



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 4/26/2024

Coordinator, Electrical Engineering

Pay Scale: B

Level: 18

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administration Building

Department Overview

The Department of Student Services focuses on prevention and intervention approaches in the schools and is committed to the "Education of the Whole Child" to ensure safe, healthy, and supportive learning environments for all students. The department supports student performance through special education, school counseling, student registration, health, social work, student assistance, attendance, homebound, assessment, diagnostic, psychological and parent resource services. The department includes the following teams: Student Services, Student Mental Health Services, Diagnostic and Prevention Services, Special Education, and Procedural Support.

Job Overview

The Electrical Engineering Coordinator provides electrical engineering support for new educational construction and renovation projects for Loudoun County Public Schools. The employee provides direction to the construction project management staff on design and energy management for lighting, low voltage, automated building control systems and the interaction between the HVAC, EMS, and mechanical systems. The Electrical Engineering Coordinator reviews construction documents in design, provides direction to engineering consultants in developing system plans and specifications, and inspects installed electrical and low voltage systems for compliance with codes and LCPS standards.

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:

- Serves as electrical systems planning and design coordinator for new and renovation building projects, including power (life safety, emergency), lighting, data communications, fire alarm, and security systems
- Evaluates electrical systems, products, components, and applications, ensuring high quality of design through Schematic Design, Construction Documents, and Construction Administration and conformance to LCPS standards and requirements
- Coordinates and reviews design work of new and renovated electrical and low voltage systems for facilities; Checks adequacy and accuracy of information and documentation produced by consulting engineer; writes and reviews Scope of Work for electrical design
- Provides consultation and support to building renovation projects
- Develops and maintains LCPS technical and education specifications, LCPS sustainable and environmental (Energy Star) design standards and translates design and planning criteria to architects and engineers
- Reviews contract documents to ensure compliance of designs with LCPS specification 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; update the LCPS facilities database and ascertain 'As built' conditions

- Evaluates products and systems for performance and energy conservation and participate with various trade organizations; maintains knowledge of latest industry trends and innovations in design and construction and other technology changes
- Reviews Capital Improvements Program plans for conformance with LCPS design criteria
- Reviews estimates of probable cost of equipment and design, assess construction estimates, submittals and contractor correspondence
- Provides recommendations as a member of the RFP evaluation and selection team
- Provides consultation and support for the building commissioning process in new construction for Electrical systems, electronic controls, and high and low voltage electrical systems
- Develops and maintains positive and effective working relationships with local government, internal LCPS departments, local school personnel, Architects and consulting engineers
- Participates in reviews, and project closeout, to ensure best practices are captured and recorded after completion of each project
- Designs electrical and low voltage systems for existing minor facility renovations and miscellaneous projects

Qualifications

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

Education

Bachelor's Degree in Electrical Engineering or Electrical Engineering Technology, or has an equivalent combination of education and experience. Virginia P.E. registration

Experience

At least five (5) years successful experience in a position predominately related to electrical design, review, or related field work relating to design and construction of educational facilities

Considerable knowledge and experience in:

- building systems design and construction
- design project management, construction document production and quality control
- demonstrated expertise of the theory and proactive of electrical engineering as it pertains to modern construction methods
- procedures, techniques and methods of school facilities, CADD, BIM and other current technologies
- Federal, state and county building codes, systems and performance standards relative to the design of school projects
- sustainable and environmentally responsible design and construction standards
- building electrical and mechanical systems construction procedures and techniques, as well as of building automated control systems

Possess experience in design, bidding, and construction process for best value, CMAR, or similar delivery methods

Licenses and Certifications

Knowledge, Skills and Abilities

- Excellent organizational, human relations, communication skills and the ability to mentor, train, and develop staff; with the ability to manage multiple tasks simultaneously
- Excellent verbal and written communication skills in English with a working knowledge of Microsoft Office 365 - Outlook, Excel & Word; Bluebeam, AutoCAD and Adobe

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- Possess the ability to read and interpret drawings, specifications and building code requirements; to read and interpret test results of materials; to observe, check and measure field operations for compliance with requirements and to make reasonable allowances for on-site adjustments and changes
- Possess the ability to organize, analyze and evaluate information; explain requirements, develop and coordinate project schedules and work plans, and work independently
- Possess the ability to successfully interact with review agencies, county staff, contracted architecture and engineering firms, and school system staff in a team environment

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.