

Chief Capital Delivery Officer

DIVISION: President/CEO
REPORTS TO: President/CEO
UPDATED: 5/4/2026
EEO CODE: 1
GRADE: 122
FLSA STATUS: EXEMPT

POSITION SUMMARY:

COTA's Chief Capital Delivery Officer leads the twenty-five-year growth and mobility capital improvement program in Central Ohio, overseeing all capital projects, especially large-scale transit projects, and ensuring alignment with regional priorities. Responsibilities include strategic planning, project implementation and performance evaluation, policy development, and executive oversight of project teams. This position ensures compliance with regulations, manages project risks, and drives financial transparency and budget administration. It involves close collaboration with internal teams, stakeholders, and external partners, fostering transparency, public trust, and strategic growth.

Performs duties that advance COTA's Strategic Plan and reflect the organization's core values of safety, empowerment, accountability, teamwork, and service, and support the mission of ***Moving Every Life Forward***.

ESSENTIAL JOB FUNCTIONS:

- Provide strategic leadership for the LinkUS program, setting direction for staff and consultants and ensuring alignment with regional priorities.
- Serve as the executive leader for COTA's capital improvement program, establishing the policies, governance structures, and performance standards that guide major capital investments.
- Oversee long range capital planning, including the 5-year Capital Improvement Plan, system expansion strategies, and state of good repair initiatives, in coordination with COTA leadership and the Board of Trustees.
- Lead and develop a high performing team responsible for delivering complex, multi-disciplinary transit and transportation projects on schedule, within budget, and to defined quality standards.
- Act as the accountable executive for all phases of project execution—design, engineering, right of way, utility coordination, procurement, and construction—while partnering with planning and asset management to ensure enterprise alignment.

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- Direct the evaluation of program and project performance against strategic goals, providing high level decisions and guidance to address risks, resolve issues, and adjust priorities when needed.
- Ensure compliance with all relevant federal, state, and local regulations, while proactively managing project risks and maintaining safety and environmental standards.
- Lead development and administration of annual staffing, operating, and capital budgets, working closely with Finance and Procurement to ensure fiscal discipline, transparency, and supplier diversity.
- Maintain strong relationships with public officials, boards, community leaders, and regional partners through consistent, transparent communication on program progress, challenges, and outcomes.
- Represent COTA with federal agencies, local organizations, and professional associations to advance strategic partnerships and secure support for major initiatives.
- Provide executive leadership for LinkUS program elements beyond capital delivery, including transit service enhancements, transit supportive infrastructure grants, and transit oriented development initiatives.

OTHER JOB FUNCTIONS:

- Direct and provide leadership for their staff. Hire, train, develop, and appraise staff effectively; ensure the organization meets its EEO responsibilities by assisting in identifying problem areas, participating in local minority organizations, participating in review of complaints alleging discrimination, and supporting career counseling for employees; take corrective action as necessary, on a timely basis, and in accordance with policy.
- Champion sustainability within COTA capital projects, integrating environmentally responsible practices into project delivery practices and asset specifications.
- Regular, predictable and punctual attendance required; and
- Perform other duties as assigned.

MINIMUM EDUCATION & EXPERIENCE REQUIRED:

- Requires a Bachelor's degree in Engineering, Planning, or Business Management and ten (10) years' progressive leadership overseeing public transportation infrastructure projects, including large-scale capital improvements with budgeting responsibilities, and experience working with local and state government, preferably within Ohio. An equivalent combination of education/training and relevant experience will also be considered.

LICENSES & CERTIFICATIONS:

- Procore and PMP certifications preferred.

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KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrated ability to administer capital improvement programs and transit infrastructure projects;
- Knowledge of public sector procurement practices, federal and state funding mechanisms.
- Knowledge of Federal and State grant processes;
- Knowledge of principles, practices, policies, and laws associated with transportation and capital projects;
- Knowledge of labor relations and contract negotiations;
- Skills in human relations;
- Skills in oral and written communication;
- Ability to interrelate well with colleagues, various public officials and agencies and members of the Central Ohio community; and
- Ability to analyze, prepare and present transit and related fiscal data in report format; and
- Knowledge of transportation planning techniques such as demand estimation; market research and data analysis; implementation and analysis; cost benefit analysis; and transit service design and evaluation, relating to the implementation of transit services, passenger amenities, roadway infrastructure, and facilities;
- Ability to represent the agency in a variety of public settings;
- Skills in grant management, research methodology and solution development.

PHYSICAL REQUIREMENTS:

This position requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body and the following additional physical abilities:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Talking 1:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Visual Acuity 1:** Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

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- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

COTA has the right to revise this position description at any time. This position description does not represent in any way a contract of employment.

Employee Signature:

Date:

Supervisor (or HR) Signature:

Date: