



Chief of Capital Improvement

Reports to:	Superintendent	FLSA Status:	Exempt
Department:	Capital Improvements	Structure/Grade:	Executive/DPC
Division:	Capital Improvements	Workdays:	246
Retirement:	Teachers Retirement System		

Position Summary

Provides strategic leadership, oversight, and direction for all district-wide construction, renovation, and capital improvement initiatives. The Chief of Capital Improvement leads the planning, development, and execution of capital projects, ensuring facilities and infrastructure align with strategic goals, comply with regulatory requirements, and are delivered on time and within budget. This role oversees project management, budgeting, vendor and contractor relations, and stakeholder engagement to support safe, efficient, and innovative learning environments. The Chief ensures all projects adhere to industry standards, state and local regulations, safety codes, and board-approved budgets, and plays a critical role in advancing long-term facilities planning while coordinating with architects, engineers, contractors, and district leadership to deliver functional, sustainable, and safe educational spaces.

Essential Job Duties

- Provides executive leadership for all capital improvement and construction programs, including new school construction, major renovations, and modernization efforts.
- Oversees project planning and execution, ensuring design, permitting, bidding, construction, and closeout processes align with district goals and industry best practices.
- Ensures compliance with all applicable building codes, safety regulations, and local, state, and federal construction standards.
- Directs the development and implementation of short- and long-range capital improvement plans aligned with organizational priorities.
- Manages capital budgets and financial accountability, including forecasting, expenditure oversight, cost controls, and E-SPLOST funding compliance.
- Provides regular program updates to district leadership, the Board of Education, and the community regarding project status, timelines, and budget performance.
- Oversees vendor, contractor, and consultant performance, including adherence to procurement requirements, contract obligations, and quality standards.
- Leads and develops departmental staff, providing supervision, mentorship, and evaluation to ensure effective project management and professional growth.
- Collaborates with internal stakeholders, including Facilities Maintenance, Transportation, Security, Technology, and Instruction, to ensure projects support district operational needs.
- Engages with community stakeholders and external agencies, serving as a liaison to address issues, share information, and ensure regulatory and municipal coordination.
- Identifies and mitigates risks related to construction activities, legal requirements, environmental concerns, and project timelines.



- Ensures proper management of records, documentation, policies, and procedures to support transparency, accountability, and audit readiness.
- Performs other related duties as assigned to support the effective management of the district's capital improvement program.

Qualifications

- Minimum of a Bachelor's degree in Construction Management, Civil Engineering, Architecture, or a related field is preferred.
- Ten (10) years of progressively responsible experience in construction management, capital planning, or facilities operations, including at least five (5) years in a senior leadership role.
- Demonstrated success in leading large-scale construction projects with budgets of at least \$50 million, including responsibility for multi-million-dollar contracts and project delivery.
- Professional certification preferred: Leadership in Energy and Environmental Design (LEED), Professional Engineer (PE), Registered Architect (RA), or Certified Construction Manager (CCM).
- Project Management Professional (PMP) certification strongly preferred.
- A Support Personnel License from GaPSC is required.
- Experience managing K-12 or comparable large-scale public-sector construction programs required.

Knowledge, Skills, and Abilities

- Provides leadership and team management for multidisciplinary teams, guiding personnel to achieve organizational and project goals.
- Applies knowledge of budgeting, financial analysis, procurement, and controls to manage public sector capital projects effectively.
- Possesses expertise in construction standards, project management methodologies, and applicable codes and regulations to ensure quality and compliance.
- Plans, manages, and monitors multiple large-scale construction projects using project management tools and software.
- Negotiates contracts, manages vendors, and resolves conflicts to achieve successful project outcomes.
- Communicates effectively with executive leadership, staff, contractors, and community stakeholders, both verbally and in writing.
- Performs work in diverse settings, including office environments and outdoor construction sites, requiring walking, standing, and exposure to construction-related conditions, and travels between district sites as needed.
- Analyzes complex technical and financial data, develops strategic capital improvement plans aligned with district goals, and makes sound decisions under pressure.

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.

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: 12/15/2025



- 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: _____

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