



Job Title: Assistant Manager – Projects & Sustainability

Supervisor: Coordinator – Capital Projects & Planning

Terms of Employment: 246 days

Job Summary:

The responsibilities of the Assistant Project Manager for Capital Projects and Sustainability include assisting the Coordinator - Capital Projects & Planning and the staff project managers in the normal operations of the department. This would include, but not be limited to the following: assist the department in its normal functions of procurement, contract administration, budgeting, cost analysis and control, change order documents, and contract closeout; oversees the design and implementation of the district-wide sustainability efforts, encompassing the areas of communication, curriculum, waste management, material recovery, and conservation. This position assists with all phases of construction and project closeout and advises on sustainability planning where applicable.

Essential Duties:

1. Manages smaller construction project from design handoff through project completion. Sole responsibility for on-time and under budget delivery of projects assigned.
2. Assists in coordinating with the Procurement Department development of documents to advertise, bid and award construction contracts; administers contracts to ensure work is being performed in a quality and timely manner. Coordinate all project related account coding with the Finance Department. Maintain a full knowledge of the Finance Department's policies and procedures.
3. Maintains and provides information, data, and reports to assist in financial reporting on projects and energy budget planning including current energy usage costs, reviewing utility bills, areas of potential savings including reviewing utility bills and evaluating ways to be more efficient.
4. Prepares reports related to scope, budget, and schedule as requested by the Coordinator - Capital Projects & Planning to document the status of each project.
5. Verifies that proper permits and licenses have been acquired, coordinates project technology and other deliveries.
6. Ensure all insurances, bonds, and agreements related to this department are current and meet all requirements.
7. Verifies authenticity of contractor pay requests and change order requests.
8. Verifies compliance with construction schedules and quality standards; inspects work to ensure quality standards are met.



9. Ensures that all required closeout documents are provided to the District.
10. Represents the District in the design development of the project, ensuring the design is completed on time and is in accordance with District design standards.
11. Verifies that field personnel have accurately interpreted drawings and specifications supplied by the architect.
12. Provides consultation on sustainability efforts for new or renovation projects.
13. Promotes energy efficient operations, energy conservation, and sustainability across all district facilities. Researches and reports on possible energy saving measures and pursues utility incentives and rebates and other outside funding sources for sustainability measures.
14. Assesses waste and recycling needs in all facilities and implements necessary changes. Build upon existing programs such as school gardens, composting, conservation, and recycling, and provide assistance to schools as necessary.

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 the provisions of the Board's policy on the Evaluation of Professional Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Associate's degree from an accredited institution in Engineering, Construction Science, Architecture, Environmental Science, Facilities Management or acceptable equivalent degree field is required. Bachelor's Degree is preferred. Any other combination of experience and education will be considered.
2. Minimum of five (5) years of work experience in a related field; or an equivalent combination of education and experience.
3. Have working knowledge of standard construction documents including AAAIA contracts, AGC contracts, as-built /record drawings, permitting and licensing procedures, budgets, and pay processes.
4. Knowledge of basic principles of construction management including RFI's, CO's submittal approvals, schedule of values, timeline schedules, pay applications, etc.
5. Ability to comprehend standard construction schedules and interpret information in the best interest of the District.
6. Computer technology skills in database management, word processing, report generation and program merging.



7. Organizational skills to ensure proper planning and oversight.
8. Possess an appreciation of and a desire for quality, sustainable construction.
9. Superior communication skills regarding writing, public speaking, and delivery of effective customer service.

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: 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.

Revised 1-26-2026