



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 6/1/2022

Architect

Pay Scale: B

Level: 23

FLSA Status: Exempt

Job Family: Administration

Primary Location: 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, Facilities Services, Management and Coordination, Planning Services, and Transportation.

Job Overview

The Architect is a supervisory position in support of K-12 school division new construction and renovation projects. This position requires a thorough understanding and knowledge of architectural and engineering principles and is responsible for leading the design team staff and coordinating the design functions of all new construction and renovation projects for K-12 schools. Working with the Assistant Director for Design at the program level, the Architect provides project-level oversight and management for building-related preconstruction services up through the bid process, including coordination and consultation with stakeholders and delivery of construction documents for successful completion by contractors for multiple construction delivery methods. This position requires considerable initiative to develop procedures and take actions consistent with established policies.

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.

- Assists in the development of design and preliminary construction schedules for projects and monitors architectural consultants to ensure the required schedules are met. Oversees project delivery relative to preconstruction services
- Oversees the management of all construction documents by architecture / engineering consultants for building projects; reviews those designs for compliance with LCPS educational specifications and state Board of Education design requirements; ensures coordination of all documents. Ensure high quality of design through Schematic Design, Construction Documents, and Construction Administration phases. Participate in reviews, best practices, etc. to ensure best practices after each project
- Oversees and manages the technical aspects of each design project. Supervises code compliance, cost controls, perform QA review and participates in contract development and negotiation for each architectural / engineering contract
- Leads the procurement of design consultants and participates in procurement of construction contractors; monitoring designs and construction of projects and ensuring budgetary constraints are met. Coordinates with civil, mechanical, and electrical engineers, and in-house staff regarding coordination of architectural work
- Oversees the management, updates and implementation of the educational program and guideline specifications and translate established design and/or planning criteria to architects and engineers; develops

specifications specifically related to renovations; act as department representative on Educational Specification Committees

- Actively solicits advice and feedback from stakeholders in other LCPS Divisions and Departments such as Facilities, Safety & Security, Transportation, Instruction and Student Services; maintains a close working relationship with other administrative and school staff to ensure accurate communications that may affect building planning and design
- Manages the Design Services Change Request process with all internal stakeholders
- Develops and maintains a positive and effective working relationship with local government, authorities having jurisdiction, internal LCPS departments, local school personnel and consultants
- Reviews and assists in the selection of materials and systems incorporated in school design; including major projects for Facilities Services Division and other Divisions within LCPS
- Works with the LCPS Architectural Coordinator, Construction Supervisor and Construction Coordinator to maintain and update the LCPS guideline specifications and associated contract documents and develops project delivery plans and methodology
- Leads the coordination, direct management and supervision of architectural design staff. Trains and mentors staff as appropriate
- Coordinates with Planning and Construction staff
- Oversees evaluation of initiatives, products and systems for performance and energy conservation
- Assists the Assistant Director of Design with strategy, planning and evaluation of programs

Qualifications

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

Education

Bachelor's Degree in Architecture, Architectural Engineering, or related field or equivalent education and experience in educational facility design and planning or construction

Experience

Ten (10) years successful experience in the construction field in a position predominately related to educational or governmental facilities design, review, or related fieldwork or any equivalent combination of education and acceptable experience

Licenses and Certifications

Holds or is eligible for a license as a Professional Architect in the Commonwealth of Virginia

Knowledge, Skills and Abilities

- Demonstrated expertise of the theory and practice of architecture and engineering as it pertains to modern construction methods and educational planning techniques
- Knowledge of the procedures, techniques and methods of school facility and site planning, BIM, CADD and other current technologies
- Demonstrates expertise of state and county building codes relative to the design of educational projects, and coordinates with state and county agencies to ensure compliance
- Strong working knowledge of the theory, principles, practices, and techniques of construction and construction cost valuation, planning and reviewing accurate construction budgets, including analyzing and reviewing design and construction contracts
- Possess the ability to organize, analyze and evaluate information, explain requirements, develop and coordinate work plans and project schedules, and work independently

- Ability to successfully interact with review agencies, county planning staff, contracted architecture and engineering firms and LCPS personnel
- Possesses the ability to organize, analyze, and evaluate information, explain requirements, coordinate project schedules and budgets, work independently, and manage personnel including training and staff development
- Experience in the design, bidding and construction process for Best Value or similar delivery methods

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.

Essential Personnel Disclosure

Employees who perform the responsibilities of this job are considered essential personnel. Essential personnel are designated employees who must report for work during a delay or emergency situations. A workplace emergency is an unforeseen situation that threatens the staff, pupils, or the public; disrupts or shuts down business operations; or causes

physical or environmental damage. Emergencies may be natural or manmade. It is incumbent upon the supervisor to inform and confirm which essential personnel are required to work during emergency closings. Notification and confirmation of the expectation of essential personnel to report to work, or maintain as-needed status, will be executed with as much advanced notice as possible via in-person communication or email.