



## Project Manager

### About the Company

Black Mountain Construction builds and remodels exquisite master crafted homes, estates, and high-rise interiors in the San Francisco Bay Area, Napa, Lake Tahoe, and surrounding regions. To see what we do and who we are, visit [blackmountainconstruction.com](http://blackmountainconstruction.com).

### Position Overview

The Project Manager position is responsible for providing management oversight and on-site coordination for all phases of residential construction projects, including coordinating employees, subcontractors, material, and equipment, ensuring that specifications are being strictly followed, and work is proceeding on schedule and within budget. Project Manager shall be responsible for scheduling, inspections, quality control, and jobsite safety.

### Essential Job functions

- Develop a cost-effective plan and schedule for completion of project following a logical pattern for utilization of resources.
- Minimize exposure and risk by implementing and audits safety standards and quality assurance controls
- Coordinate work of subcontractors working on various phases of multiple projects.
- Oversee performance of all trade contractors and reviews architectural and engineering drawings to make sure that all specifications and regulations are being followed.
- Is responsible for proper administration of construction contracts and for obtaining all necessary permits and licenses.
- Supervise assistant managers and superintendents, reviews their reports, checks on any reported difficulties, and corrects any safety violations or other reported deficiencies.
- Track and control construction schedule and associated costs to achieve completion of projects within time and monies allocated.
- Report to owner, architects and portfolio managers about progress and any



necessary modifications of plans that seem indicated. Plans, implements, tracks and closeout / turnover of construction projects. Conducts project meetings.

- Manage day to day operational and tactical aspects of multiple construction projects in a supervisory role
- Manage day to day client interactions and expectations, directly or in a supervisory role
- Accurately forecast revenue, profitability, and project costs
- Manage project to achieve revenue goals set for projects
- Generate and issue regular internal and external project reporting through company software (Procore)
- Proactively identify changes in project scope and ensures appropriate measures are taken
- Project changes in scope and revenue
- Administer Submittal Review process between Subcontractors/Suppliers and design

## Required Skills

Minimum of 5 years residential construction experience

- Working knowledge of all phases of construction, reading plans and able to lay-out, as well as specifications for all trades
- Ability to work with tools (hand & power) as needed to expedite project requirements
- Excellent communication and people management skills
- Strong organizational and time management skills with the ability to prioritize work assignments
- Strong computer skills with emphasis on Microsoft Office (Excel, Word, Outlook), Microsoft Project, Bluebeam, Procore
- Strong problem solving and troubleshooting skills
- Must have valid California Driver's license with clean DMV record and be able to pass background check
- Ability to get along with others under stress and function as a professional team player



## What We Offer

The company offers the following benefits and pays 100% of medical, dental and vision premiums for employees and their dependent for Kaiser HMO plan and a buy-up option for an Anthem PPO plan.

- Medical
- Dental
- Vision
- Life Insurance
- Simple IRA with 3% matching after 6 months of employment
- Paid Time Off of up to 80 hours within a year
- 10 Paid Holidays
- Fun company events

## Why Work with Black Mountain Construction?

We are a fun, easygoing bunch of professionals who take a lot of pride in the work we do. We acknowledge the contributions and talents of our biggest asset (our team members!) by providing recognition, on the job training and opportunities for advancement. We're looking for someone with a high-level of integrity, who shares our values as a business.

Black Mountain Construction is an Equal Opportunity Employer and will consider qualified candidates for employment pursuant to the San Francisco Fair Chance Ordinance.