



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 7/15/2021

Executive Director, Chief of Facilities

Pay Scale: B

Level: 28

FLSA Status: Exempt

Job Family: Facilities Services

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 Executive Director, Chief of Facilities serves as the school division lead in terms of facility planning, design, construction and operations. Responsible for direct oversight of the divisions of Construction Services and Facilities Services and collaboration with the Director of Planning Services on matters related to land acquisition and capital program development and execution. The Executive Director, Chief of Facilities is responsible for the safe and efficient operations and maintenance of built infrastructure spread across all Loudoun County Public School campuses, including academic, administrative, and athletic facilities. Oversees Construction Services and Facilities Services staff while planning and executing an annual budget that includes Personnel, Operations and Maintenance, and a Capital Asset Preservation Program. The Construction Division comprises four primary areas including architectural/engineering planning and design, civil engineering, construction management and capital project accounting. The Facilities Services Division is composed of four primary areas, including facility maintenance services, custodial services, environmental health and safety, and energy management. The position is also responsible for the Capital Improvements Program (CIP) and the Capital Asset Preservation Program (CAPP) including responsibilities for the organization, operation, and coordination of the capital and minor construction programs for Loudoun County Public Schools.

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.

- Provides oversight and ensures best management practices are used within Construction and Facilities Services, including effective communications, documentation, safety and regulatory compliance, and use of industry and division standard practices
- Leads in the recruitment, selection, professional development and promotion of assigned personnel; oversees the supervision and evaluation of all personnel
- Prepares, submits, defends and executes an annual operating and capital asset preservation budgets; monitors expenditures and adjusts priorities during the budget year to stay within fiscal guidance. Makes recommendations on, prioritizes and implements energy reduction strategies and efficiency initiatives
- Manage and develop best practices for energy conservation and sustainability projects through leadership with the LCPS Advanced Energy Task Force

- Responsible for the condition of all LCPS facilities to document current conditions and compliance with Health, Life and Safety, and building codes, and implements corrective actions
- Assures regulatory compliance with all federal, state and county safety and environmental requirements affecting facility operations
- Represents Assistant Superintendent of Support Services on various committees, at staff meetings, meetings with County of Loudoun government officials, and other public meetings; regularly attends School Board meetings
- Serves as critical senior leader for school division in facility emergency situations; assists in the development of school division Continuity of Operations Plans (COOP) and emergency implementation.
- Supports Facilities Services operations during emergency conditions to assure the protection of resources, and the efficient and timely restoration of all facilities operations supporting the instructional environment
- Supervises and coordinates the work of project planners, designers and construction managers
- Responsible for planning, design, procurement and contract administration of capital projects and other school construction-related projects such as additions, rehabilitations, site improvements, heating and ventilation projects, etc.
- Responsible for contractors' compliance with contract requirements and construction schedules; reviews and monitors current architectural planning, general bidding and construction schedules for all construction projects
- Reviews proposed change orders for validity and cost and works with the architect and/or engineer to ensure subject change(s) are implemented in accordance with the intent of the contract documents
- Works collaboratively with the Division of Planning Services to prepare and implement the Capital Improvements Program and land acquisition coordination; exercises budget control over operation and capital budgets as assigned

Qualifications

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

Education

Bachelor's Degree in Architecture, Engineering, Business Administration, Management, or other related field from an accredited College or University required; Master's Degree

Experience

Fifteen (15) years demonstrated senior level experience in educational facilities design, construction and infrastructure management, or similar experience in a comparably complex setting, supervising hundreds of assigned staff

Licenses and Certifications

Knowledge, Skills and Abilities

- Demonstrated knowledge and attention to detail regarding fiscal management and building operations and maintenance. Detailed knowledge of the Virginia Public Procurement Act, or similar public procurement regulations, as related to infrastructure maintenance services, repairs and construction contracts
- Demonstrated experience in developing and tracking budgets
- Experience in creating efficiencies and a collaborative work environment, as well as leading a very large public organization with dozens of geographically separated campuses
- Experience in a responsible position in school construction activities, capital projects management, or other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position

- Certified Energy Manager or comparable experience overseeing a multi-million-dollar energy management program, including implementation of energy conservation initiatives and energy savings project management
- Ability to keep and maintain accurate records and to meet deadlines
- Demonstrated knowledge of building trades including plumbing, electrical, HVAC and carpentry, in addition to knowledge of facility construction, applicable building codes, local zoning and ordinance regulations, as well as expertise in state environmental and occupational safety regulations and industry best practices
- Knowledge of state and federal statutes, regulations, and rules
- Knowledge of the hazards of the building trades and custodial operations, application of safety precautions utilized to minimize risks and strengthen a positive safety culture across the organization
- Possesses strong organizational skills and interpersonal skills
- Demonstrated professional and personal characteristics necessary for working effectively with senior school administrators, local elected leaders and members of the public
- Demonstrates the leadership qualities and personal characteristics necessary for working effectively with school staff, partners, customers, and community members
- Must possess a valid state vehicle operator's license and clean driving record
- Ability to communicate with individuals of varied cultural and educational backgrounds
- Be able to complete the DOT mandated Drug and Alcohol Suspicion Training for Supervisors within the first 90 days of employment
- Be able to demonstrate the learned knowledge, skills, and abilities of drug and/or alcohol suspicion training when 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.