



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 6/27/2023

Architectural Design Specialist

Pay Scale: B

Level: 11

FLSA Status: Exempt

Job Family: Facilities Services

Primary Location: Leesburg Tech Park (Sycolin Road)

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 & GIS Services, Transportation and Sustainability.

Job Overview

Architectural Design Specialist is responsible for support of school systems design projects, studies, and related tasks. This position assists the Architect, Architectural Coordinator and Design Team with school design and construction projects for compliance with plans, specifications, and applicable standards.

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.

- Prepares design concepts for miscellaneous and Capital Improvement Program building construction projects for review by Architectural Coordinator and Architect; reviews and coordinates design efforts with architects and engineers
- Reviews contract documents throughout design process for accuracy and conformity with LCPS Standards and Specifications; participates in design reviews and project evaluations after completion of each project. Reviews project specifications for accuracy
- Maintains LCPS Guideline, Standards and Specifications documents related to architectural components to comply with current requirements; coordinates the complete specification documents with other disciplines
- Prepares analysis, research, concepts, and graphics to support design phase projects or studies. Prepares drawings and exhibits for building permit review and presentations (building elevations, floor plans, etc.)
- Maintains project documentation and coordination with the Construction Project Management Program including managing project Building Information Modeling, deliverables, and reviews
- Assists with approval of exterior materials, interior colors, and finishes
- Conducts site visits and prepares detailed reports (pre-design, pre-construction and during construction)

Qualifications

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

Education

Associate's Degree in Architectural Technology or related area

Experience

Five (5) years computer-aided drafting and design (CADD)/Revit or related design and/or construction experience

Experience in school design and/or construction

Licenses and Certifications

Knowledge, Skills and Abilities

- Knowledge of building codes and the ADA Standards for Accessible Design
- Knowledge of construction principles and practices as applied to the construction of school facilities, and other applicable requirements governing school construction
- Knowledge of construction project management, CADD and building information modeling software
- Ability to maintain accurate and complete records
- Ability to interpret and apply standards, codes, and other requirements to varying situations
- Ability to communicate effectively, both orally and in writing
- Ability to effectively plan and organize work
- Demonstrated professional and personal characteristics necessary for working with architects, engineers, and contractor
- Proficiency in the use of personal computers and related hardware and software, including the Microsoft Office suite of products

Physical Requirements and Environmental Hazards

The following provides an overview of typical physical requirements and environmental hazards for this job:

	Rare	Occasional	Frequent
Reach	x		
Stand		x	
Sit			x
Walk		x	
Push	x		
Pull	x		
Feel		x	
Talk			x
Hear			x
See			x
Remain stationary			x
Travel by foot	x		
Travel by transport	x		
Operate motor vehicle			x
Wear protective equipment			x

	Rare
Intense noise	x

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.