



Excellence for all.

Job Title: Bond Manager

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function:

Under the direction of the Assistant Superintendent Business Services and/or assigned designee, will assist with the planning and coordination of all major construction and modernization of Measure C projects. The bond manager will be responsible for facilities planning, bond program logistics, bond program purchasing and contracts, bond program communications, stakeholder engagement, legal compliance, and Citizens Oversight Committee reporting.

Distinguishing Characteristics:

The Bond Manager oversees the management of all bond related improvement, renovations, and modernization projects.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Collaborate with various staff, advisory committees, engineers, architects, and stakeholders to coordinate the prioritization and implementation of all Measure C bond construction.
- Oversee the management of all bond related improvement, renovations, and modernization projects.
- Manage and coordinate projects with construction/consultant management teams, administration, Business Office, Facilities, Maintenance and Operations, and Technology Services.
- In conjunction with the Business Office, creates and administers departmental budget; monitors expenditures in accordance with established policies.
- Research and analyze contract bond studies needed or assigned. Prepare written and oral reports and presentations for Board or committee review and discussion, conferring with State, County and local officials on matters pertaining to the District's building program. Provide regular updates as requested.
- Identify projects requiring review or approval from Board of Education, Division of State Architect, Office of Public School Construction, State Allocation Board, California Department of Education, Department of Industrial Relations, Independent Community Oversight Committee, or others; prepare applications for review and approval to ensure compliance.
- Demonstrate District compliance with all federal, state and local laws, codes, and regulations by coordinating and obtaining permits from various agencies as required.
- Preparation of request for proposal/assembly of bid documents; routed through the public bid process. Participate in the hiring of contractors and consultants.
- Monitor progress of construction or modernization projects to ensure performance, payments, permits, inspection, and other requirements are enforced according to contract specification. Review and recommend approval of change orders.

- Review and approve all pay applications and invoices; ensure payment processing is consistent and in accordance with Bond measure. Maintain insurance policies secured by contractors and verifies appropriate coverage for liability, property damage, fire and worker's compensation.
- Assures compliance with a variety of health, occupational safety and environmental regulations, in accordance with all industry standards, District policies, state and federal laws.
- Create and maintain complete file management system for all Measure C projects from conception format through completion, including blueprints, contracts and change orders.
- Attend meetings and visit construction sites to ensure plans, codes and regulations are being observed, and projects are being completed per schedule, standards and project specifications.
- Serve as a consultant for Superintendent, Assistant Superintendent of Business Services, and appropriate staff, providing advice and facilitating identification and resolution of organizational problems.
- Inspect school land, buildings and facilities; determine the work needed to contract, repair, refurbish or renovate buildings and facilities.
- Develop and oversee project construction schedules providing for major elements, such as phasing of construction and timetables of commencement and completion required for each separate contractor; provide the project construction schedules for each set of bidding documents.
- Assists in site acquisitions, including development of lists of potential sites and evaluation of sites for cost of construction; serve as the representative of the school district on construction projects.
- May select, supervise and evaluate staff or contractors as needed.

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Specialized operational knowledge of construction contracting and management, and the ability to supervise and manage California new school construction and modernization.
- Architectural and engineering methods, principles, practices, materials, costs, construction techniques, trends, regulations, standards and equipment.
- Public meeting proceedings under the Brown Act.
- Budget preparation and administration, record keeping, cost analysis and work procedures.
- State laws pertaining to construction, labor relations, fiscal controls, and budgetary guidelines of the public bid construction process.
- Standard drafting practices, procedures and convictions.
- Operation of PC and related software to develop spreadsheets, databases, project schedules, budget, and update reports. Working knowledge of computer aided engineering and scheduling programs.
- Management skills to analyze programs, policies and operational needs.
- Safety practices and procedures including OSHA and Cal OSHA regulations.
- Laws and regulations relating to the broad area of school construction and maintenance of facilities.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.

- Research techniques including planning of studies and investigations, determination of variables and development of source data.
- Select, supervise, and evaluate staff or contractors as needed.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Inspect school land, buildings and facilities to determine the work needed to construct, repair, refurbish or renovate them and to prevent possible hazards to school children and personnel.
- Continuously monitor and assess the efficiency and effectiveness of department or contracted services.
- Establish procedures for efficiency and effectiveness.
- Identify opportunities for improvement and direct the implantation of changes.
- Read and interpret blueprints, mechanical, electrical, civil and structural drawings, plans and sketches.
- Perform complex mathematical computations.
- Prepare and administer large and complex budgets.
- Prepare clear and concise administrative and financial reports and make presentations.
- Operate a computer and modern software to develop, direct and maintain a computerized facilities, maintenance and operations program.
- Plan and organize department workload to meet schedules and timelines.
- Follow good health and safety principles and practices.

Education/Licenses/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: Bachelor's degree in, architecture, engineering, or construction management, or related field, preferably with an emphasis in school or public projects; and five years of increasingly responsible experience in the construction, projects, facilities management or related, including at least three years of experience in a supervisory capacity. Successful completion of the Merit examination process is required.

Licenses and other requirements: Valid California driver's license.

Working Conditions:

Environment: Office and field environment. Construction building site. Driving a vehicle from site to site.

Physical Demands/Hazards: Sitting, standing, or walking for extended periods of time. Dexterity of hands and fingers to operate a computer keyboard and telephone. Seeing to review written documents, read blueprints, sketches and schematics and inspect sites. Hearing and speaking to exchange information in person and on the telephone. Bending at waist, kneeling or crouching. Reaching above shoulders, overhead and horizontally. Pulling, pushing and carrying heavy objects. Exposure to noise, fumes, weather, moving equipment and machinery in the course of inspecting and supervising work.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 151

Approved by Personnel Commission: 10/24/2018

Personnel Commission Classification/Compensation Study Approved: July 12, 2023