

BERRYESSA UNION SCHOOL DISTRICT POSITION DESCRIPTION

JOB TITLE: Director of Bond Facilities and Modernization

Job Purpose Statement/s: Supervises, plans, organizes and coordinates Bond Measure modernization and all other facility projects with management, staff architects and other consultants. Coordinates facility plans, proposals and documentation with local, state, and federal agencies. Prepares and submits required documents to all regulatory agencies as mandated for modernization, portable construction, reconstruction and new construction. Coordinates preparation and maintenance of the District Facility Master Plan. The person in this position may be called in to work for any emergencies, and may be required to work extended hours to assist in managing a facilities based emergency. The Bond Measure duration is approximately four to five years, therefore, this position will be terminated upon completion of all Bond Measure projects.

Essential Job Functions:

- Oversees bid process for Bond Measure facility projects, and other projects funded by matching facility funds.
- Coordinates planning of Bond Measure facility projects with management, staff, advisory committees, architects and other District consultants from conception through construction to project completion.
- Administers and directs Bond Measure projects in accordance with ballot measure. This includes directing and coordinating with program management, facilities staff, architectural firms, regulatory agencies, inspectors and other consultants.
- Coordinates facilities planning with local, state and federal agencies and evaluates data to prepare recommendations for district modernization plan, project planning guides and preliminary plan packages for state and other regulatory agencies.
- Supervises work of District building inspectors and is responsible for design, adoption and implementation of District energy efficiency projects including solar projects and resource management programs for water, electricity and natural gas; determines, by inspection and by review of reports and requests, the need for buildings and modernization; develops plans, sketches, cost estimates and specifications for the work to be done.
- Reviews cost estimates submitted by outside contractors; coordinates construction with maintenance and operations; indicates priority work to be done; checks initial cost estimates with actual costs when work is being done to ensure on-time completion within budget.
- Recommends construction budgets, and cash flow for timely payment of bills; verifies and approves District construction payments, negotiates preliminary change orders, and prepares and processes change orders.
- Review and approve all pay applications and invoices for construction projects.
- Ensures payment processing is consistent and in accordance with Bond ballot measure.

Other Job Functions:

- Directs and reviews completion of State expenditure reports for construction projects to comply with funding requirements.

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- Prepares and administers project budgets, and monitors and controls expenditures in accordance with the Bond Measure District Facility Master Plan.
- Conducts site surveys, statistics, cost analysis, and needs assessments to assist with District exploration of alternative funding sources such as the Recreational Maintenance Improvement District.
- Consults and advises on alteration of existing structures by working with architects, school supervisors, and contractors on design and construction of school buildings to be remodeled, and reviewing and assisting in making changes in plans and specifications.
- Directs and coordinates meetings with site and district administration, M.O.T. supervisors and successful bidders to review construction schedules, phasing, classroom allocation during construction, and hazardous material removal.
- Coordinates with Regulatory agencies such as Department of Toxic Substance Control (DTSC), Department of Oil, and Gas and Geothermal Resources (DOGGER) on environmental issues.
- Identifies, plans, recommends and directs replacement plan for State-mandated nonconforming facilities.
- Provides direction and problem solving for multiple large construction contracts.
- Reviews and analyzes work performed by contractors, sub-contractors and tradesmen.
- Acts as liaison with state, local, and other regulatory agencies on a variety of facilities related issues.
- Prepares and administers the departmental budget; monitors and controls expenditures in accordance with established fiscal policies.
- Coordinates with Fiscal Services to prepare audit schedules related to fixed assets and work-in-progress.
- Assures compliance with a variety of health and safety regulations related to equipment operation, toxic waste and asbestos management.
- Analyzes project plans and makes recommendations concerning work to be performed by outside firms; and researches, selects and approves the purchasing of equipment and supplies with established limitations for the department.
- Conducts and participates in meetings, conferences and training sessions related to assigned functions of members within the department.
- Meets with legal counsel on District's behalf in contractual litigation and arbitration.
- Performs related duties as assigned.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Education and Experience Requirements:

- Any combination equivalent to bachelor's degree in engineering, business administration or related field.
- Five years of increasingly responsible experience in construction and capital improvements including experience in a supervisory capacity.
- Strong education background with emphasis on engineering practices, minimum five years experience of construction management in industrial, commercial, residential construction and site development is preferred.

Skills, Knowledge, and Abilities:

KNOWLEDGE OF:

- Construction management, site development, and current construction methods.
- Site surveys and needs assessment.
- Public Contract Code and bid process.
- State environmental regulations.
- CFR Title 49, Part 40 and Part 382-Department of Transportation Workplace Drug and Alcohol Testing Programs.
- Energy saving methods.
- Asbestos abatement procedures.
- Codes (Title 24), materials, techniques and costs related to construction and building maintenance.
- Financial and statistical record-keeping techniques using appropriate software programs.
- Budgeting methods, practices, and applicable software programs.
- Applicable sections of State Education Code, Public Contract Code and other applicable laws.
- District organization, operations, policies, and objectives.
- Principles and practices of administration, supervision, and training.
- Health and safety regulations.

ABILITY TO:

- Establish and maintain cooperative working relations with others.
- Implement effective facilities planning activities.
- Communicate effectively.
- Compose written communication using correct English grammar, punctuation, spelling, and vocabulary.
- Prepare, present and interpret factual data and conclusions in written, graphic and oral form.
- Investigate and analyze administrative problems and make recommendations.
- Exercise effective interpersonal skills using tact, patience and courtesy.

Working Conditions:

ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor and outdoor work environment.
- Subject to driving to off-site locations to conduct work. The noise level in this environment is quiet too loud depending upon the activity in the particular part of the day.

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be enable individuals with disabilities to perform the essential functions.

Hearing and speaking to exchange information in person and on the telephone; clarity of vision to read documents, prepare documents, and proofread documents, perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist; reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies; lifting light objects.

Mobility to stand, stoop, reach and bend; mobility of arms to reach and dexterity of hands to grasp and manipulate small objects; stand and sit for long periods; walk long distances; occasional lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust vision. Speaking to deliver public presentations.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance.
- Valid California Driver's License.
- Tuberculosis Clearance.
- Possess and maintain a valid First Aid Certificate.

Reports to: Assistant Superintendent of Business Services

Work Year: 225

Salary Placement: Classified Management Salary Schedule - Range: II

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Management Team.

Board Approved: November 18, 2014