Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 3/24/2025

Assistant Director, Facilities Operations

Pay Scale: B
Level: 24
FLSA Status: Exempt
Job Family: Facilities
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 Assistant Director for Facilities Operations is responsible for the daily operation and maintenance of educational buildings and grounds to include academic, administrative, and athletics facilities across the division. The Assistant Director will manage personnel actions, preventive maintenance, procurement, and financial management in addition to providing technical direction related to the maintenance and operations of all built infrastructure and improved grounds.

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 leadership, guidance, and support to supervisors and staff in a variety of building trades and professional disciplines; ensures best management practices are used within Facilities, including effective communications, documentation, safety and regulatory compliance, and use of industry and division standard practices
- Makes recommendations on, prioritizes and implements energy reduction strategies and efficiency initiatives
- Evaluates the condition of all LCPS facilities to document current conditions and compliance with Life, Health, 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
- Develops, formalizes and implements both short-term and long-term plans, goals and objectives, including personnel evaluations
- Assesses and prioritizes deferred maintenance needs and assists in preparing the six-year capital plans for repairs and renovations of the infrastructure systems
- Assists in the recruitment, employment, assignment, transfer, and promotion of maintenance and custodial personnel; supervises and evaluates personnel provides training programs and workshops to improve staff competencies
- Participates in the planning, designing, and completion of school construction projects, including new buildings and renovations, and providing guidance to designers during initial planning and design drawing reviews

- Assists in the development of Continuity of Operations Plans (COOP)
- Directs Facilities Operations during emergency conditions to assure the protection of resources and property

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

Education
Bachelor's Degree in Engineering, Business Administration, Resource Management, or other related field from an accredited College or University

Experience
Ten (10) years demonstrated senior level experience in educational facilities and infrastructure management, or a comparably complex setting

Licenses and Certifications
Valid state vehicle operator's license
Completion of DOT mandated Drug and Alcohol Suspicion Training for Supervisors within the first 90 days of employment

Knowledge, Skills and Abilities

- Experience in creating efficiencies and a collaborative work environment, as well as leading a facilities maintenance team for a K-12 public school system or other large organization with multiple locations.
- Demonstrated knowledge and attention to detail regarding fiscal management and building operations.
- Demonstrated knowledge of building trades including plumbing, utilities, electrical, HVAC and carpentry, in addition to knowledge of facility construction, applicable building codes, local zoning and ordinance regulations, mechanical and electrical systems and their maintenance, operations, and related renewal costs
- Ability to work effectively with individuals from different backgrounds and experience building a professional development program for employees in the building trades
- Knowledge of the hazards of the building trades and application of safety precautions utilized to minimize risks and strengthen a positive safety culture across the organization
- Knowledge of using a computerized maintenance management system to assess effectiveness of the maintenance organization and control work/expenditures to operate within approved budgets and achieve timely completion of assigned work
- Demonstrated professional and personal characteristics necessary for working effectively with school personnel and members of the community
- Ability to complete the DOT mandated Drug and Alcohol Suspicion Training for Supervisors within the first 90 days of employment

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.