



Engineer I, Districtwide

Reports to:	Director, Capital Improvements	FLSA Status:	Exempt
Department:	Capital Improvements	Structure/Grade:	131
Division:	Operations	Workdays:	246
Retirement:	Teachers Retirement System		

Position Summary

Under limited guidance, the Districtwide Engineer is responsible for evaluating and maintaining the district’s existing facility inventory and developing processes to identify and prioritize capital renewal needs based on life-cycle analysis of building systems and facility deficiencies. The position assists with prioritizing infrastructure investments, projecting capital costs and budget requirements, and supporting the ongoing development of the district’s five-year capital improvement plan.

Essential Job Duties

- Develops and maintains processes to evaluate and prioritize facility renewal needs using life-cycle analysis and facility condition data.
- Collaborates with operations, planning, maintenance, and construction teams to assess building systems, identify deficiencies, and plan infrastructure investments.
- Prepares and maintains the district’s five-year capital improvement plan, including projections of capital costs, budget requirements, and timelines.
- Evaluates building systems and develops strategies to extend the life of mechanical, electrical, and structural components while improving energy efficiency.
- Develops and updates District Educational Specifications, Design Guidelines, Standard Specifications, and Furniture Standards in collaboration with district departments.
- Manages facility portfolio data and ensures accurate reporting for capital planning and project prioritization.
- Assists with the administration of contracts and capital improvement programs, ensuring compliance, documentation, and performance standards are met.
- Conducts and participates in facility condition assessments, design meetings, and site inspections to ensure quality and adherence to standards.
- Leads or supports continuous quality improvement (CQI) initiatives to enhance departmental processes, efficiency, and service delivery.
- Maintains professional standards, stays current on facility management and educational design trends, and represents the district at professional meetings and events.
- Perform other duties as assigned.

Qualifications

- Bachelor’s degree in Engineering or a related field required.



- Minimum of five (5) years of progressively responsible experience in facility design, construction, engineering, or project management, preferably in a K–12 environment.
- Valid Georgia Driver’s License required.
- Licensed Architect, Professional Engineer (PE), or Certified Project Manager (PMP) preferred.
- Georgia Educator’s Certificate in Educational Leadership and/or Support Personnel License preferred.

Knowledge, Skills, and Abilities

- Knowledge of school facility design, construction standards, building codes, and capital budgeting.
- Strong analytical, organizational, and project management skills.
- Ability to assess facility conditions and develop long-range capital and maintenance plans.
- Excellent written and verbal communication skills with the ability to collaborate effectively across departments and with external partners.
- Proficiency in data-driven planning, facility management systems, and related software tools.
- Commitment to continuous improvement, professional ethics, and maintaining safe, high-quality learning environments.

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 10/7/2025