

HARPER: WHO WE ARE

Our Mission

We build up our communities, clients, and each other by building trust into everything we do.

Our Vision

To be the standard by which all other contractors are measured, driven by the quality of our work and the integrity that inspires it.

Our Tagline

More than anything, we build trust.

BUILDING TRUST: YOUR ROLE

At Harper, the Superintendent and Project Manager are a team who work together in order to create a safe work environment, build a quality project, keep projects on schedule while earning a fair and reasonable profit.

Responsibilities and Duties:

- Serves as a point of contact for the Owner, Engineer and Architect
- Begin to oversee the project to assist in critical project decisions
- Estimating and Preconstruction:
 - Can assist Harper's efforts in estimating, scheduling, and interviewing etc.
 - Assists the PM on preconstruction deliverables and estimates while working alongside Estimating. This includes:
 - Qualifications and Clarifications
 - Allowances
 - Project Schedule

- Three quotes on each scope
 - Value Engineering
- Begin to understand and follow along with:
 - Owner contracts
 - Subcontracts, POs and FSAs
 - Cost Controls
 - Project Engineering – Submittals and Shop Drawings
 - etc
- Assist and begin to oversee the project in order to ensure proper project decisions – (begin to understand how the PM and Superintendent make timely and appropriate decisions so as to provide information and items necessary for the project.)
 - These involve the following:
 - Scheduling
 - Delivery
 - Logistics
 - Quality Control
 - Employee staffing levels
- Assist in Communicating with Owner’s and Architect’s/Engineers related to office field issues. This includes:
 - Understanding issues and assisting in resolving issues
 - Knowing the proper time to involve Owners and Arc/Engineers
- Assist in leadership of BIG 5:
 1. Safety/SOAR
 2. Core
 3. Procurement/Scheduling
 4. Pre-Install Meetings
 5. Exterior Skin Systems Meetings
- Assists in Harper safety requirements
 - Understand and Uphold the Company Safety Requirements
 - Project Safety Pre-Planning
 - Project-site specific SOAR Orientation

- OSHA standards are understood and followed
- Performing weekly Tool Box Talks with all active trades
- Participates in the timely and affective investigations of all incidents including injuries, property damage, behavioral issues and near misses
- Assist in creating and maintaining Schedules
- Assist the PM and Superintendent to determine the sequencing of the work.
- Assist in the development and management of project QAQC (has passion)
 - QA example:
 - Pre-installation meetings
 - QC example:
 - Visual and documents inspections of work in place
- Assist in coordination of all trade partners
 - These involve the following:
 - Project site specific logistics/use including associated rules
 - Scheduling of each trade (who goes where and when to start)
 - Developing and implementing recovery strategies to maintain project schedule
 - Clarifications of design versus installation (RFI's)
 - Schedule for the trades (durations and commitments of durations)
- Assist in staff development
 - This includes Project Engineers and Interns
 - Also includes assisting in the development of Field Staff
- Assist in the proper set-up projects in Procore
- Assist in processes to ensure project data is kept current and accurate
- Develop and implement working relationship with Safety Manager
- Assist Owner and Design teams in obtaining required permits
- Assist the Superintendent on implementation of inspections for the project
- Assist with Project reporting:
 - Owner Monthly Reports
 - Monthly Job Costs Status Reports
- Assist with the project close out including required documentation to Owner

- Ensure by documenting and executing a proper Harper punchlist prior to inviting Owner and Design Team punchlist.
- Understand the importance of compliance of local building codes
- Understand the importance of compliance of all ADA code requirements
- Assist with Procore
 - Fill-In Daily Log
 - Read commitment scopes of work and understand content
 - Navigate and understand how to utilize directory
 - Utilize and understand all functions of the drawings tab
 - Recent Drawings
 - Overlay function of previous drawings
 - Attachments to drawings
 - Create Inspections
 - Know where and how to utilize information from meeting minutes
 - Create and track an Observation
 - Utilize the photos application
 - Create and maintain the punch list
 - Create an RFI for review by Superintendent and seek RFI information where applicable
 - Know where to find the schedule, read and understand
 - Understand how to navigate and seek information from Specs tool
 - Understand how to navigate and seek information from Submittals
 - Ability to enter timesheet in Procore

Qualifications:

- Minimum 2.5 years of Project Management experience
 - Includes 2.5 plus years as PE or FE
- Scheduling:
 - Ability to understand an Overall Project Schedule
 - Includes understanding critical milestone date

- Ability to understand and update an active Construction Schedule
 - Includes understanding the critical path and its changes
- Ability to lead a pull a schedule and update Weekly Work Plan
- Ability to understand material delivery dates and when they are required
- Ability to navigate and resolve conflicts regarding design
 - With subcontractors
 - With Arch/Engineers
 - Knows when to RFI an issue or resolve effectively without
- Ability to assist in running a subcontractor coordination meeting
 - Includes setting an agenda and maintaining the agenda
 - Understands critical issues for meeting
 - Runs the meeting effectively
- Ability to assist in running OAC meetings
 - Includes setting an agenda and maintaining the agenda
 - Understands critical issues for meeting
 - Assists in running the meeting effectively where required
- Ability to understand how to solve clashes and conflicts of building systems in a manner that does not compromise the engineered basis of design.
 - Also shows the ability to understand when documentation is required related to drawing and specification updates and or cost impacts.
- Ability to develop and manage an effective QAQC program.
- Ability to understand how to manage a project utilizing BIM technologies:
 - Coordinate a 3d design for conflicts
 - Coordinate a 3d design layout in the field
 - Utilize BIM Glue and Navisworks software when appropriate to assist in the BIM process on a project
- OSHA 30 certified
- Proven track record of a strong safety culture on the jobsite – is a leader in safety
- Has experience building from the ground up on more than one project minimum
- Ability to understand construction means and methods for all scopes of work

- Ability to communicate and develop relationships with City, Local Agencies and Utility representatives
- Demonstrates a thorough and detailed understanding of:
 - Plans
 - Specs

Innate Abilities:

- Shows and ability to lead the project including:
 - Owner
 - Designers
 - Harper Project Team(s)
 - Trade Partners
- Must be flexible and accept change often
- Must be detail oriented
- Must manage multiple tasks and meet deadlines consistently
- A “Can Do” attitude
- Ability to read and understand people and their intentions
- Ability to build relationships with project teammates and trade partners
- Can build relationships with project teammates and trade partners

Physical Abilities:

- This position is required to work in a variety of conditions relative to construction jobsite environments and must be able to perform the physical requirements of the job, as assigned.
- Weather and climate conditions will vary throughout the progress of a project and the APM must be able to inspect all ongoing construction activities over the duration of the assigned project.
- This role requires walking over varied terrain, climbing, stooping, bending and lifting. Lifting requirements vary from minimal loads to heavy; but help is always available with heavier loads.

- Inspection for quality, consistency and completeness of work frequently requires climbing ladders, stairs and scaffolding.
- Driving a company-owned vehicle is required to perform the duties of an APM. The APM is required to have a valid state-issued license, a satisfactory motor vehicle record, safe driving behavior, and must adhere to our Driving and Truck Policy.