



a tradition of fine craftsmanship

POSITION AVAILABLE

PROJECT MANAGER:

Introduction:

Pyramid Builders is an award-winning custom builder, specializing in high-end architecturally designed residential construction. With an over thirty-year history, we have established a reputation as a premier builder in luxury single-family homes.

We have an opportunity to join our Annapolis, MD team as a PROJECT MANAGER. The ideal candidate will have experience in custom residential construction at the top end of the quality scale. We are seeking a knowledgeable team player who puts attention to detail first, works well with others, and respects our process to get the job done. This full-time position reports directly to Vice President of Construction and the Executive Vice President.

Overview:

The PROJECT MANAGER is responsible for overseeing and coordinating all administrative aspects of project, from permits through to completion, managing one or more at a time. This role requires having the confidence and ability to coordinate multiple details with various team members including the Client, Architect, Vendors, & Subcontractors on a daily basis. The PROJECT MANAGER partners with a dedicated field-based Site Supervisor for each project in order to allow the work to be performed accurately and expeditiously with the highest level of quality while managing budget and schedule expectations. The PROJECT MANAGER is responsible for the Client experience, positive promotion of the Company's image and maintaining the highest level of ethics.

Responsibilities:

- Review and thoroughly understand entire project scope with Site Supervisor
- Set up project binders and complete Process Checklist for job start & completion
- Coordinate ongoing communication with all project stakeholders including: Site Supervisor, Client, Architect, & others
- Manage progress meetings with Client & Architect to review status & selections
- Inspect jobsite regularly for adherence to plan intent, quality standards, and schedule
- Schedule onsite meetings with Subcontractors to review project scope & schedule
- Create & maintain Project Schedule and inform team of deadlines & changes
- Document & prepare pricing for Change Orders & Budget Adjustments
- Manage & update project Budgets, Changes, & Cost to Complete monthly
- Communicate labor hours for all work phases to Site Supervisor regularly
- Review and approve shop drawings and proposals from vendors
- Research product & selections information and provide cut sheets to Site Supervisors
- Complete materials takeoffs and schedule delivery of materials to site
- Manage & schedule County inspections
- Setup Subcontractor agreements and assist interviewing new subcontractors
- Maintain digital & paper archive of all project related files and correspondence
- Review manpower needs and approve and code invoices & review timesheets weekly
- Routinely document construction with site progress photos and perform end of job review meeting with internal team

Pyramid Values:

- Build strong relationships with other Pyramid office and field personnel as well as Clients & Architects
- Develop creative solutions to problems & challenges and be a team player
- Build personal development plan and professional skills; and keep up to date with relevant construction trade publications
- Initiate suggestions for company-wide process & profitability improvements

Requirements:

- Minimum of 4 years' experience & expertise managing high-end residential construction projects -OR- minimum 2 years' experience with an education background in Architecture
- Must be experienced with understanding and managing project quality, schedule, and budget expectations
- Extensive knowledge of residential construction methods & materials
- Excellent communication & organization skills, proficient in MS Word, Excel & Outlook

Compensation:

- Commensurate with experience

To Apply:

If you are interested in this position, contact us by any of the following means:

- **Apply** on our website: www.pyramid-builders.com/employment
- **Email** your resume: jobs@pyramid-builders.com
- **Mail** your resume to: Careers w/Pyramid Builders
2 Womack Drive
Annapolis, Maryland 21401

Pyramid Builders offers a comprehensive benefits package including Health, Dental, Vision, Disability & Life Insurance, Paid Holidays & Paid Time Off, a 401(K) plan, and discretionary Vested Profit Sharing. Pyramid is an equal opportunity employer.