

PYRAMID CONTRACTING

ASSISTANT PROJECT MANAGER

FLSA Classification: Exempt

Reports To: Project Manager or Project Executive

Business Unit: Project Management — All Offices

POSITION SUMMARY

The Assistant Project Manager (APM) works under the direct supervision of the Project Manager and serves as the connective link between project management and field operations. The APM is responsible for leading the submittal and document management process, supporting procurement and subcontracting activities, managing cost tracking, maintaining the project schedule, and coordinating with the Superintendent to ensure field execution aligns with contractual requirements. This role advances the organization by developing the operational judgment, communication skills, and financial literacy required to grow into a full Project Manager. At Pyramid Contracting, the APM is expected to protect project profitability, communicate risks proactively, and uphold Pyramid's standards for quality, documentation, and owner relationships.

ESSENTIAL FUNCTIONS

Procurement & Subcontracting

- Review design documents and develop detailed scopes of work for all assigned trade packages during the procurement and purchasing process.
- Assist the Project Manager in evaluating subcontractor bids, leveling proposals, and making award recommendations.
- Prepare and write subcontracts and purchase orders in Procore under the direction of the Project Manager, ensuring scope coverage, exclusion documentation, and derivation tables are complete.
- Coordinate the subcontractor directory setup in Procore, including confirming primary contacts and W-9 documentation with accounting.
- Monitor buyout status throughout the project and flag uncontracted scopes to the Project Manager before work begins.

Document Management & Design Coordination

- Establish and maintain all project document control systems, including contract drawings, specifications, shop drawings, RFIs, and ASIs.
- Lead the submittal process from initiation through approval, coordinating between subcontractors and the design team to meet submittal schedule requirements.

- Prepare and issue RFIs for design conflicts, missing details, and coordination issues; track responses and distribute to affected parties.
- Maintain up-to-date drawing logs and distribute current construction documents to field staff and subcontractors.
- Utilize Procore for all document management functions, keeping project data current and accurate.

Cost Management & Budget Support

- Assist the Project Manager in maintaining the project budget in Procore, including cost code tracking, committed cost review, and forecast to complete (FTC) updates.
- Participate in monthly cost review meetings and support the preparation of financial status reports for leadership.
- Monitor actual costs against budget for assigned cost codes; identify and communicate variances with root cause analysis to the Project Manager.
- Review and authorize subcontractor pay applications for assigned trades; verify work-in-place quantities against billing requests.
- Support change event management by creating Change Events in Procore the day issues are identified, assigning ROMs, and tracking status to resolution.

Scheduling & Field Coordination

- Assist the Project Manager and Superintendent in developing and maintaining the project schedule; update weekly and flag critical path risks.
- Prepare and distribute three-week look-ahead schedules to subcontractors and field supervision.
- Coordinate trade sequencing and logistics with the Superintendent, identifying conflicts and recommending recovery strategies when schedule risk emerges.
- Attend and support weekly subcontractor coordination meetings; prepare and distribute accurate meeting minutes with action items and due dates.
- Conduct field inspections to verify work-in-place compliance with contract documents, specifications, and quality standards.

Schedule of Values & Billing

- Support the preparation and submission of the Owner Schedule of Values (SOV) prior to Pay Application #1.
- Assist with monthly owner billing by verifying percent-complete against actual field progress and processing pay applications through Procore.
- Maintain the monthly revenue projection, ensuring it reflects the current project schedule; update projections after each pay application cycle.

Safety & Quality

- Promote and reinforce jobsite safety standards; actively participate in weekly safety inspections and toolbox talks.
- Support the development and execution of the project Quality Assurance and Quality Control (QA/QC) program in coordination with the Superintendent.
- Assist in scheduling and documenting pre-installation meetings for critical scopes of work.
- Participate in punch list development, closeout documentation, and final inspection coordination.

Owner & Subcontractor Communication

- Maintain professional, proactive communication with the owner, architect, and engineer on assigned project items; escalate issues to the Project Manager before they become surprises.
- Participate in OAC (Owner-Architect-Contractor) meetings and assist in preparing status reports, agendas, and follow-up documentation.
- Draft owner notification letters, subcontractor directives, and other formal correspondence for PM review prior to distribution.

