



Job Description

Job Title:	Director, Capital Improvement
Position Title:	Director, Capital Improvement
Function:	Real Estate & Construction
Family	Construction
Reports to:	Senior Executive Director Planning and Constructions

Terms of Employment:					
Pay Grade:	E21	Minimum Salary: *	\$96,276	Mid-Point Salary:	\$119,805
*Salary is determined on directly related experience supported by a service record or experience affidavit. For more information on our pay policy, please refer to the Compensation Resource Manual . Annualized pay may be pro-rated based on actual start date.					
Minimum Work Days:	240	Type of Assignment:	Full-Time; Exempt	Contract Type:	Non-Chapter 21
Funding Source:	This position is bond funded.				

Job Scope

Oversees daily operation of a singular department or campus. Directs staff, which should include people managers, in the development and implementation of departmental or campus policies, procedures and programs. Adheres to both district policy and governmental regulations concerning department or campus operations. Manages departmental or campus structure, development, training, and planning.

Position Summary

The Director, Capital Improvement oversees and manages all aspects of the organization's capital improvement projects, with a strong emphasis on financial management, business process optimization, and compliance adherence.

Essential Functions / Key Responsibilities

1. Collaborates with Construction Services in the development, implementation, and maintenance of the district's long-term strategic capital plan including studies required for plan updates that monitors compliance for all specific projects.
2. Prepares and manages capital improvement budgets, ensuring accurate forecasting and effective resource allocation.
3. Monitors project expenditures, track variances, and implement corrective actions as needed.
4. Conduct financial analysis to assess the return on investment (ROI) of capital projects.
5. Manages relationships with lenders, investors, and funding agencies.
6. Oversees project scheduling, resource allocation, and risk management.
7. Ensure adherence to project timelines and budgets.
8. Designs and manages efforts concerning the Facility Condition Assessment Program; provides input into the district's Design Guidelines for facilities and ensures adherence by the following user groups: design professionals, contractors, maintenance, etc.
9. Establishes and implements policies and procedures that support optimal operation, troubleshooting, and energy conservation for all HVAC systems.
10. Coordinates with Construction Services (Bond Program) during all phases of design and construction to ensure deliverables for all major facility renovations are completed by the deadline.



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11. Develops, implements, and monitors the district's maintenance warranty and compliance program for all systems associated with major facility renovations and new construction.
12. Establishes key performance indicators for the capital improvement plan and applies those metrics to evaluate the District's success at reaching its targets.
13. Communicates and integrates cross-functionally with other operational departments and agencies to establish district-wide improvements in maintenance, facility management, energy management, and construction.
14. Provides recommendations based on data analysis and interpretation to senior-level management.
15. Serves as a subject matter expert for issues related to future facility utilization.
16. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's degree from an accredited college or university or 4 years equivalent experience.
- 3+ years of professional experience in capital improvement project management, facility support operations or budgeting, finance and risk assessment or related experience, and
- Progressive leadership experience to include:
 - Planning, Organizing, Staffing, Directing, and Managing employees or teams.
 - Coaching, Mentoring, Developing, and Performance Managing employees or teams.
- Valid Texas driver's license and a good driving record. Must meet and maintain liability insurance coverage eligibility
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Preferred Qualifications

- Master's degree from an accredited college or university in Architecture, Engineering, Construction Management, Facilities Planning or related field.
- 10+ years of progressive experience in capital improvement project management, facility support operations or budgeting, finance and risk assessment or related experience.
- 4+ years of progressive leadership experience to include:
 - Planning, Organizing, Staffing, Directing, and Managing employees or teams.
 - Coaching, Mentoring, Developing, and Performance Managing employees or teams.

Knowledge, Skills & Abilities

- Effective communication skills, both oral and written, with diverse groups of individuals utilizing tact and diplomacy.
- Excellent organization and time management skills with verifiable experience in maintaining accurate records and meeting deadlines.
- Demonstrated leadership ability and the ability to work successfully in a team environment.
- Knowledge of construction trades and plans.
- Knowledge of school district purchasing and bidding processes.
- Proven ability to define problems, draw conclusions and problem solve.
- Knowledge of various computer software including Construction Project Management Software, Microsoft Suite, Adobe Reader, Acrobat, AutoCAD, and computerized maintenance management system (CMMS).
- Knowledge of facilities maintenance and operations with fiscal accountability.
- Knowledge of facility design, construction, and long-range capital needs assessment.



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Working Conditions

Work Environment:

- Maintain emotional control under stress
- Work with frequent interruptions
- Work with frequent deadlines
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise, low or intense illumination, vibration
- Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.), work outside, work around moving objects or vehicles, work on uneven surfaces, work alone, work prolonged or irregular hours

Physical Demands/Requirements:

- Frequent: Sitting, standing, walking, climbing stairs and/or ramps, balancing, stooping, kneeling, crouching, crawling, pulling, pushing, reaching, repetitive hand motions, hearing, speaking clearly, visual acuity, driving, traveling
- Occasional: Lifting, moderate, 15-44 pounds; carrying, moderate, 15-44 pounds

Supervisory Responsibilities / Direct Reports

- Provides leadership to Management district level roles and lower.

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at: <https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado migratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Printed Name: _____

Date: _____

Employee Signature: _____