BLACK MOUNTAIN
CONSTRUCTION

Assistant Project Manager

San Francisco Bay Area - Full Time

Salary Range: $90,000-$125,000 based on experience and skill level.

Position Overview

We build luxury custom homes, estates, and renovations with unmatched craftsmanship, thoughtful design, and concierge-level service. We're looking for an **Assistant Project Manager** to help manage the successful delivery of unique, high-end residential projects. Working closely with the Project Manager and Superintendent, the Assistant Project Manager takes increasing ownership of project execution from preconstruction through closeout, including cost management, scheduling, subcontractor procurement and coordination, change management, material procurement, and design-team coordination.

The Assistant Project Manager is expected to independently manage assigned scopes and responsibilities, anticipate and resolve project issues, and contribute to maintaining schedule, budget, quality, and client-service standards. This position is intended to further develop the leadership, judgment, financial, and management skills necessary to advance into a Project Manager role.

Key Responsibilities

As an Assistant Project Manager, you'll be responsible for:

- Coordinate with owners, design teams, subcontractors, vendors, and field leadership to maintain alignment of scope, schedule, budget, and technical requirements.
- Manage RFIs, submittals, and project documentation, ensuring issues are resolved and current information is incorporated into project execution.
- Review construction documents for constructability, scope gaps, discrepancies, and coordination issues.
- Assist with project budgeting, cost tracking, forecasting, billing, and financial reporting.
- Develop and manage change orders, including scope definition, pricing, cost analysis, documentation, and approval.
- Support subcontractor procurement, including scopes of work, bid solicitation and evaluation, contract negotiations, and awards.
- Manage assigned subcontractors and vendors, monitoring scope, performance, schedule, billing, and contractual requirements.
- Assist in developing and maintaining project schedules, identifying risks to milestones and coordinating corrective actions.

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- Manage material procurement and long-lead items from selection and approval through fabrication and delivery.
- Collaborate with the Superintendent to coordinate office and field activities, resolve issues, and monitor progress and quality.
- Participate in project meetings and take ownership of assigned issues and action items through resolution.
- Take increasing ownership of project scopes and responsibilities with the goal of independently managing complex portions of a project.

What You Need to Succeed

We're looking for someone who is proactive, dependable, and committed to quality. The ideal candidate will possess:

- Strong analytical and problem-solving skills with the judgment to identify risks, evaluate options, and develop practical solutions.
- Working knowledge of construction documents, budgeting, cost control, change management, procurement, scheduling, and project documentation.
- Strong organizational and time-management skills with the ability to manage multiple priorities and responsibilities with increasing independence.
- Clear and professional communication skills and the ability to build productive relationships with clients, design teams, subcontractors, vendors, and field personnel.
- Developing leadership skills with the ability to establish accountability, influence project outcomes, and coordinate project support staff.
- A results-driven mindset focused on schedule, budget, quality, client service, and follow-through.
- Proficiency with Microsoft Office, Microsoft Project, Bluebeam, Procore, and other construction management tools.

What We Offer

Black Mountain Construction offers a competitive benefits package, including:

- 100% coverage of medical, dental, and vision premiums for employees
- 70% coverage of premiums for dependents (Anthem PPO plan)
- Life insurance
- 401(k) with 4% company match (after 6 months)
- Paid Time Off: Up to 80 hours annually
- 10+ Paid Holidays
- Fun company events and a supportive team culture

Why Work with Black Mountain Construction?

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With over 35 years of experience, Black Mountain Construction is a recognized leader in luxury residential and commercial construction. We specialize in luxury estates, high-end retail and hospitality spaces, and high-rise residences throughout the San Francisco Bay Area and beyond.

Founded by Jeffrey Woods, our firm is built on a foundation of craftsmanship, communication, and teamwork. We take a hands-on approach to project management, working closely with world-class architects, designers, artisans, and vendors to bring distinctive, enduring spaces to life.

Our reputation is grounded in integrity and a relentless commitment to quality. We care deeply about the work we do, the people we serve, and the team we build. At Black Mountain, we cultivate a respectful, growth-oriented environment with opportunities for advancement and meaningful recognition.

If you're someone who values precision, professionalism, and pride in your work, you'll find a lasting home here.

Black Mountain Construction is an Equal Opportunity Employer and considers all qualified applicants in accordance with local labor laws.