



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 5/20/2024

Civil Engineer

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 Civil Engineer is a supervisory position in support of School District construction projects. This position provides engineering support for civil design and site-related project management and coordination of planning, design and construction phases of school facility projects. The Civil Engineer works with the Architect and Mechanical, Electrical, Plumbing Engineering Supervisor and provides direction to the engineering staff and consultants on the overall design approach, coordination with other disciplines and project schedules. The Civil Engineer develops and reviews school facility standards, specifications, and procedures for planning, acquisition, construction and closeout. The Civil Engineer works closely with various LCPS departments, consultants, regulatory agencies, contractors and school personnel during the school planning, site selection and construction process. The position must be capable of developing an effective working relationship with consulting engineers and architects, contractors, and authorities having jurisdiction, as well as, with administrative and school personnel within LCPS.

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.

- Manages projects and the coordination with architectural, instructional and construction activities; Coordinates with legal counsel to develop and review plats, deeds, contracts and other details associated with land selection, acquisition and construction; Perform site visits during the land acquisition, school design and construction phases; evaluate and resolve issues as they arise
- Liaises and consults with the Planning staff and consultants for site, easement and right of way acquisition; works closely with the Department of Planning and Legislative Services during the school planning stages; supervises the civil engineering staff
- Management and oversight of utility consultants on behalf of LCPS. Responsible for the coordination of all dry and wet utilities serving and adjacent to LCPS new projects and existing locations
- Supports the field team during the construction phase to proactively address site / permitting issues
- Procures and manages the professional services for civil, geotechnical, and environmental engineering; acquires the wetland and stream mitigation credits and other environmental and engineering assets; manages the inventory of current and past project construction documents, easement plats and record documents; manages, designs, coordinates, and solicits bids for miscellaneous civil focused construction projects

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- Attends School Board meetings as required and prepare reports at the request of the Director of Construction
- Represents the Construction Division on various committees at school staff meeting, meetings with County government officials and other agencies as required

Qualifications

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

Education

Bachelor's Degree in Civil Engineering or related field from an accredited College or University

Experience

Ten (10) years successful experience in site development design, design review, and land planning or related experience in the construction field work in civil engineering or construction administration

Licenses and Certifications

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

Knowledge, Skills and Abilities

- Considerable knowledge of the procedures, techniques and methods of site planning, site development, site plan approval processes and regulation, and site/building construction
- Experience related to physical and environmental assessment of land to be used for public school purposes
- Possess the ability to successfully interact with site plan review agencies, county planning staff, contracted civil engineering firms, developers, and attorneys
- Possess the ability to obtain, organize, analyze, and evaluate information, explain requirements, coordinate project schedules, and work independently
- Knowledge and practical experience with County, State and Federal rules and regulations that govern the construction of public-school buildings and other related structures (e.g. building codes, soils, wetlands, floodplain, environmental regulations, endangered species and habitat, etc.); Specific K-12 school experience
- Ability to successfully interact with review agencies, county staff, contracted architecture and engineering firms, and LCPS personnel
- Demonstrated ability to organize, analyze, and evaluate information, explain requirements, coordinate project schedules and budgets, work independently, and manage personnel
- Demonstrated experience to lead the coordination, direct management and supervision of other staff, if required

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.