



JOB DESCRIPTION

POSITION: DRYWALL PROJECT MANAGER

Location: Metro Atlanta / North Georgia

Employment Type: Full-Time

Reports To: Owner / Operations Management

POSITION SUMMARY

Jernigan Drywall & Acoustical, LLC is seeking an experienced **Drywall Project Manager** to oversee commercial drywall projects from award through closeout. This role is responsible for planning, coordination, cost control, schedule management, and communication to ensure projects are delivered safely, on time, and in accordance with contract documents.

The ideal candidate brings strong technical knowledge of drywall and interior systems, a disciplined approach to project execution, and the ability to lead through organization, accountability, and clear communication.

KEY RESPONSIBILITIES

PROJECT MANAGEMENT

- Manage assigned projects from contract award through final completion and closeout
- Review and understand contract documents, drawings, specifications, and scope of work
- Develop and maintain project schedules, budgets, and cost forecasts
- Track job costs, labor production, material procurement, and subcontracted scopes

PRECONSTRUCTION & PLANNING

- Participate in turnover meetings and project startup planning
- Review submittals, shop drawings, and RFIs for scope alignment and constructability
- Coordinate material lead times and delivery schedules
- Assist with scope clarification, value engineering, and change management

FIELD COORDINATION

- Coordinate with field supervision, subcontractors, suppliers, and adjacent trades
- Conduct site walks and attend OAC, coordination, and safety meetings as required
- Support field teams with drawings, clarifications, and technical guidance

- Ensure work sequencing aligns with schedule and site conditions

QUALITY & SAFETY

- Enforce Jernigan Drywall quality standards, manufacturer installation requirements, and project specifications
- Participate in first-in-place reviews and inspections
- Support and promote jobsite safety planning and compliance
- Address deficiencies proactively and ensure corrective actions are completed

FINANCIAL & ADMINISTRATIVE

- Manage subcontractor agreements, purchase orders, and material invoices
- Review and approve pay applications and change orders
- Assist with monthly job cost reporting and forecasting
- Support project closeout documentation, warranties, and final billing

REQUIRED QUALIFICATIONS

- 5+ years of experience managing commercial drywall and/or interior systems projects
- Strong understanding of gypsum board systems, acoustical ceilings, and fire-rated assemblies
- Ability to read and interpret construction drawings and specifications
- Experience with project scheduling, budgeting, and job cost controls
- Proficiency with construction software (Bluebeam, Excel, scheduling tools, etc.)
- Strong organizational, communication, and problem-solving skills

PREFERRED QUALIFICATIONS

- Bachelor's degree in Construction Management or related field
- Experience with healthcare, education, mission-critical, or large commercial projects
- Familiarity with QC documentation, inspections, and closeout processes
- Experience working with subcontracted labor and material procurement

CORE COMPETENCIES

- Integrity and professional accountability
- Safety awareness and leadership
- Attention to detail and quality execution
- Process-driven approach to project management
- Ability to manage multiple priorities in a fast-paced environment

WHY JOIN JERNIGAN DRYWALL & ACOUSTICAL

At Jernigan Drywall, we are building a company founded on **Integrity, Safety, Quality, and Process**. We believe strong leadership, clear expectations, and aligned incentives create better projects and long-term careers. As a growing company, Jernigan Drywall offers the opportunity to make a meaningful impact and grow alongside the organization.

Veterans are strongly encouraged to apply.

HOW TO APPLY

Interested candidates may submit a resume through our [Careers page](#) or contact us directly for additional information.