

PYRAMID CONTRACTING

PROJECT MANAGER

FLSA Classification: Exempt

Reports To: Project Executive or designated Operations Leader

Business Unit: General Contracting — Greenville • Charleston • Irmo

POSITION SUMMARY

The Project Manager at Pyramid Contracting is accountable for the complete leadership, administration, and financial performance of assigned construction projects from preconstruction through closeout. Reporting to the Project Executive or designated Operations Leader, the PM serves as the primary point of contact for the owner, architect, design team, and subcontractors throughout the entire project lifecycle. The PM owns the project budget, schedule, quality, safety, and profitability — and is responsible for protecting Pyramid's financial position on every project under their control. This role requires a disciplined operator who can manage complex scopes, lead subordinate staff, communicate proactively with owners, and deliver clean, accurate financial reporting to operations leadership every month. The PM is expected to manage projects ranging from approximately \$5M to \$20M, with scope commensurate with demonstrated experience.

ESSENTIAL FUNCTIONS

Preconstruction & Project Startup

- Review the project estimate and budget in full before the kick-off meeting to establish a thorough understanding of contract value, fee goal, contingency, and scope coverage.
- Lead or participate in the preconstruction kick-off meeting; assign responsibility and due dates for all critical startup items.
- Collaborate with the estimating team during preconstruction to support quantity takeoff, scope review, bid package development, and subcontractor selection.
- Complete Procore project setup in full — including admin settings, project dates, team assignments, DocuSign activation, and commitment workflow configuration — before any commitment is created.
- Convert the estimate into a trade-package budget in the Pyramid Project Controls Master Template, load it into Procore, and lock the original budget prior to project start.
- Thoroughly review the owner's contract to confirm understanding of all contractual requirements, milestone dates, billing requirements, and markup limitations before executing any work.
- Obtain all required permits, licenses, and insurance documentation in advance of mobilization.

Subcontracting & Procurement

- Ensure no subcontractor or vendor performs work on the project without a fully executed subcontract or purchase order in Procore.

- Prepare detailed scopes of work for all subcontracts and purchase orders, including schedule requirements, inclusions, exclusions, and derivation of subcontract value.
- Review, descope, and interview subcontractor and vendor proposals in collaboration with preconstruction; level bids against the estimate before awarding.
- Execute the Procore commitment workflow for all subcontracts and purchase orders, confirm DocuSign execution, and ensure Schedule B and current drawing log are attached to every issued subcontract.
- Conduct preconstruction meetings with each subcontractor upon mobilization, covering project procedures, safety requirements, contract document requirements, schedule, and quality expectations.
- Monitor buyout progress and flag uncontracted scope early; late buyout creates uncontrolled cost exposure.
- Track and expedite long-lead materials and equipment deliveries; maintain procurement logs aligned with the project schedule.

Schedule & Project Execution

- Develop the overall project schedule in collaboration with the Superintendent and subcontractors; ensure schedule requirements are incorporated into all subcontracts and purchase orders.
- Monitor critical path activities; intervene when necessary to keep the project on or ahead of schedule and document all delay events with appropriate written notice.
- Update the project schedule at minimum monthly; communicate schedule changes to the owner and adjust the revenue projection to match.
- Attend weekly subcontractor meetings with the Superintendent; prepare and distribute meeting minutes with action items and responsible parties.
- Lead Owner-Architect-Contractor meetings; prepare required documentation, minutes, and status reports.
- Establish and enforce the project's document control system, including current drawing management, RFI initiation and tracking, and submittal review and approval processes.
- Coordinate trade sequencing and logistics with the Superintendent; review daily field reports and visit the site regularly to monitor progress, quality, and safety.

Budget Management & Financial Reporting

- Maintain a clean, current Procore budget that reconciles to the contract value at all times — the PM must be able to state projected final gross profit from Procore without a spreadsheet at any point during the project.
- Update the Forecast to Complete (FTC) for all active cost codes every month; do not allow stale or zero-dollar forecasts on scopes with remaining work.
- Build and obtain owner approval on the Schedule of Values before submitting Pay Application #1; never bill ahead of schedule progress.
- Prepare and submit monthly owner pay applications on schedule; enter actual billings into the SOV after each pay app approval and adjust the revenue projection to match.
- Review and approve subcontractor and vendor pay applications for accuracy against work-in-place or stored materials, after Superintendent approval.
- Review, code, and approve all project invoices against the correct cost codes in Procore; monitor accounts payable aging and communicate issues to accounting.
- Confirm the fee line and contingency balance monthly; identify causes of any margin erosion and address them before month-end.

- Prepare and deliver the monthly project financial report with variance explanations; communicate margin risks to the Project Executive before month-end — never after.

Change Event Management

- Create a Change Event in Procore the day a scope change, RFI impact, or cost exposure is identified — not after pricing is received.
- Assign a Rough Order of Magnitude, cost code, source document, and named owner to every Change Event; nothing sits open without a status and a next action.
- Request subcontractor pricing through Procore, review for accuracy, apply owner-allowed markup per the prime contract, and submit the PCO to the owner for approval promptly.
- Close out all approved Change Orders in Procore and confirm the budget reflects every approved CCO; no open Change Events without a clear resolution path.
- Protect contingency as a separate, visible budget line; document every draw-down with a written explanation.

