

EAST SIDE UNION HIGH SCHOOL DISTRICT

**JOB TITLE: Senior Manager of the Bond Program
(Senior Management of the Classified Service)**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under the general direction of the Associate Superintendent of Business and Operations, but working closely with the Superintendent and Associate Superintendents, the Senior Manager of the Bond Program shall be responsible for the District's Bond Program. The Senior Manager of the Bond Program will provide overall leadership to organize and administer a comprehensive site and master facility planning program including new construction and modernization regardless of funding source. Major funding totaling in excess of \$500M will be provided by Voter Approved General Obligation Bonds and augmented by other Capital Outlay funds including developer fees (Fund 25) and the County Schools Facility Fund (Fund 35). The Senior Manager of Bond Program will be responsible for the successful planning, programming, design and construction of District Facilities. The Senior Manager of Bond Program will provide District leadership required to complete a major capital development program. The position will plan and direct fiscal and human resources for the facilities planning and construction/reconstruction of all existing and proposed facilities.

This is an executive-level position. Salary is competitive and commensurate with experience and qualifications.

SUPERVISOR: Associate Superintendent, Business Services

TYPICAL FUNCTIONS AND DUTIES

Develop facilities planning data to assist the Superintendent, Associate Superintendents, and Board of Trustees in the development of new or modernized facilities;

Act in the capacity of District Program Officer for the Bond Programs;

Manage the Implementation of the District's Facilities Master Plan, manage the District's Capital Outlay Program and assume responsibility for State required Recordkeeping and Closeout Reports;

Coordinate the development of all Initial Project Proposals and/or Final Project Proposals as determined by the Site and/or District as required by the Board of trustees;

Serves as the responsible party to represent the District with local, State and Federal agencies and with architects, engineers, technical and financial consultants, legal counsel, inspectors, and contractor representatives related to facilities planning approvals, funding, and construction;

Provides assistance to Principals, administrators, and staff on building and site planning, including the development of educational specifications and equipment needs for facility projects and will coordinate the planning functions with the assigned project architect;

Ensures that short and long-range facility and operations planning is performed in conjunction with all affected local, State and Federal agencies or organizations to ensure the District can accommodate growth in an orderly manner;

Manages and updates facility projects, including oversight of plans and specifications, schedules and timing, program budget and costs, and provide support to the District's Purchasing Manager in relation to development of bid documents, contract awards, construction, change orders and contract completion acceptances;

Provide on-going support to the District's Capital Purchasing Program to Solicit proposals from architects for plans, estimates, and specifications; recommend architects for approval by the Governing Board and provide for oversight of meetings with architects and facilities committees during project definition, programming and the design phase of capital outlay projects;

Provide management and oversight of all major capital bond construction projects. Serves as the primary liaison between the architect, construction manager, District Management and District staff to ensure that projects are completed on time and on budget;

Serves as primary contact for all parties involved in the projects;

Makes presentations as needed to the school sites to inform them of the purposes, practices and progress of the ESUHSD Bond Program and to respond to relevant questions and complaints;

Simultaneously manages multiple projects;

Manages General Contractors, multiple Construction Management consultants, architects and DSA Project Inspector on multiple construction projects;

Coordinates construction activities by making onsite inspection of work to ensure that projects conform to established schedules and approved policies and procedures;

Investigates and approves requests for construction modification and time extension;

Prepare reports and Governing Board Agenda items related to the responsibility and activities of the position;

Provide information, reports, and updates to the Superintendent and Superintendent's council regarding the organization and development of new or modernization of facilities;

Administers, Directs, and Manages the budget, allocation, and timeline for all Bond funding

Participates in all preconstruction activities; coordination of constructability reviews, assists in the development of construction phasing and scheduling, procurement and installation of interim housing units, assist and support the bidding process, job walks, analysis of bids before final contracts are awarded and pre-construction conferences;

Oversees all site moves required to accommodate construction activities;

Serve as the chief spokesperson for the execution of the Bond Program to the Governing Board, Superintendent, Citizens Bond Oversight Committee, and the Community at large, either through the District's Capital Bond Program website, the district's Communications Manager, or through personal presentation;

Represent the District's interest in construction-related disputes, calling on legal and other support services when required.

