



JOB DESCRIPTION

Director of New Construction

DEPARTMENT: Operations	SCHEDULE: 126
REPORTS TO: Chief Operations Officer	WORKDAYS: 245
CLASSIFICATION: Administrative	FLSA STATUS: Exempt
PCS CODE: 99	DATE: October 2025

Our Mission: In partnership with our community, we empower students to discover their potential and prepare for a successful future.

Our Core Values: Belonging, Learning, Continuous Improvement and Joy

Our Vision: Richland Two is a dynamic school district committed to creating an environment where students feel connected, engaged, and supported so that they can experience academic and personal achievement.

POSITION SUMMARY

Under limited direction, plans, coordinates, and facilitates complex, multi-disciplinary, multi-phase architectural and engineering projects, including capital construction, site upgrades, and renovations. Oversees and conducts feasibility studies that include engineering and architectural aspects of proposed projects, including research for funding sources and community acceptance. Directs and coordinates the work of other District staff, outside consultants and contractors, and other agencies.

MINIMUM REQUIREMENTS

Education:

Bachelor's degree in Civil Engineering or related Engineering discipline, Architectural Studies, or a related field required.

Certification/License:

Must possess a valid South Carolina driver's license. PMP and/or LEED AP certification preferred.

Work Experience:

Five (5) to seven (7) years of experience in construction project management/leadership, including experience in commercial architecture; or any equivalent education, training, and certification requirements that provide the required knowledge, skills, and abilities appropriate for the position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge in the theory, principles, and practices of civil engineering or architecture, including design, cost, materials, and techniques.

- Knowledge of state and local building codes, ordinance, and regulations, including state safety regulations. Knowledge of District policies and procedures that pertain to the specific responsibilities of the position.
- Specialized knowledge of commercial construction project management principles, processes, systems, and techniques.
- Specialized knowledge of state requirements for emergency preparedness in commercial/public access structures.
- Knowledge of construction project funding sources and budgeting, work planning, and efficient scheduling. In-depth understanding of architectural reporting and inspection requirements, intergovernmental agreements, rights-of-way, and easements.
- Working knowledge of engineering contract administration; in-depth knowledge of plan checking and building inspection procedures.
- Proficient knowledge of computer-aided design and computer-aided engineering programs to convert complex projects into project action plans.
- Advanced management, organizational, human relations, communications, and interpersonal skills.
- Ability to use independent judgment and discretion in directing and proactively managing work activities within the scope of authority. Ability to work independently and as a member of a leadership team.
- Ability to review project performance and convey a positive image of the District.

ESSENTIAL DUTIES

- Plans, coordinates, and participates in all aspects of project conceptualization, design, development, and implementation; including but not limited to preliminary technical research and feasibility analysis, funding and cost analyses, scheduling, public involvement, project budgeting, and work plan development.
- Coordinates and integrates multi-phase design, development, and construction works-in-progress with state agencies, interest groups, neighborhood associations, other stakeholders, and the public.
- Reviews, edits, and interprets plans, specifications, and other construction contract documents for constructability, bid ability, and site access. Recommends changes to maximize the ultimate success of the project.
- Collaborates with outside architects, engineers, construction firms, and agencies to develop construction plans and specifications that align with the District's architectural and engineering standards and themes. Emphasizes energy-efficient, sustainable practices and incorporates innovative school design solutions.
- Participates in the approval of plans, costs, and engineering change notices as a member of a District multidisciplinary team.
- Contributes to and otherwise prepares project cost estimates and schedules. Determines work sequences, manages, and participates in progress and quality reviews.
- Prepares and reviews engineering and financial performance reports. Oversees inspections and verifications of work of inspectors, architects, engineers, and contractors during construction. Ensures compliance with OSHA regulations, local, state, and federal building codes, and District safety initiatives.
- Provides active management of project and site risks, including emergency planning in compliance with South Carolina state requirements and best practices for public access structures. Serves as the District emergency contact for issues that arise during construction.

- Resolves problems with projects including site condition issues, unplanned interferences, and contract discrepancies. Resolves disputes among contractors, site staff, inspectors, project managers, and professional consultants.
- Monitors construction progress and costs; takes corrective action as needed to manage schedules and budgets. Responsible for business metrics related to continuous improvement in project management, budget control, and scheduling accuracy.
- Administers the change order and allowance process; reviews requests for schedule or cost adjustments and negotiates appropriate changes to contracts; prepares change order documents for approval.
- Solves technical, legal and logistical problems, including those that are unanticipated.
- Manages the project close-out phase, including certificates of substantial completion, punch lists and receipts of as-builts, warranties, and manuals. Evaluates and approves contractor requests for payment.
- Establishes internal and external communications schedules. Creates a Construction Communication Plan to provide scheduled updates to stakeholders as described in the plan.
- Plans and implements community-based participation processes to inform and explain project objectives and answer questions from the public, media, and other agencies.
- Receives information about growth projections and classroom needs; assists in the preparation of projections for space requirements as needed.
- Conducts research of facility capabilities. Supervises and prepares facility plans that include analysis and allocation of space and relocation of services to facilitate construction.
- Prepares and monitors intergovernmental agreements, right-of-way, easement agreements, etc. that are necessary to enable construction. Prepares periodic internal and external reports, such as those required by the state. Develops and maintains relationships with regulatory agencies and utility companies.
- Maintains complete project files including drawings, proposals, contracts, work-in-progress reviews, inspections, and communications.
- Works with District staff, design teams, and furniture vendors on projects to provide furniture, fixtures, and equipment for projects.
- Prepares for and makes presentations to community or other interest groups, including the District's Board of Trustees.
- Assists with the selection, induction, support, evaluation, and retention of subordinate staff. Makes recommendations regarding the assignment, promotion, transfer, and dismissal of assigned personnel.
- Adheres to the highest standards of confidentiality concerning sensitive matters.
- Establishes a professional rapport with District staff and the public that fosters their respect. Displays the highest standards for ethical and professional behavior while collaborating with school personnel, District staff, business partners, contractors, and other parties.
- Serves as a role model for others; dresses professionally; willingly accepts responsibility; and demonstrates pride in the public education profession.
- Demonstrates prompt, regular attendance and is available to work in-person on-site during normal business hours and at after-hours meetings as required.
- Willingly performs other duties as assigned by the supervisor.

PHYSICAL ABILITIES AND WORKING CONDITIONS

Vision: Ability to read small print and view a computer screen for prolonged periods of time.

Hearing: Ability to tolerate exposure to noisy conditions.

Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone, computer, or virtual setting. Ability to communicate construction site safety procedures clearly to staff and visitors.

Upper Body Mobility: Ability to use hands to grasp and manipulate small objects; manipulate fingers; twist and bend at wrist and elbows; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh fifteen (15) or more pounds on a frequent basis.

Environmental Requirements: Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors and outdoors in varying weather conditions. Ability to navigate construction sites safely.

Mental Requirements: Ability to read, write, understand, interpret, and apply information on a moderately complex level essential for successful job performance; math skills at a proficiency level appropriate to the position; sound judgment; the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understands and adequately manages stressful situations.

Richland School District Two is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy, age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic, as may be required by law. As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, Richland School District Two does not discriminate on the basis of sex in its educational programs and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities, and requirements of the position. It is not intended to be, nor construed to be, an all-inclusive list of the knowledge, skills, abilities, essential duties, physical abilities and/or working conditions associated with the position. District management/administration reserve the right to modify, add, or remove duties and assign other duties as necessary.