

PYRAMID CONTRACTING

SENIOR PROJECT MANAGER

FLSA Classification: Exempt

Reports To: Appointed Manager at Discretion of Business Unit Leader / Project Executive

Business Unit: Pyramid Contracting — Greenville • Charleston • Irmo

POSITION SUMMARY

The Senior Project Manager is responsible for the overall leadership, management, and financial performance of assigned construction projects. This role serves as the primary client liaison, owns critical path execution, and provides direct oversight of all project systems — including budget, schedule, procurement, quality, safety, and documentation. The Senior Project Manager may lead a single large complex project or provide oversight across multiple projects of lesser individual value. Reporting to an appointed Business Unit Leader or Project Executive, this position is accountable for delivering projects on time, on budget, and at the profit and quality standards Pyramid Contracting requires. The Senior Project Manager is expected to develop subordinate staff, support business development efforts, and operate as a leader across all phases of the project lifecycle.

ESSENTIAL FUNCTIONS

Preconstruction & Planning

- Review the project budget and estimate at turnover to develop a thorough understanding of project scope, contract value, fee structure, and cost exposure before mobilization.
- Establish the project budget cost coding structure in Procore, ensuring all cost types are correctly assigned and the original budget is locked before work begins.
- Collaborate with preconstruction and the project team to review and level subcontractor and vendor bids, executing the de-scoping and interview process.
- Prepare detailed scopes of work for all subcontracts and purchase orders, including schedule requirements and contractual obligations, and execute formal agreements before any work is released.
- Establish the overall project procedures, execution plan, and staffing structure at the outset of each project.
- Lead preconstruction client discussions at a leadership level, including review of contractual obligations, schedule, and risk allocation.

Budget, Cost & Financial Management

- Own full project financial performance — budget, cost, profitability, and forecast — and maintain a clean, current Procore budget capable of producing an accurate projected final gross profit at any point in the project.
- Manage all aspects of change event tracking, pricing, PCO submission, and CCO execution to ensure no unapproved cost exposure exists on the project.
- Update the Forecast to Complete (FTC) monthly for all active cost codes; identify and communicate margin risks to the Project Executive before month-end.

- Oversee preparation and timely submission of monthly owner pay applications; ensure the Schedule of Values is approved before Pay Application #1 is submitted.
- Review and approve subcontractor and vendor billings and invoices for payment; oversee oversight of labor, material, and equipment costs.
- Conduct profitability analyses and produce financial variance narratives for monthly PM Reviews; explain every variance from the original fee goal.
- Monitor account receivable and account payable performance; communicate cash flow risks to the Project Executive and accounting team proactively.

Scheduling & Critical Path Management

- Develop the overall detailed project schedule in collaboration with the Superintendent and subcontractors; incorporate schedule obligations into all subcontracts and purchase orders.
- Monitor critical path activities continuously; document schedule deviations, identify causes, and implement recovery plans as required.
- Update the project schedule at minimum monthly and whenever a two-week or greater deviation from the current plan occurs.
- Maintain the monthly revenue projection tied to schedule progress; adjust billing forecasts when schedule changes occur to protect company cash flow accuracy.
- Identify time extension entitlement and negotiate justified schedule relief with owners when applicable.

Contract, Risk & Change Management

- Conduct a thorough review of all owner contract documents to ensure compliance with contractual requirements; participate in contract negotiations as required.
- Negotiate terms and conditions of client contracts; identify and escalate contractual risk, markup limitations, indemnification exposure, and schedule liability to the Project Executive.
- Create change events in Procore the day an issue is identified; assign a cost code, ROM estimate, and named owner to every change event before end of day.
- Submit Potential Change Orders (PCOs) to the owner in a timely manner and follow up weekly until executed Change Orders (CCOs) are issued and the budget is updated.
- Assist project staff in resolving scope conflicts with subcontractors; resolve disputes as business professionals before escalating to legal counsel.

Project Administration & Documentation

- Oversee the project document control system to ensure all construction is executed against the most current contract documents.
- Manage the RFI process and shop drawing control and management using Procore and Autodesk Construction Cloud.
- Maintain overall project communication and documentation, including the filing system, letters, emails, meeting minutes, correspondence, and all formal reports.
- Lead or participate in weekly subcontractor coordination meetings and serve as the PM lead for Owner/Architect meetings.

- Conduct preconstruction meetings with all subcontractors before they mobilize; cover safety rules, contract document requirements, schedule expectations, and quality standards.
- Ensure all closeout documentation is complete, including warranties, O&M manuals, as-built drawings, lien waivers, and required permits.

