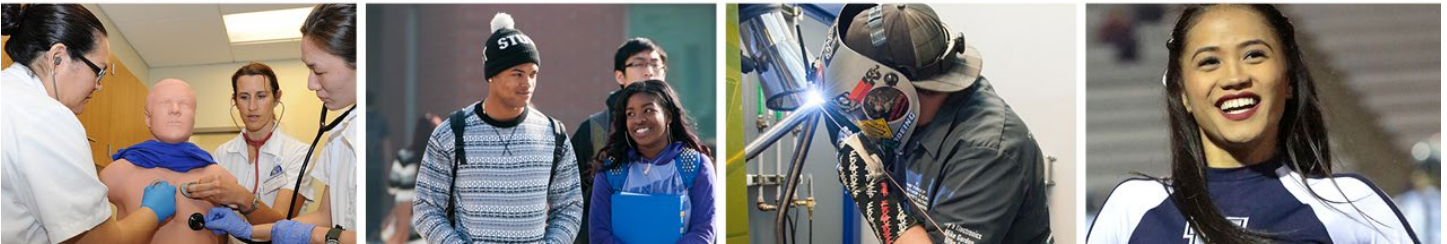




El Camino College Bond Project Manager



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.

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is situated on a beautiful and spacious 126-acre campus near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities.

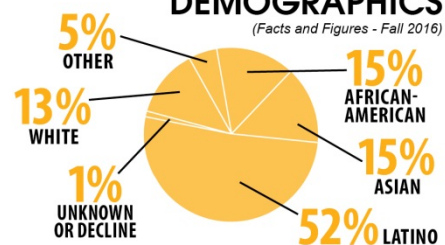
El Camino College provides many opportunities for students to succeed. Through the Honors Transfer Program, El Camino College transfers hundreds of students each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are

MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning, equity and success in collaboration with our diverse communities.

STUDENT DEMOGRAPHICS

(Facts and Figures - Fall 2016)



also supported by an extensive scholarship program, with approximately \$600,000 awarded annually. With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

BOND PROJECT MANAGER

Division: Bond Project Manager
Posting Closing Date: 8/13/21
Req: C2021-036
Location: El Camino College
Position Type: Classified Administrator

REPRESENTATIVE DUTIES

The duties of the Bond Project Manager may include, but not be limited to, the following:

- 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.

REQUIRED 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.

Licenses or Other Requirements:

Valid California driver's license.
Must maintain insurability at the District's standard rate during term of employment.

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.

CONDITIONS OF EMPLOYMENT

Full-time, 12-month grant funded (contingent upon available funding), classified administrative position subject to a probationary period. Working hours are Monday through Friday 7:00 a.m. until 3:00 p.m. Excellent fringe benefits including eight 32-hour work weeks during the summer.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

SALARY: \$109,524 (Annually)

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE** PDF document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

Applicants with disabilities requiring special accommodations must contact Human Resources at least five (5) working days prior to the final filing date:

https://elcamino.formstack.com/forms/reasonable_accommodation_request_form

Please Note: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

If you need assistance you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not** wait until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

Closing Date: Friday, August 13, 2021 at 3:00 p.m.

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

BENEFITS

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available, toward which both the College and the employee contribute.

- Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at 50 percent.
- Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security.

INTERVIEW EXPENSES

Only individuals identified for FINAL interviews are eligible to have their expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Candidate must complete a Travel Request and Reimbursement Form and submit it together with all supporting documentation to the Human Resources Department.

FOR FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:

**El Camino College
Human Resources**

Pamela Jones
310-660-3593, Ext. 3478
pjones@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published Annual Security Reports and all required statistical data, which can be found on the Police Department webpage at www.elcamino.edu/about/depts/police/cleryact/index.aspx. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

El Camino College is an Equal Opportunity Employer

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.