



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 3/15/2021

Specialist, Capital Project

Pay Scale: B

Level: 16

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, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview

The Specialist, Capital Project works to develop, analyze, plan and maintain the LCPS Capital Improvement Plan. This position is responsible for creating and managing all construction estimates for forecasted Capital Projects, and must maintain and analyze market, cost and schedule data for the Construction Services department. The Specialist oversees the division facilities databases and is a lead role in the design and presentation of the Capital Improvement Program planning spreadsheets and documents, as well as all information in the Division's Facilities Database. All important aspects of the work are subject to detailed and specific procedures, but considerable judgment is required.

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.

- Creates conceptual cost estimates for projects as needed
- Leads the development of long-range forecasts for Capital Improvement Project costs and funding schedules using historical and current data. Works with other Support Services departments to ensure accuracy and timeliness of data collection; compiles and prepares properly formatted reports; obtains supplementary information as needed; leads in organizing and assembling the CIP documents; and researches and answers questions as needed
- Develops models for "what-if" analysis in CIP future plans across horizons anywhere from 2 to 40 years; identifies information that would enhance such planning if it is not available and develops a plan across Support Services departments to obtain it; creates forecasts employing both best-case and worst-case scenarios and keeps them regularly updated
- Prepare analysis and documents for approval of CIP fund transfers in accordance with LCPS and County policies.
- Administers the Facilities Database and reviews on a regular basis for accuracy and reasonableness
- Plans facility renovation schedule of work and obtains supplementary information about this subject as needed
- Develops reports using analytical, strategic and statistical methods
- Assists other staff with various financial reports and dashboards
- Coordinates all meetings of CIP and Facility Database Tasks Forces

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- Assists in the development and administration of construction project management software and preparation of documents for School Board meetings
- Responsible for communication and coordination with County staff on CIP and other financial information

Qualifications

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

Education

Bachelor's Degree in Construction, Business, Accounting, or related field

Experience

Three (3) years of experience in construction estimating, forecasting, and/or database management

Licenses and Certifications

Valid driver's license

Knowledge, Skills and Abilities

- Strong working knowledge of the theory, principles, practices, and techniques of construction and construction cost valuation, construction planning, creating and maintaining accurate construction budgets, accounting, and financial management systems
- High level analytical skills including statistics and mathematics. Good communication and publication skills.
- Outstanding technical skills with emphasis on the ability to use available spreadsheet, database, and word processing systems; database development knowledge a plus
- Strong organizational skills with an attention to detail and accuracy
- Knowledge of office procedures and practices

Physical Requirements

The following provides a brief description of physical requirements for this position:

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.