Safety & Quality

- Lead adherence to Pyramid's safety standards on all assigned projects; review the project safety program and ensure compliance with company policy.
- Ensure the project Quality Control Plan is implemented and followed throughout all phases of construction.
- Model a culture of safety leadership through individual actions, active site engagement, and mentoring of project team members.

Client Relations & Business Development

- Serve as the primary liaison with the project owner and design team; maintain proactive communication and ensure the owner is never the first to discover a project issue.
- Develop, maintain, and leverage client relationships to support repeat business; identify and pursue opportunities for future work.
- Participate in business development activities including proposal preparation, presentations, and qualification submissions.
- Represent Pyramid Contracting professionally in the industry through networking and community engagement.

Staff Leadership & Development

- Ensure proper project staffing at the outset of each project; identify gaps and communicate recruiting needs to the Project Executive.
- Provide leadership in the professional and career development of subordinate staff; conduct timely, fair, and constructive performance evaluations.
- Mentor, train, and develop Project Managers, Assistant Project Managers, and Project Engineers; build stretch assignments and development plans for high-potential team members.
- Delegate responsibility appropriately to ensure project tasks are executed efficiently; hold subordinates accountable for results.

COMPETENCIES

- Demonstrated ability to manage complex construction projects from preconstruction through closeout with full financial accountability.
- Advanced proficiency in construction financial management — budget development, cost code tracking, change order management, and profitability forecasting.
- Strong command of Procore project management platform, including budget setup, commitment workflow, change event management, and monthly cost reporting.
- Proficiency in Microsoft Project for schedule development, critical path analysis, and schedule recovery planning.

- Proficiency in Microsoft Office Suite; working knowledge of Bluebeam Revu for document management and PDF markup.
- Thorough understanding of construction contract language, risk allocation, and change order entitlement.
- Exceptional written and verbal communication skills; ability to present complex project information clearly and concisely to owners, executives, and field staff.
- Strong leadership and team management capabilities; proven ability to develop subordinate project management staff toward advancement.
- Sound understanding of the Project Executive/Operations Manager and General Superintendent roles and how they interact with the Senior PM function.
- Ability to manage multiple competing priorities across a project portfolio without losing control of individual project financial performance.
- High professional integrity; models Pyramid's core values through individual actions, client relationships, and team leadership.
- Continuous improvement mindset; actively seeks better methods for project execution, system adoption, and team development.

SUPERVISORY RESPONSIBILITY

The Senior Project Manager carries direct supervisory responsibility for the project management staff assigned to their projects, including Project Managers, Assistant Project Managers, and Project Engineers. This includes day-to-day work direction, performance feedback, mentoring, and formal performance evaluations. On projects where a single Senior PM leads a large, complex project, this supervisory scope may include oversight of the Superintendent staff in coordination with the Project Executive. When the Senior PM is operating across multiple projects, supervision of individual project teams may be exercised through subordinate Project Managers.

PHYSICAL DEMANDS

This position requires the ability to sit and work at a computer for extended periods, as well as frequent standing, walking, and moving through active construction jobsites. The Senior Project Manager must be capable of climbing ladders and stairs, navigating uneven terrain, and accessing all areas of an active construction project during site visits. Occasional lifting of up to 25 pounds may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this role.

TRAVEL

Regular travel to active project sites across Pyramid Contracting's operating markets is required, including the Upstate, Lowcountry, and Midlands regions of South Carolina. Some projects may require periodic travel outside the immediate region. A valid driver's license is required; access to reliable transportation and willingness to travel as project demands require are expected. A company vehicle may be provided in accordance with company policy.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Construction Management, Civil Engineering, Building Science, or a related field is preferred; equivalent construction industry experience will be considered in lieu of a degree.
- Minimum of nine (9) years of experience in the commercial construction industry, with at least two (2) years in a Project Manager or equivalent role.
- Demonstrated prior success as a Project Manager with full accountability for project budget, schedule, and financial performance on projects of comparable scope and value.
- Proven ability to manage a single project at or above \$40M, or to oversee multiple projects simultaneously at lesser individual values.
- Experience with subcontract scoping, procurement, and execution of formal subcontract and purchase order agreements.
- Strong working knowledge of Procore; proficiency in Microsoft Project scheduling software and Microsoft Office Suite is required.
- Experience with Sage 100 CRE or comparable construction ERP system is a plus.
- LEED AP, PMP, or equivalent professional certification is a plus but not required.

BENEFITS

- Comprehensive medical, dental, and vision insurance.
- Company-sponsored life insurance.
- 401(k) retirement plan with company match.
- Paid time off (PTO) and paid holidays.
- Performance-based bonus program.
- Professional development and continuing education support.
- Employee referral bonus 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.