



## Project Manager - High-End Residential Projects

### 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

We are seeking a Project Manager to work on high-end residential projects. The Project Manager will be responsible for supporting the Project Manager in all aspects of project management, including planning, executing, and finalizing projects according to strict deadlines and within budget. The ideal candidate will have a background in construction and experience in managing high-end residential projects.

**Salary Range:** \$140k-\$170k

### Essential Job functions

- Assist the Senior Project Manager in all aspects of project management, including planning, scheduling, coordinating, and monitoring progress.
- Oversee project documentation, including contracts, change orders, and other project-related documents.
- Work closely with the Senior Project Manager to ensure that projects are completed on time, within budget, and to the satisfaction of clients.
- Prepare and maintain project budgets, schedules, and timelines.
- Conduct regular site visits to ensure that work is progressing according to the project plan and quality standards.
- Communicate regularly with clients, subcontractors, and vendors to ensure that everyone is aware of project status and any issues that arise.
- Assist in managing the construction team, including subcontractors and vendors.
- Ensure compliance with building codes, safety regulations, and other legal requirements.
- Assist in the management of project close-out activities, including final inspections, punch lists, and warranty issues.



## Required Skills

- Minimum of 10 years luxury residential construction experience
- Working knowledge of all phases of construction, reading plans and able to lay-out, as well as specifications for all trades.
- Budget Management – Experience managing a budget on a cost-plus basis, processing changes
- Microsoft Project, Bluebeam, Procore, Technical and conceptual knowledge of Gant chart scheduling is an absolute must.
- 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, schedule coordination and ability to identify issues for resolution efficiently and effectively.
- Strong computer skills with emphasis on Microsoft Office (Excel, Word, Outlook).
- 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
- 401K with 4% 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.