



# Loudoun County Public Schools

## HUMAN RESOURCES AND TALENT DEVELOPMENT

### JOB CLASS SPECIFICATION

Certified: 5/9/2023

## Specialist, Traffic and Pedestrian

Pay Scale: B

Level: 13

FLSA Status: Exempt

Job Family: Transportation

Primary Location: Administration Building

### Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Facilities Services, Management and Coordination, Planning Services, and Transportation.

### Job Overview

This is a position requiring vast expertise in traffic engineering and pedestrian safety requiring the application of transportation and pedestrian related policies and regulations. An employee in this position is responsible for ensuring all traffic patterns, parking designs, and pedestrian walkways are planned, constructed, and maintained in a manner which ensures the safety of all Loudoun County Public School students, staff, and visitors while providing efficient use. This employee will coordinate with consulting engineering vendors, conduct studies, prepare detailed drawings, contract vendors, and inspect completed projects. The Traffic and Pedestrian Specialist will be the primary contact with other transportation agencies. This employee will also be responsible for coordinating LCPS's Safe Routes to Schools (SRTS) Transportation Alternatives Program (TAP) for pedestrian infrastructure improvement projects for which LCPS has an ongoing multi-year, multi-phase matching grant.

### Roles and Responsibilities

*The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.*

- Directs and manages the LCPS traffic, parking, and pedestrian facilities; issues work orders/contracts with vendors to make changes to the existing roadway/driveway system to improve safety and capacity
- Determines the need for flashing school zone signs, obtains all necessary permits, provides sketches for such, contracts for installation and/or traffic engineering studies as required for SZSL compliance with VDOT standards, serves as project manager for sub-contracted SZSL related engineering studies, and inspects completed projects
- Coordinates the countywide annual walk-zone review, responsible for supervising Walk-Zone Task Force
- Designs field review strategies and oversees data collection
- Prepares walk-zone zone maps, Student and Support Services Committee presentations
- Coordinates parent & school administration notifications required for changes in transportation eligibility
- Ensures overall compliance with School Board Policy 6210 and Regulations
- Consults with the Construction Department on design for traffic, parking, and pedestrian plans for all new construction, Coordinates with new school administrations in planning and preparing for the school bus, parent, and faculty and staff traffic management and logistics

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- Prepares traffic flow mapping and guidelines for school administrations for distribution to parents, staff and student drivers
- Coordinates with VDOT, towns, and county transportation agencies on transportation issues relating to safe, efficient school requirements
- Monitors traffic and pedestrian safety in and around schools and responds reports or requests from state or local authorities when school-related traffic is impacting local public traffic
- Prepares mitigation plans when necessary to include rerouting school traffic in and around school campuses to mitigate or reduce local traffic impacts. Coordinates with school administration on implementing revised traffic flow plans
- Assesses school bus stop locations and all walk areas for safety on an annual basis; provides detailed assessment reports of bus stop locations and bus route & road conditions reports
- Seeks out and applies for matching grant opportunities thru federal and/or state programs related to pedestrian and traffic infrastructure improvements
- Conducts periodic reviews of surrounding county school jurisdictions for updates or new developments in policy and regulations related to school traffic and walking areas
- Sits on the Property Improvement Review Team (PIRT) and is responsible for reviewing small project requests related to transportation facilities and school property signage

### Qualifications

*Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.*

#### **Education**

Bachelor's Degree in Civil Engineering or related field with traffic/transportation experience. A post-graduate degree in transportation or related field

#### **Experience**

Five (5) years' experience with a large public education entity or state level transportation department

#### **Licenses and Certifications**

Valid Drivers License Required

#### **Knowledge, Skills and Abilities**

- Ability to adapt principles, procedures, and laws to varying situations
- A demonstrated knowledge of LCPS policies and regulations
- Good oral and written communication and computer skills
- Ability to meet multiple concurrent varied demands and timelines
- Knowledge of local, state and federal transportation practices, statutes and regulations
- Proven self-starter, dependable and trustworthy

### Physical Requirements

*The following provides a brief description of physical requirements for this job:*

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

### **Equal Opportunity Employment**

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

### **ADA Accommodations Disclosure**

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

### **Remote Work Disclosure**

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.