an accredited college or university in construction management, engineering or related field required. Four (4) additional years of similar and relevant experience may be substituted for this requirement.
- Minimum of five (5) years of experience in project or construction management.
- Minimum of three (3) years of experience as an owner's representative project manager required.
- Possess Integrated Master Schedule and Integrated Master Plan knowledge and experience.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to travel among school locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to manage the planning, development, design, and implementation of assigned program. Including tracking schedules, resources, issues, due dates, tasks and monitors project's expenditures against the budget
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work collaboratively with others to maintain thorough knowledge of capabilities, and to ensure that all communications between departments and stakeholders are accurate and correct
- Must have intermediate/advanced skills in Microsoft Excel, Microsoft Project
- Preferred experience with Integrate Master Schedules (IMS), Project Portfolio Management (PPM), Enterprise Resource Planning (ERP)
- Preferred experience with large capital construction programs.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director of Construction	3075

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Bond Sr. Construction Project Manager	3	B4098
	Bond Construction Project Manager	4	B4090

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Make recommendations related to developing, administering, monitoring, coordinating and initiating requisitions for project budgets and integrating the budget into the overall bond and/or capital program.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands and fingers, to handle or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills		X		
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	