



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified 2/29/2024

Director, Construction

Pay Scale: B

Level: 27

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administrative 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, Safety and Security, and Transportation.

Job Overview

The Director of Construction is responsible for the organization, operation, and coordination of the construction programs for Loudoun County Public Schools. In accordance with these responsibilities, the Director directs the activities performed by personnel assigned to the Division of Construction.

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:

- Supervises and coordinates the work of project planners, designers and construction managers
- Responsible for planning, design, procurement and contract administration of capital projects and other school construction-related projects such as additions, rehabilitations, site improvements, heating and ventilation projects, etc.
- Maintains control over all school construction projects in order to assure contractors; compliance with contract requirements and constructions schedules; reviews and monitors current architectural planning, general bidding and construction schedules for all construction projects
- Reviews proposed change orders for validity and cost and works with the architect and/or engineer to ensure subject change(s) are implemented in accordance with the intent of the contract documents
- Works collaboratively with the Division of Planning Services to prepare and implement the Capital Improvements Program and land acquisition coordination; exercises budget control over operation and capital budgets as assigned; supervises construction-related projects contained in the yearly operating budget as approved by the School Board

Qualifications

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

Education

Bachelor's Degree in a field to include general school administration, public administration, school facilities planning, architecture and/or civil or mechanical engineering; Master's Degree

Experience

Ten (10) years of experience in the development and construction industry as a project manager; experience in school system setting

Licenses and Certifications**Knowledge, Skills and Abilities**

- Experience in a responsible position in school construction activities, capital projects management, or other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position
- Demonstrated experience in developing and tracking budgets
- Knowledge of state and federal statutes, regulations, and rules
- Ability to keep and maintain accurate records and to meet deadlines
- Possesses strong organizational skills and interpersonal skills
- Ability to communicate with individuals of varied cultural and educational backgrounds
- Demonstrates the leadership qualities and personal characteristics necessary for working effectively with school staff, partners, customers, and community members

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.