



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 4/24/2024

Coordinator, Civil Engineering

Pay Scale: B

Level: 18

FLSA Status: Exempt

Job Family: Administration

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, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview

The Civil Engineering Coordinator is responsible for the assessment of all property that may be considered by the School Board to fulfill its educational mission as outlined by the Constitution of Virginia. This position assists with site related project management and coordination of planning, design and construction phases of school facility projects, and works closely with various LCPS departments, consultants, regulatory agencies, contractors and school personnel during the school planning, site selection and construction process.

Roles and Responsibilities

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

- Reviews plans and specifications for school projects
- Maintains LCPS technical and education specifications
- Manages contracts of civil engineering consultants and manages contractors for miscellaneous projects
- Obtains plan approvals and permits from local, County and State agencies
- Performs site investigations and makes recommendations regarding the purchase of school sites, easements, right-of-ways, etc.
- Works with legal counsel to review plats, deeds, contracts, and other details associated with land acquisition
- Works with the Department of Planning & Legislative Services on a strategic land acquisition plan that supports the School Division's adopted Capital Improvement Plan
- Supports land acquisition activities in support of the School Board's Capital Improvement Plan including but not limited to, assisting the Civil Engineer with coordination of project planning activities with the Department of Planning & Legislative Services
- Reviews contract documents to ensure compliance of designs with LCPS specifications and design standards, evaluate cost controls and performs Quality Assurance review
- Assesses physical condition of existing facilities to provide consultation and support to building renovation projects; updates, maintains and audits the LCPS facilities database and ascertain 'As built' conditions and site data

Loudoun County Public Schools

- Reviews Capital Improvements Program plans for conformance with LCPS design criteria and educational specifications
- Reviews estimates of probable cost of equipment and design, assess construction estimates, submittals and contractor correspondence
- Develops and maintains positive and effective working relationships with local government, internal LCPS departments, local school personnel, Architects and consulting engineers
- Participates in reviews, best practices, to ensure best practices after completion of each project
- Assists the Architectural team on building assessments and miscellaneous project management as needed
- Prepares reports or analyses at the request of the Civil Engineer or Director of Construction

Qualifications

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

Education

Bachelor's Degree from an accredited College or University, Professional Engineer (P.E.) certification desired

Experience

Five (5) years of experience related to physical and environmental assessment of land to be used for public school purposes

Licenses and Certifications

Knowledge, Skills and Abilities

- Considerable knowledge of the procedures, techniques, and methods of land acquisition, site planning, and development
- Knowledge of local and regional land values and market conditions
- Possesses an understanding of School Board regulations and policy
- Knowledge and practical experience with County, State, and Federal rules and regulations that govern the construction of public school buildings and other related structures (e.g. building codes, soils, wetlands, floodplain, environmental regulations, endangered species and habitat, etc.)
- Possesses leadership qualities and personal characteristics necessary to work effectively with members of the community, administrators, parents, and teachers
- Proficient in use of AutoCAD and other software

Physical Requirements

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

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 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. May be exposed to extreme temperatures and uneven terrain.

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 degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, 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.