Closeout

- Lead the assembly of closeout documentation including warranties, O&M manuals, as-built drawings, attic stock, owner training records, and final lien waivers.
- Manage the internal punch list process and coordinate final inspections with the Superintendent prior to owner and design team walkthroughs.
- Ensure all permits are closed and final inspections are documented before project turnover.

Staff Development

- Provide leadership, mentoring, and day-to-day guidance to Project Engineers assigned to the project team.
- Foster a positive team environment that promotes accountability, growth, and Pyramid's operational standards.

COMPETENCIES

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- Demonstrates proactive risk identification and communicates cost, schedule, and quality concerns before they escalate.
 - Communicates clearly and professionally in writing and verbally with owners, designers, subcontractors, and internal leadership.
 - Applies strong organizational skills to manage multiple concurrent responsibilities without losing detail or missing deadlines.
 - Exhibits sound financial literacy and understands how cost codes, commitments, change events, and forecasts interact in Procore.
 - Builds effective working relationships with subcontractors, field supervision, and the design team.
 - Demonstrates personal accountability for the quality and accuracy of all documentation and reporting.
 - Shows flexibility and sound judgment in a fast-moving construction environment where priorities shift.
 - Pursues continuous professional development and seeks to understand how their work connects to overall project profitability.
 - Operates with integrity and upholds Pyramid's standards for honesty, directness, and construction professionalism.
 - Proficient in Procore for document management, cost tracking, commitments, change events, and project reporting.
 - Competent with Microsoft Office Suite, including Word, Excel, Outlook, and Project.

SUPERVISORY RESPONSIBILITY

The Assistant Project Manager has direct supervisory responsibility for Project Engineers assigned to their project team. This includes providing daily direction, training on Pyramid's operational standards and systems, performance coaching, and mentoring toward advancement to the APM level. The APM does not have direct personnel management authority but is expected to model professional standards and hold the PE staff accountable to project expectations.

WORK ENVIRONMENT

The Assistant Project Manager operates in both a project office and active construction jobsite environment. Conditions vary by project phase and may include exposure to weather, elevated noise levels, dust, and construction equipment. Jobsite visits are a regular part of this role and require adherence to all site safety protocols including PPE requirements. Office-based work includes extended periods at a computer workstation in a climate-controlled environment.

PHYSICAL DEMANDS

This role requires the ability to traverse active construction sites including uneven terrain, scaffolding, ladders, and stairs. The APM must be able to conduct field inspections, participate in safety walkthroughs, and review work in progress across all active areas of the project. Occasional lifting of light materials may be required. The role also involves extended periods of sitting and working at a computer. Reasonable accommodations may be made for individuals with qualifying disabilities.

TRAVEL

The Assistant Project Manager is required to travel regularly between project sites, subcontractor offices, and Pyramid's regional offices. Overnight travel is limited but may be required for projects located at a distance from the home office. A valid, state-issued driver's license and a satisfactory motor vehicle record are required. The APM must comply with Pyramid's vehicle use policy when operating a company vehicle or driving for company business.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Construction Management, Civil Engineering, Architecture, or a related field preferred; equivalent field experience will be considered in lieu of degree.
- Minimum three (3) years of experience in commercial construction, including at least two (2) years in a Project Engineer role or equivalent.
- Demonstrated success at the Project Engineer level or equivalent — should already be operating at the APM level prior to formal promotion.
- Proficiency in Procore required; experience with Sage 100 CRE or equivalent construction ERP preferred.

- Working knowledge of Microsoft Project or equivalent scheduling software.
- OSHA 30-Hour Construction certification required.
- Experience with subcontract scoping, bid leveling, and procurement preferred.
- Demonstrated ability to read and interpret construction drawings and specifications.

BENEFITS

Pyramid Contracting offers a competitive compensation and benefits package, including:

- Medical, dental, and vision insurance.
- Company-paid life insurance.
- Short-term and long-term disability coverage.
- 401(k) retirement plan with company match.
- Paid time off and paid holidays.
- Opportunities for professional development and career advancement.
- Performance-based incentive program.

WORK AUTHORIZATION

The employee must be authorized to work in the United States.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.