



Job Title: Assistant Manager – Maintenance

Supervisor: Coordinator – Maintenance

Terms of Employment: 246 days

Job Summary:

The Assistant Manager – Maintenance coordinates and supervises the work of technicians performing mechanical, electrical, HVAC/R, which may consist of miscellaneous equipment and installation activities, as well as specialists performing general crafts activities, including but not limited to roofing, painting, carpentry, paving, concrete, and caulking activities to sustain the assets of Horry County Schools. This position directs services; provides information and serves as a resource to the Coordinator – Maintenance; achieves defined objectives by planning, scheduling, evaluating, developing, implementing and maintaining services in compliance with established guidelines, codes, and regulations; and supervises and directs staff in an assigned region of the District (North, South, East, or West). Required to perform “On-Call” duty on a rotating shift with other assistant managers and responds to emergencies in regions as needed. Adhere to the HCS core values.

Essential Duties:

1. Supervises and assigns the work of technicians and specialists; schedules and ensures completion of all preventative maintenance activities within assigned region.
2. Coordinates the installation, inspection, repair and maintenance of all electrical, plumbing, mechanical, HVAC/R, miscellaneous equipment and other related district systems.
3. Plans, supervises, assigns, and coordinates and evaluates work to crews engaged in general repair that involve one or more trades, such as roofing, painting, carpentry, paving, concrete, and caulking, and other related activities; schedules and ensures completion of all general maintenance activities within one of two assigned regions.
4. Responds to and coordinates staff in emergency situations during and after standard work hours for the purpose of resolving issues or immediate safety concerns.
5. Communicates verbally and electronically expectations and standards of performance to subordinates and reviews work to ensure that it was done properly.
6. Inspects all aspects of new repair work, projects, equipment, work orders, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently, specifications are within regulatory requirements and inspection reports and payment requests are correct.
7. Assists in the compilation of data; prepares correspondence, reports, summaries and budgets.



8. Collaborates with internal personnel and external stakeholders for the purpose of implementing and/or maintaining services and programs.
9. Collaborates and coordinates work with the corresponding region's Assistant Manager-Building Services insuring all facility maintenance issues are resolved in a safe and timely manner.
10. Maintains systems for monitoring and tracking service requests, work performed, and compliance with safety requirements, supplies and parts inventories, purchases, and turn-key operations.
11. Coordinates ordering and purchasing of supplies, equipment and contract work in accordance with HCS Procurement rules and procedures for purchasing and bidding materials and labor.
12. Supervises group operations (e.g. budgeting, safety programs, site repairs, etc.) for the purpose of providing services within established time frames and in compliance with related requirements.
13. Assesses incidents and complaints to recommend and ensure a proper resolution to the situation.
14. Participates in meetings, workshops, training and seminars for the purpose of conveying and/or gathering information required to perform duties.
15. Prepares a wide variety of written materials for the purpose of documenting activities, providing written reference, and/or conveying information to the immediate supervisor and/or the Executive Director.
16. Presents information for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
17. Recommends new hires, promotions, discipline and terminations or transfers for the purpose of maintaining staffing needs and productivity of the work force.
18. Screens, selects and provides on-the-job training for trades personnel.
19. Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the District's goals and objectives.
20. Researches new products, laws, and regulations for the purpose of recommending purchases, contracts and proper maintenance of district wide services.

Other Duties:

Perform such other tasks and assume such other responsibilities as may from time to time be assigned.

Job Specifications:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.



Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. High school diploma or GED required; Bachelor's degree preferred.
2. Minimum seven years of experience in custodial services or facilities management; or an equivalent combination of education and experience.
3. Ability to obtain OSHA and Mold/Mildew Remediation certifications within one (1) year of employment.
4. Must possess and maintain a valid South Carolina driver's license.
5. Working knowledge of office management procedures.
6. Ability to work and communicate effectively with various professional positions within the district.
7. Ability to prepare and/or process purchase orders using computer software.
8. Ability to be accountable for inventory and property management.
9. Ability to use small office equipment, including copy machines or multi-line telephone systems; use computers for data entry; and use computers for word processing and/or accounting purpose.
10. Computer literacy and proficiency with Microsoft Excel, Word, and other software as needed.
11. Aptitude for safety and attention to detail.
12. Have the fortitude and moral fiber to do what is right, treat others fairly, watch out for the interests of the district, and accept one's responsibility.
13. Ability to assume work load and follow-up on tasks with minimal directions.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- physically capable of frequently lifting or moving up to 50 pounds;
- physically able to climb stairs, ladders, and scaffolding to inspect work;
- specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- ability to sit and stand for extended periods of time;
- manual dexterity for the purpose of using a telephone and data entry;
- read a computer screen and printed material with or without vision aids;
- hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.



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- Physically able to wear proper PPE, eye protection, protective gloves, safety toe shoes, hearing protection, protective clothing

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 204

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

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