

EAST SIDE UNION HIGH SCHOOL DISTRICT

JOB TITLE: Construction Bond Program Controls Manager (Classified Management)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Manages, organizes, and supervises the design and construction of school facilities and rehabilitation projects, ensuring that projects stay within budget and conform to established schedules. Supervises cost control, cost estimation, contract change management, and other project support functions and activities, as instructed by the Senior Manager of the Bond Program. Responsible for the creation, maintenance, updating and analysis of, progress measurement, forecasted costs, and other reports as required. The position supports project management by developing and managing the bond program schedule, tracking and reporting budgets, coordinating architectural agreements, processing of construction contracts, and managing the contract change process. Position maintains a high degree of positive contact with school sites, administration, and vendors; Provides liaison with the District's construction managers, architects, and administration to ensure that project budgets, timelines, and schedules are tracking according to schedule and ensure that district contractor's and vendors are meeting stated goals of the bond program and are responsive to district staff and the public; Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification generally direct and/or manage resources, and/or supervise and evaluate the performance of others. The job class exercises responsibility for assisting in the efficient and effective development of the district's capital facilities program and ensures compliance with Board policy, administrative bulletins, and departmental guidelines and protocols.

SUPERVISOR: Senior Manager of the Bond Program (Senior Management of the Classified Service)

TYPICAL FUNCTIONS AND DUTIES

Plans, organizes, directs and controls all or part of school construction projects from concept through design and construction to close-out of the project contracts.

Reviews designs, plans, estimates, specifications, and submittals for general conformance with district standard and contract documents.

Reviews and participates in contract agreements to ensure they are current and pertinent for varied types of projects.

Monitors progress of projects; recommends approval of progress payments for satisfactorily completed work.

Prepares and monitors project and operating budgets, cash flow, including support for obtaining increased funding or budget augmentation.

Assists in coordinating work of a multi-disciplinary development team across organizational boundaries, including design architects and related design and construction professionals in the successful completion of assigned projects.

Controls master project cost and schedule and reviews change orders.

Prepares construction cost reports and cost analysis data to explain variances from cost estimates; assists in developing costs estimates for new construction and major building improvements.

Assembles data regarding progress schedules; prepares data in proper form for introduction into the computer, analyzes information from the computer and enters same on charts and graphs.

Utilizes spreadsheet software (Excel), scheduling software, and other project management software program to track all construction activities.

Ensures timely Division of the State Architect (DSA) closeout of projects by working with the architects, contractors, construction managers, inspectors, regulating authorities, and District Maintenance and Grounds staff to resolve punch list items and other final activities.

Coordinates, communicates, and supports capital purchasing on activities associated with the development and/or negotiation of architectural and engineering, construction, goods, general and/or professional services contracts.

Works closely and coordinates with Capital Accounting or other accounting personnel on recommended budget adjustments, updates, and revisions.

Performs detailed analyses on contractor cost proposals, bids, budget amendments, and change orders to maximize value and minimize cost of goods and services to the district.

Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

Performs special projects as requested by Senior Manager of the Bond Program.

Performs related duties as required.

Performs other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of program planning, master scheduling and program budgeting, including reviewing calculations of overhead, design and construction costs; general knowledge of various funding

sources and restrictions; legal requirements for District projects; principles and practices of technical operations of project management principles; budget preparation and administration;

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

Knowledge of principles, practices, and utilization of complex master scheduling and program budgeting software.

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

Knowledge of principles and practices of Construction Management.

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 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.

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 is required to schedule and budget complex capital projects; monitor and track project progress and expenditures and implement cost controls;

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

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

MINIMUM QUALIFICATIONS

Bachelor's Degree from an accredited college or university with major course work in Construction Administration, Project Management, Business Administration or a related field and five years of increasingly responsible experience in construction/program management and/or facilities planning with at least one year experience in a supervisory or managerial position supporting construction program planning and development.

Or, a related Associates of Arts degree with minimum ten years experience in capital planning work with three years management and supervisory experience may be considered in determining college equivalency.

Experience in K-12 Education or Higher Education Construction (Preferred)

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