CLASSIFICATION
Deputy Director, Bond Construction Management

FLSA Status: Exempt
EEOC Job Category: Officials and Administrators
Union Representation: Unrepresented

GENERAL PURPOSE
Under general direction, assists in the preparation of LBCCD’s master plan based on the parameters of the voter-approved bond; plans, oversees and coordinates all bond-funded construction and facilities improvement projects; provides District management with advice and counsel on a full range of facilities construction issues; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
With general direction and guidance from the Director, District Facilities, this single-incumbent class has financial and management accountability for the District’s bond-funded construction projects. The incumbent is responsible for developing and implementing short- and long-range plans and strategies to meet the District’s goals and standards of construction to provide an optimum physical environment for staff, students and the community. Duties are carried out independently, within a framework of policies, management guidelines, laws/codes and bond construction language.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans and oversees all construction activities for the District’s bond-funded capital projects.

2. Participates in the development of the master plan and strategic construction initiatives; develops and implements bond-funded construction projects required to achieve strategic priorities and overall departmental results in alignment with District objectives.

3. Provides leadership to retain and develop highly competent, service-oriented project staff through selection, compensation, training and day-to-day management practices that support District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee-relations environment.

4. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations, District human resources policies and labor contract agreements.
5. Manages the project planning, consulting engineering/architectural design and construction operations of bond-funded capital projects; reviews and monitors engineering, construction and contract documents, including design calculations and sketches, construction drawings, specifications, and cost estimates for construction projects; attends pre-bid conferences to discuss principal construction features and requirements in terms of methods and equipment; reviews bids for construction projects and participates in the selection of contractors.

6. Conducts pre-construction meetings; reviews progress schedule and construction problems; coordinates construction activities and requirements with contractors; coordinates and facilitates interaction between LBCCD, City of Long Beach, outside agencies and consultants/contractors.

7. Develops reports, letters and memoranda regarding project issues for both internal and external distribution; may originate Board of Trustee agenda items.

8. Prepares and processes change orders; reviews monthly payment estimates and makes recommendations regarding payment; initiates construction status reports; informs contractors of requirements regarding construction schedule, status and progress.

9. Monitors capital project work in progress; participates in field/campus reconnaissance work and construction inspection to ensure compliance with approved plans, specifications and standards; compiles and maintains records of projects.

10. Participates in the preparation of a variety of studies and reports relating to short- and long-range capital improvement and facilities expansion needs and develops specific proposals to meet them.

11. Interfaces with and delivers presentations to user groups and the public; interprets, explains and answers public and District inquiries regarding bond-related project construction and utilization, facilities policies, project funding, asset management procedures, state program regulations and bond measure requirements.

QUALIFICATIONS

Knowledge of:

1. Project management principles, procedures and practices, including budgeting, costing, goals and objectives development, and work planning/organization.

2. Principles and practices of engineering and architectural design, facility planning, educational building utilization and management of facility construction and renovation.

3. Federal, state and local codes and regulations governing educational facility construction.

4. Trends, approaches and problem-solving techniques used in construction, engineering, inspection and compliance processes.

5. Modern methods of construction and structural design concepts.


7. Public outreach processes.
8. Safe work practices and safety equipment related to capital construction.
9. Computer software applications related to the work.
11. Principles and practices of effective management and supervision.
13. District classified human resources policies and procedures and labor contract provisions.

**Ability to:**

1. Plan, organize, coordinate, direct, review and evaluate the work of assigned or contracted project staff.
2. Prepare, administer and monitor project budgets and anticipate future budgetary needs.
3. Represent the District in negotiations with consultants, contractors, financial institutions and other activities.
4. Plan, organize, direct and evaluate facilities planning and plan development, engineering and research projects, maintenance and operations, construction and contract management, utility services and hazardous materials removal.
5. Establish and maintain effective relationships with officials of public and private organizations.
6. Interpret and apply complex rules, regulations and bond financing requirements.
7. Provide technical assistance and staff leadership on assigned aspects of the District’s capital construction projects.
8. Analyze technical architectural plans, design engineering and construction engineering problems.
9. Evaluate alternative approaches and adopt effective solutions.
10. Prepare accurate and detailed written material, including staff and administrative reports.

**Education, Training and Experience:**

A typical way of obtaining these skills could be graduation from a four-year college or university with a major in civil engineering, architecture, construction management, or a related field; and three years of progressively responsible supervisory and administrative experience in facilities planning, construction, maintenance and repair; or any combination of education and experience that produces the knowledge and abilities described for this classification.

**Licenses; Certificates; Special Requirements:**

A valid California Class C driver’s license, a good driving record and the ability to maintain insurability under the District’s vehicle insurance policy.
PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this class, employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; reach with hands and arms; and climb, balance, stoop, kneel or crawl.

Specific vision abilities required by this job include close and distance vision and the use of both eyes for a clear field of vision.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with Board members, all levels of District management, other governmental officials, contractors, vendors, employees, the public and others encountered in the course of work.

WORK ENVIRONMENT

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

The employee regularly works under typical office conditions. Occasionally, the incumbent must visit construction sites, be exposed to outside weather conditions and work near moving equipment.