



JOB TITLE: BOND PROJECT MANAGER

Classification: Administrator
Salary Range: 11

Retirement Type: PERS*
Revised/Board Approved: February 19, 2025

BASIC FUNCTION:

Under general direction and supervision of the Executive Director of Facilities Planning and Services, the Bond Project Manager assists with the development and management of all District capital construction projects supported by Measure E bond funds. Oversees, plans, organizes, and supervises the work of contracted design and construction professionals. The Bond Project Manager serves as the liaison between project stakeholders, third-party contractors, and the District during the planning, designing, construction, and post-occupancy phases of assigned capital projects. Ensures that construction projects are successfully delivered within budget, on time, and in compliance with regulatory guidelines and District specifications.

This position is solely funded through Measure E bond revenue which is expected to be available through 2026-27, with the possibility of a new bond measure in either fiscal years 2022-23, or 2023-24.

REPRESENTATIVE DUTIES:

Participates in developing capital construction project plans, designs, and schedules. Prepares preliminary and final project budgets. Presents recommendations for budget adjustments, as appropriate.

Manages the procurement process in consultation with the District's Purchasing Office. Prepares specifications; conducts contractor outreach; leads pre-bid job site visits; holds pre-construction meetings; participates in the evaluation of bids; and assists in the preparation of construction contracts.

Facilitates committee design meetings to prepare Initial Project Proposals and Final Project Proposals. Provides guidance and recommendations to committee members on the completeness and constructability of design documents at appropriate construction phases.

Oversees and coordinates capital construction activities and services of architects, engineers, contractors, inspectors, and other consultants from the planning/design phase through post-occupancy and close out. Interfaces with regulatory agencies and others to manage the process of obtaining all required project reviews, permits, and approvals.

Monitors capital construction commitments and expenditures. Maintains up-to-date records from the planning/design phase through close out.

Monitors progress of construction. Reads and interprets plans, specification, and other technical documents. Monitors conformity of construction with contract documents and specifications. Conducts quality assurance reviews to ensure work is satisfactorily performed and completed.

Ensures that completed construction work complies with current building codes and other regulatory requirements.

Schedules and leads construction progress meetings. Delivers project reports to keep all relevant parties informed on status of time and cost elements of project.

Identifies potential problems and resolves project issues and job site conflicts in a time effective manner. Implements review processes and mechanisms early in the project to minimize delays in construction progress and to minimize impact on the project budget. Develops communication and risk mitigation plans, as needed.

Oversees change orders requested by project stakeholders. Provides recommendations to supervisor on budget, time, and scope implications of change orders. Monitors costs to ensure project is delivered within District established cost expectations. Prepares financial reports upon request.

Conducts final inspections of capital construction projects as assigned. Coordinates construction closeout procedures and arranges for official acceptance of projects on behalf of the District. Oversees post-occupancy review process for projects as assigned.

Conducts facility utilization reviews and measurements to document the District's space inventory.

Performs other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

Bachelor's degree in architecture, engineering, construction management, urban planning or any other technical field of study.

four years of progressive work experience in construction planning and project management with values in excess of \$1 million.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Knowledge of construction management for a variety of projects in a higher education setting.

Knowledge of Uniform Building Code, California Building Code, California Occupational Safety and Health Act, California Public Contracts Code, Americans with Disabilities Act, and other related statutes related to construction projects.

Knowledge of the State of California Capital Outlay and the Deferred Maintenance Programs for Community Colleges, California Public Contracts Code, and California Education Code.

Knowledge of Division of State Architect protocols, procedures, and requirements.

Knowledge of LEED certification process.

Knowledge of California Environmental Quality Act processes and requirements.

Knowledge of generally accepted construction principles and practices as related to public works, community colleges, and schools.

Knowledge of general purchasing and contract administration methods and practices.

Knowledge of building and infrastructure materials, components, and systems.

Knowledge of methods, practices, equipment, and supplies used in facility maintenance and construction and building and safety regulations.

Knowledge of the Critical Path Method (CPM) for scheduling project activities.

Knowledge of the California Community Space Inventory Program.

Knowledge of the California Uniform Public Construction Cost Accounting Act.

Experienced managing work performance of architects, engineers, and other building trades professionals.

Experience working in an educational setting with responsibility for facility planning, maintenance, and construction management.

Experienced working with regulatory agencies and city inspectors.

Experienced working with labor contracts and/or represented workforces.

Demonstrated cultural competence, sensitivity to, and understanding of the diverse academic, socioeconomic, disabilities, gender identities, sexual orientations, and ethnic backgrounds of community college students, faculty, and staff.

Abilities/Skills:

Skilled at working with multiple viewpoints and perspectives.

Skilled in construction budget preparation and job cost accounting.

Skilled in supervising, budget development, crisis management, and project management.

Skilled at negotiating and team building.

Skilled in interpersonal relations.

Skilled in interpreting legal, technical, and construction documents.

Skilled in motivating teams and collaborating with diverse constituents.

Skilled in respectful and tactful interactions with diverse populations of people.

Ability to work independently.

Ability to communicate clearly and effectively in a professional manner.

Ability to work under stringent timelines and budgets.

Ability to develop and evaluate CPM schedules using relevant software programs.

Ability to analyze and review construction documents.

Ability to organize and prioritize workloads effectively to meet scheduled deadlines.

Ability to climb and descend ladders and operate a motorized vehicle.

Ability to distinguish colors in electrical wiring.

Ability to identify problems, develop alternative solutions, make decisions, and achieve consensus on a course of action.

WORKING CONDITIONS:

Work performed indoors and outdoors.

Some work inside buildings with minimal safety considerations in place.

Extended periods of time using a computer, keyboard, and other office equipment.

Work involves communicating over the phone, in-person, via email and teleconference.

Exposure to moderate to loud noise levels.

Some exposure to cold and hot temperatures or inclement weather conditions.

Potential exposure to chemicals, mechanical and electrical hazards, and hazardous fumes.

Lift, carry, push, pull materials and objects weighing up to 50 pounds.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.