

Job Title:	Bond Quality Assurance and Warranty Manager	Job Code:	1224
Job Family:	Non-Certified Administrative	FLSA Status:	Ex - A
Pay Program:	Administrative	Pay Range:	L 10
Prepared/Revised Date:	August 2017	Work Year:	12 months

SUMMARY: Evaluate capital projects from inception to completion for conformance to district policies, guidelines and technical specifications, external codes/regulations and design/construction industry best practices (collectively referred to as Quality Assurance/Quality Control). Assist planning, construction, maintenance and their respective external consultants in meeting conformance requirements. Report observations of non-conformance to management with recommendations on corrective action. Responsible for providing and maintaining the development and implementation of district technical guidelines. Assist with final approval and close-out process of projects. Manage capital project warranty claims.

This position is funded by 2016 bond proceeds and is anticipated to be funded for 5 plus years.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Review project design packages to assure conformance to district policies/guidelines/specifications, external codes/regulations and design/construction industry best practices. Assist construction and design teams with identified upgrades to bid packages and supplier contracts. Evaluate new/alternate methods and materials as a cost saving measure.	D	15%
2. Provide QA/QC expertise to the procurement phase of facility related capital projects. Review procurement bid packages for design, construction, and facility-related engineering/consulting. Assist purchasing with identified upgrades to bid packages and supplier contracts.	D	15%
3. Provide QA/QC expertise to the construction phase of facility-related capital projects. Perform periodic field audits/inspections at District construction sites to ensure compliance with applicable federal, state, local building codes, ordinances, regulations, and local amendments. Prepare daily, weekly and monthly tracking reports related to project review, inspection, and issue resolution and compliance documentation. Notifies District project manager of problems associated with quality control, assurance, and code related items.	D	15%
4. Document, validate, and resolve warranty claims and communicate with contractors to resolve warranty issues. Analyze root causes of warranty claims and identify methods to ensure closure of warranty issue; resolve in a timely and appropriate matter according to district and project specifications.	D	15%
5. Manage and coordinate the review of project design documents and construction submittals between the construction and maintenance teams. Assist project managers in the development of final punch lists for small capital projects and renovations.	D	17%
6. Assist in the identification of suitable commissioning agents for newly constructed district facilities. Review commissioning agents' reports and advise management on whether they are suitable for district acceptance.	W	5%
7. Periodically review district quality assurance guidelines and make recommendations to management for updates and upgrades. Keep abreast of emerging design and construction technologies and make recommendations to management on including them in District projects.	W	6%
8. Coordinate and interface with a varied customer base to meet and satisfy their need through positive relationships. Conforms to safety standards as prescribed.	W	7%
9. Perform other duties as assigned.	Ongoing	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in a technical discipline. Four (4) additional years of similar or relevant experience may be substituted for this requirement.
- Minimum of five (5) years of experience in commercial or institutional facility maintenance or project management working with multiple building trades.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid Colorado driver’s license.
- Criminal background check required for hire.
- International Code Council (ICC) certification preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Good verbal and written communication skills, organization, situational negotiation and conflict management skills.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to maintain records and prepare written reports.
- Ability to exercise independent judgment regarding matters with project managers and or supervisors.
- Ability to recognize and report hazards and apply safe work methods.
- Ability to work in district offices, construction sites, existing buildings under renovation, schools, mechanical/equipment rooms, portable buildings, playgrounds, etc.
- Possess physical and mental stamina commensurate with the responsibilities of the position.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of project scheduling software.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Facilities Planning, Assistant Director	3072

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- On a project-by-project basis, may be responsible for, participate in or make recommendations related to developing, administering, monitoring, coordinating and initiating requisitions for project budgets and integrating the budget into the overall district budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)			X	
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	