

ASSISTANT DIRECTOR OF BOND PROJECTS

(Management Designation)

(Range 48)

Categorical Bond Funded

DEFINITION

Under general direction of the Director of Facility Services, Planning & Capital Projects, organizes and administers the District Bond building projects and assists in other District Bond responsibilities as assigned.

The Assistant Director of Bond Projects is responsible for working with the Bond Project Team(s), and supervises district and non-district employees to plan and coordinate the successful execution of required project documentation, as well as assist the Director of Facilities Services, to ensure that the quality, schedule and cost expectations of bond projects are achieved. The Assistant Director of Bond Projects will work with architects, consultants, subcontractors, clients, and inspectors to resolve issues in a timely manner and in consideration of the interests of all concerned parties.

DISTINGUISHING CHARACTERISTICS

This is a working position and requires “hands on” abilities in construction trades.

The incumbent in this position will promote institutional effectiveness by ensuring District projects are implemented efficiently.

ESSENTIAL FUNCTIONS

- Review project drawings and specifications to learn all the components of the project(s);
- Collaborate with the Director of Facilities Services to conduct a review of project Stormwater Pollution Prevention Plan (SWPPP) requirements, permitting needs, and site logistics;
- Collaborate with bond project team to prepare and distribute bid packages, maintain on-going communication with potential bidders and project team regarding bid status, track and communicate bid results to bidders and the project team;
- Collaborate with bond project team to calendar and prepare agenda and reference documents for pre-bid meetings and job site visits;
- Collaborate with Director of Facilities Services to create and issue Letters of Intent and/or Subcontract Agreements;
- Supervise contractors or skilled trades workers involved in the construction or remodel of building structures and/or infrastructure systems;
- Coordinate the order and distribution of construction documents;
- Request all Insurances and Bonds, as required by contracts;
- Create Visitor Sign-In Logs, Safety Orientation Binders, and coordinate with construction management and the safety team to complete the Site Safety Binder for projects;
- Conduct Safety Orientations for all on-coming contractor employees, maintain tracking log of participants, and issue dated stickers of completion for hard hats;
- Create files and binders as needed to store bond project records;
- Create Submittal Register from bond project specifications and drawings;
- Create and coordinate with internal departments to set up bond project numbers and bond project information;

- Coordinate and schedule subcontractor kick-off meetings and prepare and present information at the meetings including taking minutes and generating reports;
- Coordinate with departments to ensure receipt of executed agreements, required certificates of insurance, payment and performance bonds, certified payroll, and safety documentation as needed. Review tracking records of such documents at bond team meetings;
- Coordinate to ensure the distribution of required project information, such as pre-lien information, project directories, memos, and other forms of communication;
- Collaborate with the Director of Facilities Services, and the Bond Fiscal Analyst to process subcontractor and/or consultant monthly pay applications;
- Collaborate with Director of Facilities Services to issue, process, and distribute potential change orders, subcontract change orders and prime contract change orders as requested;
- Review all incoming Requests for Information (RFIs) against Construction Documents and issue or answer as directed;
- Conduct a thorough review of all incoming subcontractor submittals against the construction documents. Work with subcontractors, if corrections are needed, and issue to Architect for review;
- Create submittals for self-perform work as required. To ensure schedule is met, oversee approval process of submittals and coordinate to track and prioritize submittals based on product lead time;
- Set up and lead project meetings, as required. Coordinate to create and compile various reports and information as needed for project meetings;
- Take meeting minutes, process and record, and distribute as required;
- Process purchase orders and match with vendor invoices, and review and pre-approve vendor invoices as required by the Director of Facilities Services;
- Take photos of the bond projects progression through the life of the project and archive electronically;
- Work with department assistant to manage and order supplies as needed;
- Work with department assistant to ensure appropriate archiving of project records;
- Keep as-built record drawings and update with applicable RFI responses and ASI/IBs issued by the Architect;
- Work with construction field teams to resolve issues and address schedule concerns. Walk the site regularly and work with Director and/or Construction managers to familiarize yourself with the coordination and progress of the trades;
- As requested, assist with the training of new/intern Bond Project Assistants and Bond Project Engineers on processes and procedures;
- Provide on-going support for subcontractors, Architect, and inspectors as needed.
- Perform related work as apparent or assigned by the Director;
- Create close out register from project specifications and drawings;
- Coordinate and complete close-out of projects by collecting all required close-out documents, creating binders and electronic records of close-out documents;
- File appropriate documentation to complete project close-out with Department of State Architecture (DSA) and Stormwater Pollution Prevention Plan (SWPPP) as requested;
- Track and record substantial completion dates to prompt subcontractor surveys; and
- Perform other related duties as required.

QUALIFICATIONS

Education:

- Bachelor's degree preferred in a field such as engineering, architecture, construction management or other related field;
- Increasingly responsible full-time paid experience equivalent to six years building construction management may be substituted for desired education.

Experience:

- Demonstrated experience in facilities planning, public works bid processes and construction contract administration;
- Working with government and regulatory agencies related to construction; and
- Supervising contractors or skilled trades workers involved in the construction or remodel of building structures and/or infrastructure systems.

Knowledge of:

- MS Office applications, including Outlook to an experienced level;
- Verbal and written skills to an experienced level;
- Attention to detail to an experienced level;
- Organizational skills to an experienced level;
- Alarm and communications systems;
- Construction costs;
- Working methods and procedures used in building trades and crafts;
- Heating and ventilating systems;
- Landscaping, soils, plant propagation and landscaping equipment.
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary; and
- District policies and procedures.

Ability to:

- Communicate effectively orally and in writing;
- Use databases and complex software;
- Learn and interpret legal requirements and technical materials;
- Organize and monitor the work of others;
- Prepare concise and complete oral and written reports;
- Understand and carry out complex instruction, both oral and written;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties; and
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

Physical ability to:

- See for the purpose of reading laws and codes, rules and policies, and other printed matter;
- Hear and understand speech at normal levels;
- Speak so that others will be able to understand normal in-person and telephone conversation;

- Sit or stand for extended periods of time;
- Bend and twist, push and pull, stoop, kneel, crawl;
- Walk for extended distances;
- Reach in all directions;
- Work at heights;
- Ascend and descend a ladder;
- Lift and/or carry 50 pounds;
- Exert manual dexterity sufficient for keyboard and other office equipment operation; and
- Work in possibly dusty and noisy interior and exterior construction environments.

Licenses and Certificates: (current within the last year or must be continuously current):

Required

- Possess a valid California Driver's License appropriate for the vehicles driven in the course of work.

Must be able to obtain within first year:

- LEED GA accreditation is required within first year of employment;
- Certificate to operate a fork lift;
- Confined Space Certificate.

Board of Trustees Approval: 7/01/2015: 10/07/2015