



## Senior Project Manager – High-End Residential Projects

### About the Company

Committed to quality since 1989.

For over three decades, Black Mountain Construction has been delivering projects of exceptional quality and distinction. We believe your residence should reflect yourself and your vision.

Specializing in luxury estates, tower residences, remodels, and high-end retail construction, our experienced team takes great pride in every project we undertake. We are fueled by passion and thrive on the excitement and challenges of each endeavor.

Under the leadership of owner Jeffrey Woods, Black Mountain Construction upholds a commitment to quality and integrity. We believe in responsible and realistic building practices, ensuring the entire construction process is positive and rewarding. Jeff's hands-on management philosophy emphasizes communication and teamwork as fundamental pillars of our approach.

With a wealth of experience in the construction and early project development field, we bring together timeless craftsmanship and innovative expertise. Our dedication to excellence drives us to assemble a precision building team of true professionals and visionaries in architecture, interior design, and engineering. We have relationships with some of the best artisans, craftsmen and vendors from around the world. This collaboration allows us to meet and exceed our client's expectations, creating inspiring and enduring spaces.

**Salary Range:** \$ 135k-\$165k

### Position Overview

We are seeking a Senior Project Manager to work on high-end residential projects. The Senior Project Manager will be responsible for supporting and managing the Project Manager, Superintendent, and entire team 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.



## Essential Job functions

- Manage & support the 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 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 (desired though not mandatory).
- 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 leader.

### **What we offer**

The company offers the following benefits and pays 100% of medical, dental and vision premiums for employees and 70% for the 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 and more Paid Holidays
- Fun company events

### **Why Work with Black Mountain Construction?**

We are a team of seasoned professionals with 35 years of experience in the industry. We take immense pride in our work and value the contributions and talents of our most significant assets, our team members. At Black Mountain Construction, we offer recognition, on-the-job training, and opportunities for advancement. If you are a high-integrity individual who shares our business values, we'd love to have you on board.

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