

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Bond Executive Construction Manager

Unit: Management

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Job Code: C3225
Original Date: 07/2026
Last Revision: 07/2026
Staff Type: Classified
FLSA status: Exempt
Salary Range: 06

DEFINITION

Under general direction from the Associate Vice Chancellor, Facilities, Risk Management, and Operations, the Executive Construction Manager is responsible for the technical oversight, management, and execution of construction projects within the District. This role requires the application of advanced construction management principles, including the integration of engineering, architecture, and operational strategies, to ensure successful project delivery. This position will oversee the process from pre-construction to closeout, including contract administration, fiscal management, resource allocation, and technical direction to ensure compliance with specifications, codes, and regulations. The position requires close collaboration with internal and external stakeholders, including campus and District administrators, architects, engineers, consultants, vendors, and contractors.

EXAMPLES OF DUTIES

1. Lead the management of construction projects in coordination with other departments, from the preliminary planning phase through construction completion and project closeout. Coordinate pre-construction meetings, including the development of project schedules, budgets, and scope definitions.
2. Provide ongoing oversight and guidance to contractors and consultant project managers to ensure adherence to project timelines, budgets, and quality standards. Oversee project bid coordination, ensuring transparency, compliance, and effective solicitation processes.
3. Ensure successful project closeout, including construction inspection, move-in activities, and final acceptance of projects. Oversee implementation of budget controls and cost management procedures for all project phases, including design, construction, and the procurement of furniture, fixtures, and equipment (FFE).
4. Review and evaluate project progress and approve contractor requests for payment in alignment with project milestones. Approve contractor-proposed construction schedules, ensuring they align with overall project timelines and objectives. Coordinate cost and schedule impacts of change orders, ensuring timely resolution and communication with all stakeholders.
5. Regularly meet with campus administration to provide updates on project progress and gather feedback regarding concerns or changes in project requirements.
6. Coordinate with campus maintenance and operations personnel to ensure that facility construction will not impact their ability to maintain and operate the building post-completion. Coordinate construction logistical plans with construction and District key stakeholders.
7. Review and interpret construction documents, including providing guidance on clarification requests and ensuring compliance with local, state, and district regulations.
8. Oversee the preparation and maintenance of construction documents, including submittals, as-built drawings, and final project documentation. Coordinate document control and project close out.
9. Ensure all project information such as warranties, inventory list, attic stock, operational manuals are transmitted to the Facilities department in manner that information can be entered into the existing computerized reporting system.

10. Manage the reconciliation of the Capital Outlay Fund to the general ledger, ensuring accurate tracking and reporting of project expenditures.
11. Oversee the filing of claims for reimbursement and ensure compliance with funding requirements.
12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Applicable building codes/regulations and review procedures and environmental law and review procedures.

Characteristics and use of various methods of graphic presentation and construction documentation cartography.

Computer applications, systems, and hardware used in facilities planning and development.

English usage, grammar, spelling, punctuation, and vocabulary.

General characteristics and relative costs of various methods of construction, architectural features, and building and room design for all types of higher education uses.

Geographic area of the District and general population and enrollment characteristics of the District.

Oral and written communication skills.

Principles of architectural and engineering design, project management, and environmental reporting.

Principles of architecture, construction, and facilities planning as related to methods and techniques of instruction, traffic flow, economy of maintenance, provision for growth, relationship of instructional and service provision of temporary facilities and adaptability to multi-functional usage.

Principles of budgetary planning and management.

Principles of construction scheduling, construction technology, and construction management.

Record keeping techniques.

Requirements of Division of State Architects.

Technical aspects of field of specialty.

Skills and Abilities:

Act independently and promptly to situations and events.

Analyze and interpret complex information.

Anticipate conditions, plan ahead, establish priorities, and meet schedules.

Communicate effectively with architects, consultants, contractors, and district administrators.

Establish and maintain effective working relationships with others.

Interpret technical materials, such as building and attendance codes, standards, and regulations.

Maintain accurate and complete records.

Make clear, concise, and effective oral and written communications, reports, and presentations.

Operate computers and business-related software, including word processing, spreadsheets, and databases.

Plan, organize, and control projects throughout all stages of project progress.

Provide work direction to others.

Read and interpret architectural and engineering plans and specifications.

Work independently with minimal supervision.

Training and Experience:

Any combination of training and experience equivalent to: Graduation from a recognized four-year college or university with a degree in architecture, construction management, engineering, or related field and five years of full-time paid professional experience in planning facilities or managing the construction of educational, governmental, or commercial building projects. Experience with the planning and construction of educational facilities is highly desirable.

License and certifications

Possession of, or ability to obtain, a valid California Driver's License by time of appointment

District Values

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment

WORKING CONDITIONS**Physical Requirements:**

Category III

Environment:

Favorable, usually involves an office. Requires some travel between District sites, conferences, and construction and work sites. May be exposed to hazards on construction sites. Incumbent must use personal protective equipment at construction sites and other work settings.