Adams12 Five Star Schools

Job Description
Prepared/Revised: **July 2026**

Job Title:	**Bond Facilities Design Manager**	Job Code:	**050512**
Job Family:	**Non-Certified Administrative**	FLSA Status:	**Ex – A**
Pay Program:	**Administrative**	Pay Range:	**L17**
Work Year:	**12 months**		

SUMMARY: Responsible for managing and monitoring the planning and design of District facilities. Ensures project designs for bond and capital construction projects align with approved scopes, budgets, District Educational Specification and Technical Guidelines. Supports the Director of Facility Design in collaborating with stakeholders, including Learning Services, Business Services, school leadership, and project teams. Responsible for the execution of facility needs plans and the accuracy of building management data.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.*

	Job Tasks Descriptions	Frequency	% of Time
1.	Manage Facilities Design staff and operational workflows supporting the design, construction and renovation of district-owned facilities to ensure project scopes, budgets and facility modification requests align with district master plan, district educational specifications and technical guidelines. Work closely with the Construction Manager to assist with program management of bond and capital construction projects through participation in project design and review of projects at each phase of development. Analyze, interpret, review and contribute to development of projects throughout programming, schematic design, design development, contract documents, and construction administration phases of design and construction. Collaborate with contracted consultants in the management of jurisdiction entitlement processes including but not limited to collaboration with jurisdiction planning and development engineering staff and district project team throughout planning, design, and construction. Provide direct supervision and mentorship to the Senior Facility Planner and Facility Planner positions, including setting performance objectives, conducting annual evaluations, and managing work distribution.	D	32%
2.	Serve as the primary technical design lead; Apply a high-level knowledge and understanding of applicable codes, mechanical, electrical, and plumbing systems; building structures; civil site layout, grading, and site utilities in order to support design activities and project work. Provide expert guidance to staff, school leaders, and consultants on code compliance, ADA standards, and technical specifications. Verify that facility improvement scopes meet all applicable regulatory requirements of state and local jurisdictions. Collaborate with the Director of Facility Design, Purchasing Department, Facilities Design and Construction team to evaluate the technical qualifications of architectural and engineering firms. Collaborate with the Purchasing Department and Construction team in the preparation of request for proposal documents for selection and contracting of architectural and engineering firms. Participate in contracting phases for construction management firms. Assist in updates to and application of standard District contracts. Design and develop documentation for small facility modification projects by providing code analysis, drawings, and assessment of existing conditions and coordinating project permitting.	D	25%
3.	Manage project-level design execution for the Bond program; facilitate project-specific design advisory groups. Ensure that project teams adhere to directives regarding educational specifications, technical guidelines, and budget constraints as established by district leadership. Collaborate with district senior leaders, Learning Services, Communications, school leaders and community members to ensure broad stakeholder input on capital improvement projects and to ensure project designs are viable and compliant Oversee the maintenance and accuracy of record documents and "as-builts." Support and assist Facilities Design team with management of the District's Educational Specifications and Technical Guidelines by providing expert-level analysis and review of requested updates.	W	15%
4.	Support the Director of Facility Design by collecting and verifying facility condition data for reporting on board of education policy end statements. Manage district asset management databases, including executing protocols and processes for tracking facility	W	10%

	deficiencies and resolving incomplete or incorrect data in the district facilities management software systems.		
5.	Support the Director of Facility Design in maintaining the District Facilities Master Plan through site-level analysis and feasibility studies. Support bond plan development by managing the collection and organization of data for renewal recommendations. Facilitate the preparation of space-planning documents and technical reports for senior management to use in establishing final bond or capital improvement plans.	M	5%
6.	Support and assist Facilities Design teams with preparation of grant applications and assist Construction Project Managers in management of awarded grants.	M	5%
7.	Assist the Planning Manager in tactical planning efforts, including school building capacity evaluations, boundary analysis, and data collection for land acquisitions or easements.	M	5%
8.	Perform other duties as assigned.	Ongoing	3%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree from an accredited college or university in Architecture, Engineering, or a related field.
- Minimum of five (5) years of experience required including:
  - A minimum of five (5) years of experience in capital improvement planning or architectural design. An emphasis on PK-12 facilities is preferred.
  - A minimum of five (5) years of experience in the management of design, document production and coordination.
- Minimum of two (2) years of supervisory experience required.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Ability to travel among district facilities and into the community.
- Criminal background check required for hire.
- Registered Architect (RA) license required.
- Ability to obtain Colorado professional licensure within six (6) months of hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced oral and written communication and interpersonal relations skills.
- Excellent critical thinking and problem-solving skills
- In-depth knowledge of ICC International Codes and ADA Standards for Accessible Design.
- Proficiency in architectural drafting software (AutoCAD/Revit) and facility asset management systems.
- Ability to interface between technical design teams and district financial/business operations.
- 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 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 systems.

MATERIAL 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, Facility Design and Planning	5085

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Facilities Planner & Bond Facilities Planner		5041, 5043
	Facilities Planner, Senior		504125

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

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 accommodation 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 to finger, handle and/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
11 to 25 pounds		X		
26 to 50 pounds		X		
51 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.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

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