



HARKINS

PRECONSTRUCTION TRADE PARTNER LIAISON

Supervisor: Vice President of Preconstruction

Revised 05.25.2021

ABOUT HARKINS

Harkins is a diversified, 100% employee-owned, \$400+ million construction management company specializing in multifamily, senior living, government, and commercial projects since 1965. As employee-owners, we are passionate about creating growth opportunities and rewarding careers for each other while building relationships and improving the lives of the people with whom we work and live. Our employee-owners receive the support they need to be successful in their careers, serve their communities, and maintain a reasonable work-life balance. Building exceptional is not just about the projects we complete, it is also about the opportunities we create, the relationships we build, and the communities we serve.

ESSENTIAL JOB DUTIES

- ▼ Facilitate meeting project specific opportunities goals/requirements
- ▼ Development of New Trade Partner Relationships
- ▼ Manage the Prequalification Form Management
- ▼ Development and Maintenance of Existing Trade Partner Relationships
- ▼ Coordinate and Manage Harkins' Trade Partner Bid Schedule

SPECIFIC RESPONSIBILITIES

Facilitate meeting project specific opportunities goals/requirements:

- ▼ Understand in detail specific opportunity programs and compliance such as MBE, DBE, WBE, VBE/VOSB, SBE, LGBTBE, Section 3, First Source, and other opportunity programs applicable to our work as administered through HUD, state and local governments and their political bodies and administrations where we do business together with all other project specific hiring requirements to develop project specific plans with Estimating and Project Management personnel.
- ▼ Development and management of relationships and databases specific to project hiring requirements including updating Dynamics to ensure the updated and accurate information is available during the bidding process.
- ▼ Develop relationships with key contacts at Government offices related to hiring requirements to ensure we are meeting their expectations.
- ▼ Attend events and develop relationships associated with specific project hiring requirements.
- ▼ Perform reporting with regular updating throughout the year for current project reporting and opportunity proposal submissions including Section 3, MDOT, CBE, First Source, etc.
- ▼ Participate in Project interview process and be able to represent Harkins Minority and Local Business initiatives.

Development of New Trade Partner Relationships:

- ▼ Setup Job Fairs related to projects that are funded through DHCD, HUD, VHDA, DCHD, etc
- ▼ Host job specific subcontractor outreach events as required with particular focus where the Company is working on new product types and/or in new geographic locations that we need more participation from subcontractors.
- ▼ Attend Trade Partner meet and greet, networking events, etc. as hosted by various Contractor/ trade associations, County/state contracting services, and business entities, among others.
- ▼ Jobsite visits, outreach, research, etc. as required to identify potential trade partners associated with similar projects being constructed in the region.
- ▼ Act as a liaison with responsibility for tracking prequalified trade partners, creating project opportunities for qualified trade partners, soliciting and tracking internal feedback on trade partners, and providing recommendations on continuous relationship with trade partner in general and/or by project type in connection with the preconstruction process.

Manage the Prequalification Form Management:

- ▼ Manage distribution, receipt, and review of prequalification forms.
- ▼ Understand if trade partner's financial, insurance, bonding (if applicable), and project experience meet the Company's requirements.
- ▼ Assist in recommending trade partner capacity limit on a per- project and aggregate basis.
- ▼ Understand trade partner's regional coverage limits.
- ▼ Help Identify opportunities for the new subcontractor to bid work.

Development and Maintenance of Existing Trade Partner Relationships:

- ▼ Cultivate existing and develop new relationships with trade partners through outreach, networking events, meet and greets, etc.
- ▼ Facilitate communications between Harkins and trade partners to maximize opportunities for business relationships.
- ▼ Ensure trade partners receive invitations for applicable project opportunities, track responses, provide bid proposal feedback, and obtain and track internal feedback on trade partner field performance.
- ▼ Address trade partners relationship, bidding, performance, etc. questions and concerns. Follow up with projects under construction and maintain awareness of any potential trade partner issues or concerns and required actions
- ▼ Develop and host training opportunities for trade partners to help grow relationships through their understanding of the Harkins process and our understanding of their needs.
- ▼ Follow up with projects under construction and communicate with Division Leader to assist in ensuring top performing trade partners are identified and recognized accordingly.
- ▼ Review and maintain trade partner construction performance reviews to ensure they are being completed timely, accurately, and with sufficient detail. Ensure project feedback is consistent and timely follow up between trade partners and Harkins is occurring to communicate issues and strive for solutions. Maintain a database for tracking areas of concern and issues.

