

# Oak Grove School District

**JOB TITLE:** Program Director - Bond

**SALARY RANGE:** G(12)

## **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

The Program Director - Bond, under the direct supervision of the Associate Superintendent of Business, 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 Assoc. Supt. of Business 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**

- Administer and direct Bond Measure program in accordance with ballot measure, as applicable
- 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 Assoc. Supt. of Business
- 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 Assoc. Supt of Business, 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
- 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 a 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
- Manage, oversee and coordinate Construction Managers, Contractors, and Consultants during the planning, construction, and closeout phases of site construction projects or modernization
- Monitor progress of construction projects, daily and long term, and supervise building inspectors; represent District at construction planning meetings with contractors and architects; meet with architects and other facilities consultants or contractors to coordinate future projects planning; review change order requests from architects for acceptability and cost and keep the Assistant Associate Superintendent apprised; review construction schedules and ensure timely completion of such projects; make field decisions on construction issues, as necessary
- Serve as the District representative to the Office of Public School Construction, State Allocation Board, Division of State Architect, Department of Toxic Substance Control, and California Department of Education/School Facilities Planning Division
- Establish and maintain a close working relationship with the City Law Enforcement, Fire

Prevention, City Public Works and Maintenance Departments, as well as other Federal, State, and Local agencies

- Supervise, direct and evaluate the work of all direct reports
- Coordinate hiring, training and evaluations of personnel, as appropriate; recommend transfers, reassignments, and disciplinary actions, including terminations, as appropriate
- Regularly communicate with other administrators, personnel and outside organizations to coordinate work, construction, supply, equipment and personnel requirements to resolve issues and conflicts and to exchange information, as appropriate and as needed; provide recommendations concerning equipment, materials, personnel, policies and procedures to assure an economical, safe, compliant and efficient work environment
- Develop, prepare, implement and ensure adherence to all applicable budgets; analyze and review budgetary and financial data with the ~~Assistant~~ Associate Superintendent and revise budgets as directed; negotiate primary change orders, prepare and processes change orders and keep the Assistant Superintendent apprised; monitor cash flow and authorize expenditures in accordance with established guidelines
- Attend meetings of the Board of Trustees and other departmental and/or staff meetings, as required and appropriate
- Attend and participate in professional organizations and meetings as appropriate and/or as requested by the Assistant Superintendent
- Responsible for reading, interpreting and implementing a variety of correspondence, reports, manuals, statutes, policies, regulations, etc.
- Responsible for compliance with applicable Federal and State laws and regulations, as well as District policies, procedures and regulations by departmental personnel
- Performs 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
- Three years of supervisory/management experience required
- Experience with bargaining unit contract administration and negotiation preferred
- Ability to maintain strict confidentiality and strong judgment
- Have a professional demeanor and thrive in a fast paced environment
- Strong, effective oral and written communications skills, as well as interpersonal skills
- Organizational skills including follow up and meticulous attention to detail
- Self-starter with the ability to work independently
- Demonstrated initiative and high level of motivation
- Operate with proficiency a computer and assigned software programs, including, but not limited to, Google Platform and Applications, Microsoft Word, Excel, PowerPoint, Project; familiarity and experience operating work order software programs, and transportation

- routing/scheduling software programs; operate other office equipment, as assigned
- Demonstrated experience and knowledge of, and ability to effectively plan and provide training in, facility maintenance and construction and risk management.
  - Knowledge of and experience preparing, overseeing and administering budgets, preferably in a K-12 school setting
  - Experience and ability to negotiate with contractors, vendors, and governmental entities, within established guidelines
  - Knowledge of general management functions of planning and organization, strategic and long-term goal-setting and planning
  - Knowledge of the legal and ethical guidelines and obligations applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations, as well as District policies, regulations and procedures

### **SKILLS AND ABILITY TO**

- Multi-task and prioritize assignments
- Work collaboratively while under pressure and confidentially with discretion
- 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
- Comprehend, interpret and explain complex regulations and guidelines
- Exercise appropriate independent initiative, ingenuity and judgment; communicate effectively and respectfully
- Practice excellent communication skills for gathering, evaluating and transmitting information
- Promote a participatory work environment
- Maintain effective and cooperative relationships with District employees, parents/guardians, contractors, and the general public
- Prepare, read, and interpret data and demographic reports, financial reports, blueprints, schematics, architectural plans/documents, sketches, designs, diagrams, drawings, etc., as appropriate
- Apply principles of logical or scientific thinking to define problems
- Collect, analyze and interpret data, establish facts, and draw conclusions
- Interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables
- Effectively plan and meet all deadlines, schedules, and timelines

### **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

- Seeing to observe needed and completed repairs
- Climbing ladders and working from heights
- Walking over rough or uneven surfaces
- Lifting heavy objects weighing up to 75 pounds
- Sit and stand for extended periods of time
- Accurate perceiving of sound, near and far vision, and depth perception
- Reach in all directions
- Ability to raise and lift materials from one level to another and use strength to carry items needed to perform the functions of the job
- Bend, twist, kneel and stoop
- Write legible reports
- Read notes, memos and printed material
- Speak clearly and communicate effectively
- Dexterity of hands and fingers to operate a computer keyboard and machinery related to job

### 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

### **WORK YEAR:**

220 days/12 months

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.