



Fremont Unified School District
Classified Job Description

Bond Director

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.

Summary:

The Bond Director reports to the Associate Superintendent or designee. The Bond Director is responsible for managing the implementation of the facilities master plan and prioritized bond program. The Bond Director successfully tracks progress of all construction projects, from conceptualization to completion. Performs related duties as assigned, may be called in to work for emergencies and may be required to work extended hours to assist in managing a facilities-based emergency.

Essential Functions:

Depending on the assignment, duties may include but are not limited to the following:

- Oversee budget to ensure projects remain within budget limits; implement cost control systems; track all project costs.
- Review and prepare documents for the Board and Bond Oversight Committee.
- Prepare budget and financial reports as required.
- Coordinate planning of bond measure facility projects with management, staff, advisory committees, architects, and other district consultants from conception through construction to project completion.
- Ensure the Facilities Department meets the operational deadlines required by other departments or agencies.
- Prioritize, develop and maintain detailed project plans to support the implementation of the facilities master plan.
- Develop, update and monitor project schedules; oversees all scheduling and other managerial aspects of bond program.
- Oversee implementation of plan, including all phases of the construction, modernization and retrofitting process.
- Track, monitor and oversee construction tasks completed by supervisors, contractors, and various trade workers.
- Report on the progress of the project to the superintendent and associate superintendent.
- Prepare comprehensive regular written and public reports to communicate status and progress to our community partners and the board.
- Coordinate project phases, review financial statements and assure on-time delivery of projects.
- Research, analyze and recommend the feasibility of various improvement operations for more cost-effective services.
- Assist with bid processes for bond facility projects, and other projects funded by matching facility funds.
- Coordinate with construction managers and schools/administrators to ensure smooth operations related to facility planning.
- Meet with legal counsel on the district's behalf in contractual litigation and arbitration.
- Responsible for the district's facility operations, organizing and assigning tasks and responsibilities to assigned personnel.

Successful Experience in:

- Best practices with public school construction, knowledge of recent trends
- Construction principles, techniques, and procedures
- Effective project management principles
- Effective management practices; employee supervision

Ability to:

- Manage multiple high priority projects at the same time
- Demonstrate past success managing programs to results and/or project management
- Demonstrate past success with setting and meeting rigorous goals
- Demonstrate excellent critical thinking, problem solving, and continuous improvement
- Work cooperatively with a variety of stakeholders
- Manage people effectively to outcomes
- Learn quickly and operate in a fast-paced and continuously improving setting
- Operate standard office equipment including a computer and software
- Communicate effectively to perform the essential functions of the job

Education: Bachelor’s degree in engineering, business administration or related field. Master’s degree preferred.

Experience: Minimum five (5) years in public school and/or construction project management

Physical Demands:

The physical abilities required of this job may include the following:

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 made to enable individuals with disabilities to perform the essential functions.

Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions. Manual dexterity sufficient to write, use the telephone, computer, calculator and office machines at required speed and accuracy. Ability to identify and interpret communications in handwritten and printed materials, and on the display screen of various office equipment and machines. Ability to meet with employees and community members at school sites and other off site meetings. Physical agility to move in various positions in order to execute duties effectively, which may include kneeling, walking, pushing/pulling, squatting, twisting, turning, bending, stooping and reaching overhead; physical stamina sufficient to sustain light physical labor and ability to remain in stationary position for up to 8 hours.

Physical mobility sufficient to move about the work environment (office, District, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps and to respond to emergency situations; physical strength sufficient to periodically lift and/or carry 20 pounds of materials or supplies; occasionally lift 40 or more pounds with or without assistance. Occasionally push and/or pull a variety of tools, equipment, or objects with or without assistance.

Non-Discrimination in Employment:

The Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of the person’s actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex or sexual orientation or association with a person or group with one or more of these actual or perceived characteristics.

The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district’s complaint procedures instituted pursuant to this policy.

FLSA Status

Exempt

Approval Date

2/2022

Salary Range

Range 31 B