

Position Title:	Project Manager, Commercial
Reports To:	Vice President, Construction
Direct Reports:	Superintendents, Assistant Project Managers
Portfolio Scope:	Front Light Commercial & Development
Classification:	Manager Full-Time, Exempt

POSITION SUMMARY

The Project Manager serves as the primary owner of assigned commercial construction projects for Front Light Building Company, overseeing delivery from initial concept through closeout and occupancy. The role is responsible for managing scope, schedule, budget, subcontractor performance, consultant coordination, and client relationships.

Operating as the single point of accountability for each project, the Project Manager works closely with field leadership, design partners, ownership, and internal teams to translate business objectives into successful built outcomes.

ORGANIZATIONAL CONTEXT

The role serves as a critical link between executive leadership, field operations, subcontractors, and owners.

CORE RESPONSIBILITIES

1. Project Planning & Pre-Construction

- Lead pre-construction planning efforts, including project scoping, scheduling, budgeting, and collaboration with owners, designers, and key stakeholders.
- Coordinate and manage design development, perform constructability reviews to identify risks, resolve conflicts, and optimize cost, schedule, and buildability.
- Oversee permitting and regulatory requirements by coordinating submissions, tracking approvals, and ensuring compliance with applicable codes and jurisdictions.
- Identify, analyze, and mitigate constructability and execution risks related to site conditions, logistics, phasing, and procurement to support successful project delivery.

2. Project Execution & Delivery

Lead construction execution, manage subcontractors, oversee RFIs, submittals, change orders, and ensure contract compliance.

- Lead all phases from owner kickoff through certificate of occupancy and grand opening.
- Develop and maintain master project schedules using CPM methodology.

- Manage project budgets, cost projections, and owner billing (AIA applications).
- Conduct OAC meetings and produce clear, timely documentation.
- Oversee RFI, submittal, and change order processes.
- Coordinate with architects, engineers, and jurisdictional authorities.
- Manage project closeout: punch lists, as-builts, O&M manuals, and warranties.

3. Financial Management & Cost Control

- Manage overall project financial performance, including budget development, cost tracking, forecasting, and variance analysis.
- Implement cost control measures to ensure projects remain within approved budgets and financial targets.
- Prepare and manage owner billing, including pay applications, supporting documentation, and payment tracking.
- Oversee accurate and timely financial reporting, cash flow projections, and internal/external reporting requirements.

4. Field Leadership & Coordination

Lead and mentor superintendents and assistant PMs; coordinate daily construction activities.

- Hire, mentor, and lead on-site superintendents and assistant PMs
- Bid, scope, and execute subcontractor agreements
- Monitor subcontractor performance, safety compliance, and schedule adherence
- Serve as primary client relationship manager and exceed owner expectations
- Represent Front Light in community and industry settings
- Contribute to preconstruction estimating and proposal efforts
- Support business development with past-project references and data

5. Quality, Safety & Closeout

- Ensure compliance with all safety regulations and company safety programs, promoting a safe work environment for all project participants.
- Monitor and enforce quality standards to ensure work meets contract documents, codes, and client expectations.
- Conduct inspections, audits, and documentation to verify adherence to safety and quality requirements throughout the project lifecycle.
- Manage all project closeout activities, including punch list completion, final inspections, turnover documentation, and warranty packages.

6. Client & Stakeholder Management

Serve as primary client contact and represent Front Light professionally throughout the project lifecycle.

KEY PERFORMANCE INDICATORS

The Project Manager will be evaluated against the following metrics on a quarterly and annual basis.

Schedule Performance

- ≥90% of projects achieve substantial completion on or before contract date
- ≥85% of owner-agreed milestones met without approved extensions
- Certificate of Occupancy obtained on first inspection for ≥80% of projects

Cost & Financial Management

- Final project cost within ±2% of approved contract value (excluding owner-approved changes)
- Unapproved contingency usage ≤3% of contract value
- Owner pay applications submitted on time with zero rejected applications

Quality & Closeout

- Field rework costs ≤1% of total project cost with zero repeat deficiencies
- 100% of punch list and closeout deliverables completed within 45 days of substantial completion

Safety Performance

- OSHA Recordable Incident Rate below industry average; target <1.5
- Zero uninvestigated near misses; required safety walks completed monthly

Client & Stakeholder Satisfaction

- Average owner satisfaction score ≥4.2/5.0
- Zero owner-escalated issues not previously identified internally by the PM

Contract & Team Management

- Buyout complete within 60 days of GMP; zero unresolved lien waivers at closeout

QUALIFICATIONS & EXPERIENCE

Required

- 10+ years of commercial construction experience; 5+ years as PM on various size and types of projects
- Proficiency in Procore, Bluebeam, and Microsoft Project or other industry scheduling tools and AI applications
- OSHA 30 required
- Strong financial acumen: cost control, forecasting, and owner billing with AIA documents
- Demonstrated experience managing concept-to-occupancy on ground-up commercial and mixed- use projects
- Exceptional written and verbal communication; polished in client-facing environments
- Willingness to travel regionally.

Preferred

- Bachelor's degree in Construction Management or related field.
- PMP, CCM, or LEED certification

- South Carolina market knowledge
- Bilingual (English/Spanish) communication skills for trade partner coordination

CORE COMPETENCIES

<p>Project Leadership Plan and execute complex projects with accountability.</p>	<p>Financial Discipline Strong budgeting, forecasting, and margin control.</p>
<p>Client Communication Professional, polished stakeholder engagement.</p>	<p>Operational Coordination Align field, office, and subcontractors.</p>
<p>Problem Solving Proactive issue identification and resolution.</p>	<p>Team Development Mentor and grow project teams.</p>

DISCLAIMER

This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it. Management reserves the right to revise this job description at any time as business needs require.

This document does not constitute a contract of employment. Employment with the company is on an at-will basis, meaning either the employee or the company may terminate the employment relationship at any time, with or without cause or notice, subject to applicable law.

The company is an Equal Opportunity Employer and is committed to providing a workplace free from discrimination and harassment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by applicable law.

Front Light Building Company is building something exceptional.

The Project Manager is the engine that delivers that vision—aligning teams, managing risk, and executing projects with precision from start to finish.