

**San Jose/Evergreen Community College District
Classified Management Job Description**

Position: Bond Program Manager

Department: Administrative Services

Location: District Office

Date: 8/29/2018

POSITION PURPOSE

Reporting to the Director of Facilities and Bond Program Management or assigned administrator, the Bond Program Manager assists the Director in the management, supervision, and execution of all engineering, design, and construction required to support the bond construction program of new constructions and renovation projects for the District. This position supervises project teams who are responsible for various professional services and construction contracts. The position requires coordination and liaison with the District Office, College departments, State agencies, consulting professionals and construction firms.

NATURE and SCOPE

The Bond Program Manager oversees bond funded construction projects, construction activities and related personnel in assigned location. The position work directly with campus administration and design/planning committees in regards to the District's facility planning, construction, and District's compliance with Federal, State, and local safety, and environmental regulations.

KEY DUTIES and RESPONSIBILITIES:

1. Oversee and participate in the development of the facilities construction work plan; assign work activities and projects; monitor work progress; review and evaluate work products, methods, and procedures.
2. Work closely with College faculty, staff, and administrators on the review, prioritization and implementation of Facility Master Plan; insure that project design and construction meet the needs and expectations of the educational programs and services. May assist in the preparation of updates of the Facility Master Plan and District Standards.
3. Prepare the facility construction budget and assist in the budget implementation; participate in the cost estimates and forecast of additional funds needed for staffing, equipment, materials, and supplies.
4. Monitor construction projects, maintain and initiate schedule changes as necessary; coordinate and review the work of architects and other contractors to assure timely completion of projects.
5. Provide support for the project timelines, bid specifications, drawings, and bid packages for contracted work; support the review of bids; ensure that contracts and other documents are completed prior to the initiation of the project.
6. Manage and coordinate the work of the bond construction program and construction management consultants; communicate with college and district constituent groups for a smooth project implementation.
7. Review architectural drawings for errors, omissions, and problems; initiate design changes to correct and improve.

8. Represent the District in the negotiations with consultants, contractors, and government agencies such as State of California Division of the State Architect (DSA) and California Geological Survey (CGS).
9. Participate in the evaluation of potential consultants and/or contractors; supervise personnel that work directly with architects and engineers.
10. Provide leadership in obtaining/exceeding Board of Trustee outreach goals for participation of minority, women and disabled veteran owned businesses.
11. Prepare or provide guidance on the preparation of the more complex/controversial contract modifications and claims; compile and analyze material pertaining to the changes and claims
12. Research and prepare various reports, graphs, charts, and critical path method schedules, and forms.
13. Assist in developing the District's Five-Year Capital Outlay Construction Plan, Annual Facility Space Inventory, and Capital Outlay Budget Change Proposals for State funding of projects.
14. Assist in developing the District's Five-Year Scheduled Maintenance program and submitting funding proposals for specific projects to the State.
15. Assure compliance with the District's Injury and Illness Prevention Program, Hazardous Materials Business Plans, and other programs related to safety and environmental regulations.
16. Ensure that the District meets regulatory requirements; establish local policies and procedures; conform to Federal, State and local regulations while continuing operation.
17. Perform other duties as assigned

EMPLOYMENT STANDARDS

Knowledge:

1. Project and construction management.
2. Hazardous materials regulations, contract law, and Office of Regulation Services policies.
3. Uniform Building Code (UBC), California Architectural Barriers Laws (CALABL), California Occupational Safety and Health Act (CALOSHA), American with Disabilities Act (ADA).
4. Legal and practical aspects of project design, bidding, management, and "close-out" of construction contracts.
5. Generally accepted construction principles and practices as related to public works and schools.
6. California Public Contracts Code and Education Code.
7. Methods, practices, equipment, supplies used in facility maintenance and construction; building and safety regulations.
8. State labor laws, including Workers' Compensation and other related statutes.
9. Policies and procedures related to community college and funding,

10. Budget preparation and administration.
11. Principles of project management and supervision.

Skills and Abilities:

1. Lead and direct projects to successful completion in a timely manner.
2. Coordinate activities of multiple professional consultants and teams.
3. Communicate effectively both orally and in writing, including writing complex proposals.
4. Prepare and interpret plans and specifications; estimate costs of maintenance and construction projects.
5. Manage and evaluate major construction and renovation projects effectively.
6. Present information to various groups and in different settings.
7. Prepare project schedules using MS Project, P6 or other scheduling software.
8. Knowledge of Project Management Institute best practices for management of design and construction projects.

Education and Experience:

1. Bachelor's degree from an accredited college or university.
2. Three years administrative experience in a related field (program management, construction, architecture or engineering services, etc.).
3. Public construction experience.
4. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

License and Certifications:

1. Possession of a valid California Driver's License.

WORKING CONDITIONS:

Environment:

1. Typical office environment; subject to some travel to conduct work and physical activities.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.

4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Board Approved: 4/4/17, 8/28/18

Salary Range: M 26 (qualification revised 8/28/18)

EEO-Category: 2B1- Executive/Administrative/Managerial