Safety & Quality

- Actively champion Pyramid's safety culture; demonstrate commitment to an injury-free environment through individual actions and holding subordinates and subcontractors accountable.
- Review the site safety program in coordination with the Superintendent to ensure ongoing compliance with Pyramid's standards and contract requirements.
- Develop and maintain a rolling punch list with the Superintendent; drive toward a zero punch list at substantial completion.
- Understand the owner's quality expectations and communicate those expectations to the project team and subcontractors at the outset of the project.

Client Relations & Business Development

- Serve as the primary liaison with the client and design team throughout the project; manage all formal project communications with professionalism and accuracy.
- Communicate proactively with the owner — never allow the owner to discover a project issue before it has been communicated by the PM.
- Develop and maintain client relationships with a focus on repeat business and long-term partnerships.
- Participate in business development activities including proposal preparation, project narratives, and pursuit strategy.

Staff Development & Leadership

- Lead, mentor, and develop subordinate staff including Assistant Project Managers, Project Engineers, and interns.
- Conduct timely and constructive performance evaluations; provide regular coaching and development feedback.
- Delegate tasks appropriately while maintaining accountability for all project deliverables.

Project Closeout

- Manage all aspects of project closeout including punch list execution, warranty documentation, O&M manuals, as-built drawings, final lien waivers, permit closure, and owner training.

- Prepare a final project report summarizing financial performance, schedule outcomes, subcontractor performance, and lessons learned.
- Provide a brief project description at completion for use in future business development and marketing materials.

COMPETENCIES

- Comprehensive understanding of commercial construction means, methods, scheduling, and cost management across all major trades.
- Proficiency in Procore project management platform for budget management, change events, commitments, and financial reporting.
- Working knowledge of construction scheduling software including Microsoft Project or equivalent.
- Strong financial literacy including budget-to-actual analysis, cost forecasting, profitability management, and pay application preparation.
- Ability to read, interpret, and apply construction documents including drawings, specifications, and contract documents.
- Clear, concise, and professional written and verbal communication skills; ability to communicate effectively with owners, architects, subcontractors, and internal leadership.
- Conflict resolution and negotiation skills; ability to resolve disputes as a business professional before escalating to legal counsel.
- Strong organizational skills with the ability to manage multiple scopes, deadlines, and stakeholders simultaneously.
- Proactive risk identification; ability to surface cost and schedule risk early and communicate it clearly before it becomes a problem.
- Leadership presence; ability to hold a project team, subcontractors, and vendors accountable to standards.
- Client relationship management skills with a focus on proactive communication and long-term relationship development.
- Commitment to safety leadership; sets the tone for an injury-free work environment.
- Proficiency in Microsoft Office Suite, including Excel, Word, Outlook, and Project.
- Familiarity with ERP systems (Sage 100 CRE or equivalent) for cost coding and financial reporting.

SUPERVISORY RESPONSIBILITY

The Project Manager has direct supervisory responsibility for Assistant Project Managers, Project Engineers, and interns assigned to their project. The PM is responsible for delegating work effectively, providing regular performance feedback, mentoring staff toward career advancement, and conducting timely performance evaluations. The PM is also responsible for holding subcontractors and vendors accountable to the standards established in their executed agreements.

WORK ENVIRONMENT

The Project Manager works in a combination of office and active construction jobsite environments. Jobsite conditions vary and may include exposure to weather extremes, construction noise, dust, heavy equipment operations, and elevated work areas. The PM is expected to be present on project sites regularly to monitor progress, safety, quality, and subcontractor performance. Evening and weekend work may be required to meet project deadlines or manage critical project events.

PHYSICAL DEMANDS

This role requires the physical ability to access and inspect all areas of an active construction site, including climbing ladders, stairs, and scaffolding; walking over varied and uneven terrain; stooping, bending, and reaching. The PM must be able to lift materials and equipment of moderate weight in the course of site inspections. Prolonged periods of sitting and computer use are required for administrative duties. Reasonable accommodations may be made for qualified individuals with disabilities.

TRAVEL

Regular travel to project sites across Pyramid's operating region is required, including the Upstate, Midlands, and Lowcountry areas of South Carolina. Occasional travel beyond the region may be required based on project assignments. A valid driver's license is required. Use of a company vehicle or mileage reimbursement is provided per Pyramid's vehicle policy.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Construction Management, Civil Engineering, Architecture, or a related field is required; equivalent field experience may be considered in lieu of a degree.
- Minimum of five (5) years of experience in commercial construction, with at least two (2) years in an Assistant Project Manager role or equivalent.
- Demonstrated prior success managing all phases of a commercial construction project from preconstruction through closeout.
- Experience managing projects in the \$5M–\$20M range with full accountability for budget, schedule, and profitability preferred.
- Experience with industrial construction including tilt-up, pre-engineered metal buildings, automotive, distribution, or manufacturing projects is a plus.
- Proficiency in Procore is required; experience with Sage 100 CRE or equivalent ERP system preferred.
- OSHA 30-Hour Construction certification required.
- Working knowledge of Microsoft Project or equivalent scheduling software.
- Proven experience with subcontract administration, change order management, and owner billing processes.

BENEFITS

- Competitive base salary commensurate with experience.
- Performance-based bonus program.
- Comprehensive health, dental, and vision insurance.
- Employer-matched 401(k) retirement plan.
- Paid time off and paid holidays.
- Company vehicle or mileage reimbursement program.
- Professional development and career advancement opportunities.
- Employee wellness 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.