



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 4/18/2023

Project Manager (Facilities)

Pay Scale: B

Level: 10

FLSA Status: Exempt

Job Family: Administration

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

Job Overview

The Facilities Project Manager is responsible for the execution and administration of facilities-related construction, maintenance, repair and improvement projects in support of the school division's Capital Asset Preservation Program (CAPP) and facilities operations and maintenance contracts. The employee will perform field inspections of work performed by various contractors to ensure compliance with plans, specifications, and applicable standards. The employee is also responsible for preparing scopes of work, general specifications and technical specifications suitable for advertising solicitations and obtaining bids, quotes and proposals. The work requires the ability to evaluate the performance of contractors, to discuss job status and resolve problems.

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.

- Performs on-site inspections of Contractor's work to ensure it is being performed on schedule, within budget and in compliance with plans and specifications
- Provides assistance in identifying and tracking capital assets, conducts facility condition assessments and other tasks in support of Capital Asset Preservation Program
- Prepares documents necessary for the solicitation and award of school facilities capital asset repair and replacement contracts and operation and maintenance contracts
- Reviews contractor inspection reports, service tickets and invoices for accuracy and compliance to contract terms & conditions
- Creates and maintains contract files both electronically and in hardcopy
- Coordinates contractor work schedules with school building administrators

Qualifications

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

Education

Associate's Degree in Construction Technology, Construction Technology or Business Administration

Experience

Five (5) years of project management experience

Licenses and Certifications

Valid Driver's License

Knowledge, Skills and Abilities

- Knowledge of construction and maintenance principles and practices as applied to school facilities; school building operating systems and maintenance requirements
- Ability to prepare scopes of work and specifications suitable for the solicitation of school facilities operation and maintenance contracts and capital asset repair and replacement contracts; to maintain accurate and complete records; to apply standards and codes to varying maintenance situations
- Must be skilled and proficient in the use of standard office computer software systems and have a working knowledge of and/or experience using computerized maintenance management systems.
- Good human relations and communication skills

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.