Coordinate and Manage Harkins' Trade Partner Bid Schedule:

- ▼ Assist in updating the Company's internal bid schedule and distributing that schedule to potential trade partners.
- ▼ Collect and coordinate feedback from the Company's various divisions to understand and recommend applicable trade partner capacity (on individual projects and projects in the aggregate) trade partner load, maximizing efficiency with joint outreach, and establishing priorities while minimizing bid overlap.
- ▼ Consistent communication with the market to stay current with, trade partner availability and capacity to assist in management of upcoming bid opportunities and workload appropriately.
- ▼ Select and implement appropriate resources, both internal and external, in connection with trade partner outreach, including without limitation: advertising, Dynamics, BidNet, Building Connected, Blue Book, HUD portals, state and local opportunity directories and/or websites, direct communication, etc.
- ▼ Perform additional duties as assigned.

PREFERRED QUALIFICATIONS AND EXPERIENCE

- ▼ Bachelor of Science in Construction Management, Business, Marketing, or related discipline.
- ▼ Minimum of three (3) years of experience in construction business development.
- ▼ Understanding of the Local, County, State, and Federal Hiring requirements.
- ▼ Thrives in a network environment and confident to take on a challenge.
- ▼ Assertive, self-starter, with a positive take-charge attitude.
- ▼ Familiar with regional marketplace, pricing, and trade partner community
- ▼ Excellent understanding of preconstruction and construction operations.
- ▼ General ability to understand construction plans and specs.
- ▼ Knowledge of management fundamentals
- ▼ Demonstrated ability to use Microsoft 365 platform.
- ▼ Good communication, presentation, and organizational skills
- ▼ Organized and detail oriented.
- ▼ Ability to multi-task and cope with many issues
- ▼ Team player with ability to clearly communicate verbally and in writing.
- ▼ Ability to interact and function professionally with all parties.
- ▼ Creative and a green light thinker.
- ▼ Extremely professional and confidential.

A successful candidate must pass a pre-employment drug test and background check.

PHYSICAL JOB DEMANDS & WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear, touch, grasp, kneel, stoop, reach, or bend.



The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth and peripheral vision, and the ability to adjust focus.

The above statements are intended to describe the general nature and level of the work being performed by the individuals assigned this position and are not intended to be exhaustive of all duties, responsibilities, knowledge, skills, abilities, physical job demands, and working conditions. Office work hours are 8 am – 5 pm with some flexibility as required.

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee.

Harkins Builders is consistently ranked among the best companies to work for, and we aspire to be the most respected and renowned builder for excellence, leadership, integrity, and unsurpassed value.

By signing below, I acknowledge and represent that: (a) I have read, understood, agreed with, and received a copy of this job description; (b) I agree that my employment with Harkins Builders, Inc. is "at will" as defined in the Company Handbook; and (c) as of the date of my signature below, I have not disclosed to the Company any facts or circumstances that would prevent me from satisfying all of the duties and requirements of the job.

ACKNOWLEDGEMENT:

Signature

Date

Harkins Builders is an equal opportunity employer. The company is fully committed to providing equal employment opportunity (EEO) to all qualified applicants for employment, as well as to all its employees, without regard to race, color, religion, sex, ancestry or national origin, age, marital status, sexual orientation, physical or mental disability, protected veteran status, or any other basis protected by law. In addition, the company provides reasonable accommodation to any disabled applicant in connection with the employment process, as well as to its employees in connection with all aspects of their employment.