



## DIRECTOR, BOND PROGRAM MANAGEMENT

**DEPARTMENT:** Plant Services

**COLLEGE:** Central Services

**SALARY GRADE:** [A2/A3 - J](#)

### POSITION PURPOSE:

Reporting to the Director of Professional and Workforce Development, works with the Regional Initiative Center Directors, Reporting to the Executive Director of Facilities, Operations, and Construction Management, plans and directs implementation of the District's bond program and constructions projects; provides management oversight in collaboration with campuses, technical input, and coordination between the District management and staff, vendors, contractors and campuses for the successful implementation of multiple projects from inception to completion.

### NATURE and SCOPE:

The Director supervises the Construction Manager, Design Teams, and the District's Measure "C" construction activities.

### KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Oversee and provide support for the activities of the program management firm, numerous architectural firms, and other design and technical consultants.
2. Work directly with the campuses to insure that project design and construction meets the needs and expectations of the educational programs and services.
3. Prepare, revise, and monitor various programming, design and construction related schedules, and budgets for all major District projects.
4. Monitor construction projects, maintain and initiate schedule changes as necessary; direct and review the work of architects and other consultants.
5. Coordinate the maintenance personnel regarding methods and procedures of work, supplies, and equipment requirements.
6. Assist in overall planning and decision-making of routine maintenance, repairs, and ongoing District facility needs.
7. Assist in preparation, submission, and review of construction projects and maintenance cost estimates.
8. Review architectural drawings for errors, omissions, and problems; initiate design changes to correct and improve.
9. Ensure work accomplished complies with current building codes, construction, and safety laws and regulations.
10. Approve contractor work and authorize payments; assist Materials Services in obtaining formal bids.
11. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment.
12. Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Uniform Building Code (UBC), California Architectural Barrier Laws (CALABL), California Occupational Safety and Health Act (CALOSHA), California Public Contracts Code, American Disabilities Act (ADA), and other related statutes.
2. State of California Capital Outlay and Deferred Maintenance Programs for Community Colleges and Division of Architect (DSA).
3. California Public Contracts Code and Education Code.
4. Budget preparation and administration; job cost accounting.
5. Legal and practical aspects of project design, bidding, management, and "close-out" of construction contracts.
6. Generally accepted construction principles and practices as related to public works and schools.
7. Methods of purchasing and contract administration in a community college environment.
8. Methods, practices, equipment, supplies used in facility maintenance and construction; building and safety regulations.

### **Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing, including writing complex proposals.
3. Determine the need for maintenance and repairs and to plan and schedule such work.
4. Prepare and interpret plans and specifications.
5. Estimate costs of maintenance and construction projects.
6. Manage major construction and renovation projects efficiently.
7. Principles of project management and supervision.

### **Education and Experience:**

1. Bachelor's degree, or equivalent, in a related field.
2. Four years administrative experience in a related field.

### **Preferred Qualifications:**

1. Master's degree.
2. Budget preparation and administration.

### **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.

Date Approved: July 2006  
Ed Code: H-11  
Creditable Service: PERS