



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 4/26/2024

Coordinator, Project

Pay Scale: B

Level: 18

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administration Building

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 Project Coordinator provides support to School District construction projects, coordinates the design work for miscellaneous school construction and renovation projects, and manages the construction of projects as appropriate. The Project Coordinator must have a thorough understanding and knowledge of architectural and engineering principles related to school design, construction, and renovation. The Project Coordinator must be capable of developing an effective working relationship with the local and state government as well as local school personnel.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Supervises and prepares of all construction documents for renovation and miscellaneous projects by architecture/ engineering consultants and those done by in-house school staff; reviews those designs for compliance with LCPS educational specifications and state Board of Education design requirements; develops design and construction schedules for projects and monitors architects/engineering consultants to ensure the required schedules are met
- Monitors designs and construction of projects and ensuring budgetary constraints are met
- Procures design consultants and construction contractors for renovation and miscellaneous projects
- Responsible for construction bid process and making recommendations for the award of construction contracts; 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
- Supervises and oversees construction of projects; maintains and updates the LCPS contract specifications; responsible for budget management as well as production and management of other assigned projects and reports
- Coordinates with the county and town building departments on the review/approval of plans for all design projects, including major CIP projects; oversees permit plan submissions and facilitates the obtaining of building permits
- Participates in the selection and evaluation of architects/engineers; coordinates with civil, mechanical, and electrical engineers regarding design requirements

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- Responsible for all door and keying schedules for all projects, including major CIP construction projects
- Liaises with other LCPS Division such as Facilities, Safety & Security, Transportation and Instruction

Qualifications

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

Education

Bachelor's Degree in Engineering, Architecture, or related field

Experience

Five (5) years of experience in the construction field in a position predominantly related to school design, review, or related construction work

Licenses and Certifications

Knowledge, Skills and Abilities

- Demonstrates knowledge and understanding of policy, regulations, standards, and objectives of Loudoun County Public Schools, and state and county building codes relative to the design of school projects, and coordinates with state and county agencies to ensure compliance
- Knowledge of the theory and practice of architecture and engineering as it pertains to modern construction methods and school planning techniques
- Considerable knowledge of the procedures, techniques, and methods of school facility and site planning and CADD
- Possesses the ability to successfully interact with review agencies, county 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

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 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. May be exposed to extreme temperatures and uneven terrain.

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 degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, 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.