El Camino College

Bond Project Manager

KEY ROLES/RESPONSIBILITIES

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 and is 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 proceeds, which are expected to remain available through 2027-28. Funding may be extended if a future bond measure is approved.

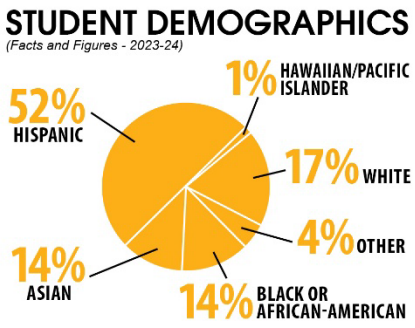
ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres 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.

MISSION STATEMENT

El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.

As a comprehensive two-year college, El Camino College serves thousands of 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, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring 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. substantial transformation campus-wide.



BOND PROJECT MANAGER

Division: Facilities Planning & Services
Posting Closing Date: 11/23/26
Req: C2627-012E
Position Type: Classified Administrator

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

For a full listing of duties and work expectations, please refer to the job description located at:

Job Description

1. Participates in developing capital construction project plans, designs, and schedules. Prepares preliminary and final project budgets. Presents recommendations for budget adjustments, as appropriate.

2. 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.

3. 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.

4. 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.

5. Monitors capital construction commitments and expenditures. Maintains up-to-date records from the planning/design phase through close out.

6. 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.

7. Ensures that completed construction work complies with current building codes and other regulatory requirements.

8. Schedules and leads construction progress meetings. Delivers project reports to keep all relevant parties informed on status of time and cost elements of project.

9. 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.

10. 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.

11. 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.

12. Conducts facility utilization reviews and measurements to document the District's space inventory.

13. Performs other related duties as assigned or requested.

MINIMUM 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 $10 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, made decisions, and achieve consensus on a course of action.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully.

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. May involve working non-standard, evening, and weekend hours.

Physical Demands

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

EXTENDED CLOSING DATE: MONDAY, NOVEMBER 23, 2026 at 3:00 P.M.

SALARY: Starting salary is $142,203 annually.

Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached ($164,845 annually).

Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month classified administrator position. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Work schedule may include weekends, evenings, and/or holidays based on business needs.

Administrators may work all or a portion of the workdays that fall between December 25 and January 1. Administrators may also use their accrued vacation days to cover all or a portion of the workdays that fall between December 25 and January 1.

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.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: ADA Job Applicant Accommodation Request (maxient.com)

INTERVIEW EXPENSES

Individuals identified for FINAL interviews are eligible to have 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. Finalists must complete and submit a W-9 Form and Human Resource's "Interview Expense Reimbursement Form" and include appropriate support documentation to receive the allowable reimbursement amount.

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

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.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely.

Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: Employment Opportunities | El Camino College | Torrance, CA
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.

IMPORTANT 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).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College
HR Service Partner
Pamela Jones
310-660-3593, Ext. 3478
pjones@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

JEANNE CLERY CAMPUS SAFETY ACT

In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an Annual Security Report and all required statistical data. This publication includes 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 paper 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.