Ensures that contractors and construction managers are maintaining safe work sites and practices and that the needs of the student, teachers and administrative staff at the school sites are being protected.

Manage and administer all other aspects to ensure a successful construction bond program.

EMPLOYMENT STANDARDS

Knowledge, skills, and abilities in managing and implementing a capital bond program including review of construction and design documents; principles, practices, and languages used in construction and design and capital programming; the capabilities, capacities, and limitations of various construction delivery methods; planning, cost control, and budget; principles and practices of project scheduling and construction timing; facilities educational design; change order and constructability review; school district organization, activities, and requirements; principles of administration, departmental budgeting, supervision, and training.

Knowledge of the technical aspects of architectural, civil, mechanical, electrical, structural, and geotechnical engineering design and specifications; financing, estimating and budgeting, including planning and estimating, calculating overhead, design and construction costs; general knowledge of various funding sources and restrictions; legal requirements for District projects; regulations and regulatory agencies and commissions affecting planning, zoning, design and construction; principles and practices of technical operations of project management principles; budget preparation and administration; public capital project construction.

Ability to define problems, collect data, establish facts, and draw valid conclusions; and to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Knowledge of Facilities related programs and services of a school district or related education organization.

Knowledge of administrative analysis and research techniques related to program and educational master planning and subsequent impact upon facilities needs.

Knowledge of principles and practices of facilities planning and project execution to include: architectural design, construction materials, methods and techniques, contracting and project management.

Knowledge of laws affecting the construction and modernization of district facilities, applicable state and local building safety and health codes, State of California Title V and East Side Union School District facility guidelines and standards, building and education codes, and applicable federal and state laws, including the Americans with Disabilities Act as related to facilities planning, construction and maintenance.

Knowledge of principles and practices of Program Management as relates to a major facilities development program.

Knowledge of principles and practices of Construction Management.

Demonstrated skills in written and oral communication, particularly with public and government agencies.

Skills in the use of computer software such as the more common facilities planning and construction project management software, word processing and spreadsheet.

Ability to work in an educational environment with understanding of the traditional processes related to shared governance and collegial consultation as relates to program need and facilities development.

Ability to supervise, train and direct personnel and to maintain effective working relationships with administrators, employees and the public.

Ability to assist in resolving contract disputes; make effective presentations to clients and the community; and communicate effectively with the public, community groups, the media, other District and City departments; agencies and private contractors; plan organize and direct the work of professional staff; analyze and solve problems; make judgment on all decisions and realize the ramifications and possible impact of each decision.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university with major course work in Engineering, Architecture or a related field (Master's preferred)

Experience in K-12 Education or Higher Education Program Planning

Experience with California Department of State Architect approval process

Eight years of increasingly responsible experience in architectural or engineering design and construction/program management, facility planning and contract management with at least five years' experience in a senior supervisory or managerial position managing a large, multi-project facilities design and development program.

A valid California driver's license

PHYSICAL DEMANDS AND WORKING CONDITIONS:

1. Seldom = Less than 25%
 2. Occasional – 26%-50%
 3. Often = 51%-75%
 4. Frequent – above 76%
-
- a. Ability to work at a desk, conference table or in meetings of various configurations [4]
 - b. Ability to stand for extended periods of time [2]
 - c. Ability to see to read, prepare and proofread documents [4]
 - d. Ability to hear and understand speech at normal level [4]

- e. Ability to communicate so that others will be able to clearly understand normal conversation [4]
- f. Ability to bend and twist, sit, stoop, kneel, push, and pull [4]
- g. Ability to lift 5-20 lbs. [2]
- h. Ability to carry 5-20 lbs. [2]
- i. Ability to operate office equipment [4]
- j. Ability to reach in all directions [4]

WORKING ENVIRONMENT

Job duties are spent both indoors in an office environment with moderate noise levels and outdoors with potentially loud noise levels, construction site, rooftop and high precarious places, district wide facilities. Must possess the ability to work near mechanical parts. Required to travel by personal and/or district vehicle to and from District sites and to work at remote District sites as needed to perform work activities.

REASONABLE ACCOMODATION:

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

Approved: Board of Trustees 03/22/2018