



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 6/27/2023

Construction Contracts Manager

Pay Scale: B

Level: 21

FLSA Status: Exempt

Job Family: Facilities Services

Primary Location: Facilities Services

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

The Construction Contracts Manager is responsible for developing and managing systems and procedures regarding the procurement of services within the Construction Division, including managing administrative professional and construction contract solicitations, supervising technology staff, coordinating legal and School Board item documents, completing special assignments, and assisting the Director in the management and coordination of activities of Construction Services. This position requires considerable initiative to refine 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.

- Develops contracts, solicitations and procurement for both professional services and construction contracts, typically ranging from 100's of thousands to over 100 million dollars. Collaborates with Division senior management and prepares all procurement documents. Implements Requests for Qualifications (RFQ) and Requests for Proposals (RFP) for both design professionals and construction contracts. Evaluates qualification and bid materials with Division senior management and makes recommendations on selection to Director. Prepares and procures all design and construction contracts for Division
- Evaluates and mitigates risk to the School District in planning, contracts, legal and financial documents with Division senior management
- Creates long-term master scheduling plans of Division Capital Improvement Program projects and coordinates with Division senior management, evaluating funding, design, bidding and construction aspects over multiple years; optimizing the quality of projects and minimizing risk and cost to School District. Develops detailed individual project schedules
- Develops and manages Division standard operating procedures; School Board policy and information management and advice (Action/ Information items, reports); administrative recordkeeping of all Division staff
- Administers the overall Division document management controls and project management software. Easement and legal document preparation and recordkeeping; coordination and preparation of responses for Freedom of Information and Subpoena requests

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- Creates reports for senior leadership including periodic change order reports and submits required data to the Virginia Department of Education
- Provides guidance on updates to State procurement regulations in order to keep LCPS documentation up to current standards
- Acts as liaison between Support Services' departments and other division departments; performs designated special projects for the Assistant Superintendent for Support Services; maintains communications with vendors and others; Acts as Construction Division representative for the Virginia Department of Education
- Assists Director with strategy, planning, and evaluation of Construction Division Program and strategies on financial and operational issues

Qualifications

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

Education

Bachelor's Degree

Experience

Ten (10) years of experience in architectural, engineering and construction principles, construction law, procurement, scheduling, risk management and delivery methods relating to construction of education or commercial facilities

Ten (10) years of experience in managing construction contracting and evaluating construction project delivery methods such as Sealed Competitive Bid, Job Order Contracting, and Construction Management at Risk

Licenses and Certifications

Knowledge, Skills and Abilities

- Demonstrated experience in the principles and concepts of business administration as applied to management of design and construction services, including knowledge of contracts, budgeting, purchasing, personnel, and fiscal management
- Advanced skills in Microsoft products, databases and enterprise resource planning systems
- Demonstrated ability to analyze data and operations in terms of management controls, systems and procedures and to assess them critically making recommendations for changes; establish program or service procedures, policies and guidelines and relate these to objectives; and organize and coordinate actions of construction services staff
- Excellent organizational, human relations and communication skills and the ability to work independently; mentor, train and develop staff

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.