



Job Title: Assistant Manager – Project Management

Supervisor: Executive Director – Facilities

Terms of Employment: 246 days

Job Summary:

Under the direction of the Executive Director - Facilities, responsible for the planning, organization, coordination and implementation of the district's capital projects; including the design, financing and construction management of new school buildings and district facilities, and the alteration, sustainment, reconstruction and modernization of existing school buildings and district facilities; and for ensuring all facilities are constructed in a manner consistent with the highest standards of efficiency, safety and quality.

Essential Duties:

1. Plan, organize, control and direct construction, sustainment projects, reconstruction facilities and other capital outlay projects; prepare construction documents, contracts, and cost estimates as appropriate.
2. Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
3. Review plans, inspect construction projects, conduct investigations and provide recommendations related to planning, design, construction, change orders, design modifications and contract administration to assure compliance with established rules, regulations, guidelines and procedures.
4. Serve as liaison between administrators, District personnel, planning and construction agencies, construction inspectors, special inspectors, architects, contractors and other outside agencies; respond to inquiries and provide information concerning construction activities; consult government officials to assure compliance with laws and regulations related to financing, planning and construction of school facilities.
5. Provide technical expertise, information and assistance to the Executive Director – Facilities regarding construction projects and activities; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Executive Director – Facilities of unusual trends or problems and recommend appropriate corrective action.
6. Plan, organize and implement annual sustainment projects and deferred work order requests for HCS facilities and services.
7. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to engineering, construction and personnel issues and activities.



8. Develop and prepare monthly, quarterly, and annual updates/reports on capital projects; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
9. Operate a computer and assigned software programs; operate other office equipment as assigned; operate a vehicle to conduct work.
10. Attend and conduct a variety of meetings and conferences as assigned.
11. Supervise construction contract services, manage construction timelines and building quality assurance, in partnership as needed with internal/external resources.
12. Assists in the selection and coordinates the progress of A/E firms, consultants and contractors for each project.
13. Manages compliance with regional, state and local regulatory agencies.
14. Assists by providing criteria and solutions that impact capital improvement plan.
15. Works with other in facilities, administrators and district/school staff during the design phase of projects.
16. Generates RFQ/RFPs and formalizes bid packages as outlined in the Procurement Code.
17. Performs other related duties as required.

Other Duties:

Performs any other related duties as assigned by the immediate supervisor.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and/or ability for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Bachelors or Master's degree from a four-year accredited college or university in construction management, engineering, or architecture with 10 years of progressively responsible management experience in the commercial construction industry.
2. Ability to interpret standards, regulations, and laws relating to building standards for ensuring compliance.



3. Knowledge of basic principles of construction management including RFI's, CO's submittal approvals, schedule of values, timeline schedules, pay applications, etc.
4. Ability to interpret contract documents as well as provide budget monitoring and control, and be familiar with all project construction documents.

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 40 pounds;
- 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.

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: 33

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.

Revised 1-26-2026