



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 2/5/2024

Supervisor, Construction

Pay Scale: B

Level: 23

FLSA Status: Exempt

Job Family: Facilities Services

Primary Location: Facilities Services

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

This is a supervisory position in support of School District construction projects. The Construction Supervisor has a thorough understanding and knowledge of architectural and engineering principles. The Construction Supervisor coordinates the daily project management function of all new school construction and renovation projects. The Construction Supervisor must be capable of developing an effective working relationship with administrative, support, and local school personnel.

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.

- Responsible for the execution of all LCPS construction projects including new school buildings, additions, remodels, and other district wide initiatives
- Provides oversight for the construction staff including construction managers and senior project managers
- Works closely with the Design team during the project design phase to provide constructability, cost, and schedule guidance
- Contributes to the development of long-range planning including construction and project estimates for Capital Improvements Program
- Develops and implements training programs for staff; analyzes construction sequence schedules; supervises budget monitoring for all projects; supervises project management staff
- Attends bid openings and contributes to recommendations for award of construction contracts; reviews and makes recommendations for all contracts, purchase orders, and payment applications; monitors construction activities and recommends dispute resolutions to Director of Construction
- Develops and supervises post-construction project closeout program
- Ensures record documents are received and maintained for all construction projects; coordinates project close-out with respect to permits, occupancy, and warranty

Qualifications

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

Education

Bachelor's Degree in Architectural, Engineering, or Construction Technology and experience in field construction

Experience

Seven (7) years successful experience in the development and construction industry as a project manager of educational projects

Licenses and Certifications

Knowledge, Skills and Abilities

- Knowledge of construction principles and practices as applied to the construction of school facilities; knowledge of materials testing, engineering standards, building codes, and other applicable requirements governing school construction
- Ability to perform technical construction inspections; to maintain accurate and complete records; to apply engineering standards, codes, and other requirements to varying situations
- Demonstrated knowledge of computer software (including E-mail, internet, Microsoft Office, and Construction Project Management Software)
- Demonstrated experience in developing and tracking budgets
- Ability to keep and maintain accurate records and to meet deadlines
- Possesses strong organizational skills and interpersonal skills
- Ability to communicate with individuals of varied cultural and educational backgrounds
- Possess leadership qualities and personal characteristics necessary to work effectively with members of the community, administrators, school board members, parents and teachers

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.