

PYRAMID CONTRACTING

PRECONSTRUCTION MANAGER

FLSA Classification: Exempt

Reports To: Director of Preconstruction, Senior Preconstruction Manager, or Appointed Manager

Business Unit: Preconstruction

POSITION SUMMARY

The purpose of this role is to lead preconstruction efforts so that projects are set up properly for operational success to the highest standard across all project types. The position requires skills as an estimator, an effective communicator, and a builder with a general knowledge of site safety, scheduling, construction sequencing, and logistics.

The Preconstruction Manager supports preconstruction, business development, and marketing efforts and serves as a leader within the Preconstruction Department. Collaboration with Project Managers, Superintendents, clients, and other key project team members is required to ensure project success. Completing all assignments accurately and within agreed-upon timeframes is essential to performance in this role.

ESSENTIAL FUNCTIONS

Preconstruction Leadership

- Manage multiple estimates concurrently, varying in deliverable stage, size, and complexity.
- Lead and thoroughly understand all phases of preconstruction and estimating from conceptual estimate through final Lump Sum, GMP pricing, or bid submission.
- Manage scope and project budgets from one estimate phase to the next while identifying differences in clarified assumptions and communicating changes to clients.
- Prepare the estimate strategy, scope alignment, and pricing accuracy through each estimate deliverable.
- Attend pre-bid meetings, site visits, and walkthroughs as required for project pursuits.
- Attend and participate in internal preconstruction meetings to discuss detailed project updates, resource allocation, and pursuit planning.
- Provide seamless project turnover to operations and project management teams at estimate completion.
- Maintain proper time management to ensure all assignments are completed within agreed-upon timeframes.
- Uphold professional behavior, presentation, and respect for clients and trade partners at all times.

Estimating and Deliverable Development

- Prepare and review estimates of all levels — conceptual, schematic, design development, and hard bid pricing.
- Review drawings, specifications, and contract documents for completeness and identify project, procurement, and scope-specific risk exposures early.
- Develop a comprehensive understanding of each project's scope, timeline, and owner expectations.

- Complete detailed quantity take-offs for pricing analysis and trade partner pricing validation.
- Review subcontractor and supplier proposals for scope completeness and pricing accuracy based on historical knowledge and current market conditions.
- Ensure adequate market participation and identify the best trade partners for project success based on project needs and market conditions.
- Identify and develop procurement strategies for long-lead materials and equipment.
- Assist and participate in the development and review of project schedules, phasing plans, and constructability reviews.
- Lead value engineering efforts as required to achieve the client's target budget.
- Provide detailed estimate clarifications with each pricing deliverable, with the intent that clarifications serve as a contract exhibit.
- Maintain historical cost data and estimating records to support future pricing accuracy.
- Perform additional duties as assigned.

Business Development, Client Management, and Marketing Support

- Participate in and support business development and project pursuit activities.
- Serve as an active participant in project interviews, presentations, and client relationship management.
- Develop and maintain relationships with owners, architects, engineers, subcontractors, and suppliers, and continuously identify ways to add value to those relationships.
- Assist leadership with strategic pursuit planning and market analysis.
- Provide professional verbal and written communication with all internal and external stakeholders.
- Treat all potential and existing clients, design partners, and subcontractors as members of the project team.
- Assist marketing in assembling project deliverables that meet Pyramid's brand standards.

Continuous Development

- Provide mentorship and professional development guidance to estimating staff.
- Promote consistency and continuous improvement within estimating processes.
- Review current processes and procedures for opportunities to improve efficiency and quality.
- Support the implementation of technology and process improvements within preconstruction operations.
- Collaborate with operations teams to improve estimating accuracy and project execution alignment.
- Remain open to learning new methods and approaches to completing work.
- Consistently seek to gain new knowledge, experience, and professional capability.

COMPETENCIES

- Advanced knowledge of commercial construction means, methods, materials, and sequencing.
- Strong expertise in conceptual estimating, budget development, procurement strategy, and scheduling.
- Ability to identify project risk, scope gaps, and constructability concerns across all estimate phases.
- Strong understanding of contract documents, drawings, and specifications and their relationship to project cost.

- Proficiency in Destini Estimating or equivalent estimating and takeoff software platforms.
- Proficiency in Microsoft Office Suite with advanced Excel skills.
- Working knowledge of scheduling software such as Microsoft Project or Primavera P6.
- Proficiency in Bluebeam and related plan review tools.
- Effective presentation and communication skills for client interviews and owner-facing deliverables.
- Ability to manage multiple concurrent pursuits and deadlines in a fast-paced environment.
- Strong organizational and time management skills with a sense of urgency.
- Relationship management skills developed through consistent client and trade partner engagement.
- Strong analytical thinking with high attention to detail and pricing discipline.
- Self-motivated, proactive, and capable of operating with appropriate autonomy on assigned projects.
- Knowledge of building systems and cost drivers with ability to identify value engineering opportunities.
- Understanding of building code requirements and LEED standards as they relate to project estimating.

SUPERVISORY RESPONSIBILITY

This role provides mentorship, guidance, and professional development to Estimators and preconstruction support staff. While formal supervisory authority is defined by organizational structure and reporting relationships established at the time of assignment, the Preconstruction Manager is expected to contribute to the growth and performance of the estimating team through coaching, feedback, and knowledge sharing.

PHYSICAL DEMANDS

This role is primarily office-based and requires extended periods of sitting and working at a computer. The position may require occasional visits to project sites, pre-bid walks, and client offices, which may involve walking on uneven terrain, climbing stairs, and exposure to outdoor weather conditions. The employee must be able to occasionally lift and carry items up to 25 pounds.

TRAVEL

Travel is primarily local and regional, supporting pre-bid site visits, owner meetings, client presentations, and coordination across Pyramid's three offices in Greenville, Charleston, and Irmo. Occasional overnight travel may be required for pursuit interviews, client engagements, or industry events. A valid driver's license is required.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Construction Management, Engineering, Architecture, or related field preferred.
- Minimum of two (2) years of experience as an Estimator or equivalent role preferred.
- Commercial or industrial construction estimating experience required.
- Field construction experience strongly preferred.
- Demonstrated experience leading project estimates and managing preconstruction activities.

- Experience managing multiple projects and deadlines simultaneously.
- Proficiency in Destini Estimating or equivalent estimating and takeoff software.
- Proficiency in Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint.
- Working knowledge of scheduling software such as Microsoft Project or Primavera P6.

SUCCESS FACTORS

- Lead accurate and profitable project estimates that support Pyramid's fee and margin goals.
- Identify and mitigate project risk during the preconstruction phase before exposure reaches the field.
- Develop and maintain strong relationships with owners, architects, subcontractors, and suppliers.
- Support successful project pursuits and contribute to winning client presentations.
- Mentor and develop estimating staff toward higher levels of technical and professional performance.
- Improve operational efficiency and estimating systems across the preconstruction department.
- Contribute to overall company growth and strategic preconstruction initiatives.

BENEFITS

- Competitive base salary commensurate with experience.
- Performance-based bonus program.
- Medical, dental, and vision insurance.
- 401(k) retirement plan with company match.
- Paid time off and company-observed holidays.
- Professional development and continuing education support.
- 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.