

# JOB DESCRIPTION

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## Black Mountain Construction | Development

Job Title: Project Engineer	Hours: Full-Time
Start Date:	Location: SF Bay Area
Salary: \$70,000 – \$100,000 (Depending on Experience)	Revision Date:

### Position Overview

The Project Engineer position is responsible for assisting with 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 Engineer shall assist the Project Manager and Superintendent with scheduling, inspections, quality control, and jobsite safety.

### Essential Job Functions

- Assist in development of a cost-effective plan and schedule for completion of project following a logical pattern for utilization of resources.
- Minimizes exposure and risk by enforcing safety standards and quality assurance protocols.
- Assists in coordination of project subcontractors.
- Oversees performance of all trade contractors and reviews architectural and engineering drawings to make sure that all specifications and regulations are being followed.
- Aid Project Manager in administration of construction contracts and obtaining all necessary permits and licenses.
- Assist project team in tracking construction progress and associated costs to achieve completion of projects within time and monies allocated.
- Conduct all subcontractor quality control and safety pre-construction meetings prior to start of each trades scope of work.
- Generate and issues regular internal and external project reporting through company software (Procore).
- Proactively identify changes in project scope and ensures appropriate measures are taken to track and execute changes.
- Administer submittal review process between subcontractors/suppliers and design team.
- Manage procurement of all necessary construction materials.
- Manage complete RFI process from inception to implementation of design team response and associated project costs.
- Thoroughly document, track and convey all action items and activities via meeting minutes and weekly/monthly project update reports.

### Competencies

- Strong written and oral communication skills
- Strong interpersonal skills
- Strong negotiating skills
- Strong computer skills, emphasis on Microsoft Office (Excel, Word, Outlook), Microsoft Project, Bluebeam
- Dispute Resolution
- Ability to work under pressure and coordinate numerous activities and groups of people who need to cooperate to achieve maximum efficiency

### Position Type | Expected Hours of Work

This is a full-time position which will typically involve 40+ hours a week. Due to the nature of the job, the employee must be available on-call early/late hours to deal with delays, project related meetings or functions, bad weather and emergencies at the job site.



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## Travel

Must be able to travel to the jobsite(s) as assigned, to company offices and to other locations as required by the job.

## About Black Mountain Construction | Development

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

We offer an excellent working environment, competitive compensation and benefits including medical, dental, vision, life insurance, PTO (paid time off) and paid holidays.

Black Mountain Construction | Development is an Equal Opportunity Employer.

## Application Submission

To apply for this position please submit your resume to [grant@blackmountaindev.com](mailto:grant@blackmountaindev.com). Resumes can also be mailed to 3925 Old Santa Rita Road, Pleasanton, CA 94588, Attn. Human Resources. Please feel free to call (925) 858-0653 with any additional questions regarding this position.

