



SUBCONTRACTOR ADVOCATE

Clark Construction, LLC headquartered on Bainbridge Island is one of the Puget Sound region's premier construction firms. Our team of highly skilled construction professionals brings experience in an impressive range of projects, of every scale, from home remodels to multimillion-dollar commercial. An employee owned company, we are committed to building exceptional structures that reflects fine craftsmanship, superior attention to detail, outstanding value and customer service that exceeds the expectation of every valued client.

Job Description

The subcontractor advocate will be a key support member to our Project teams on a variety of complex construction projects. This position is responsible for all support duties to the teams involving subcontractors and adheres to the best standards and processes in subcontractor/contractor functions.

Role and Responsibilities

- Track and update all MSAs, insurance documents, LNI, licenses and other items
- Send out all new MSA's, monitor & get signatures & help with negotiations
- Train and assist subcontractors with billings, lien waivers, payment issues (negotiate discounts for early payment)
- Assist subcontractors with paperwork & certification paperwork, including notifications and closeouts to state
- Final checklist for any project final payment
- Assist subcontractors w/ SSSPs, HM sheets, submittals, RFIs and more... within projects
- Assist subcontractors w/ CCLLC wide schedules – coordinate w/ multiple sub-contractors & superintendents
- Verify no 3rd tier subcontractors or get all info & MSAs on them
- Do site observations / safety observations on subcontractors
- Assist Superintendents with communicating with subcontractors to do punch list or notifications that we will do it and charge for the work
- Assist managers with back charges
- Prepare or obtain multi-lingual documentation as required
- Get tracking systems for subcontractors and vendors on WBE, MBE, SBA
- Outreach for new subcontractors
- Assist sub-contractors with certifications as approved by the Executive team
- Report on all items above in weekly personnel meeting
- Update and manage the Procore directory- enter new trade partners with correct info, at project closeout update directory with comments from PLT on performance and scope
- Assist with weekly safety meetings and getting documentation from trade partners.
- Assist with all Covid-19 safety documents
- Assemble O&M manuals
- Maintain a highly functional and organized work environment

- Uphold a strict level of confidentiality
- Perform other duties as assigned

Hiring Requirements

- Dependable and timely
- Years of experience in construction business: 0-4
- Able to follow directions quickly and efficiently
- Able to work effectively with others/team environment
- Willing and able to learn new skills
- Valid Driver's License and transportation
- Computer literate and willing to learn new programs and processes
- High school diploma or better is preferred

Physical Requirements

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 talk and hear
- The employee is frequently required to stand, walk, use hands to finger, handle, or feel, type, and reach with hands and arms; and requires the ability to occasionally push, pull, lift and/or carry supplies up to 25 pounds
- The employee is required to perform physical and repetitive motions

Compensation and Benefits

This is a full-time non-exempt position, requiring occasional evening and weekend work. Hourly salary is \$18-22 (or salaried position) DOE. Clark Construction is an Equal Opportunity Employer.

In addition, Clark offers the following benefits to full-time staff:

Paid time off: 80 hours per calendar year of paid time off ("PTO") for sick, vacation and personal time

Paid Holidays: There are 7 paid holidays each year:

- New Year's Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving and the Friday after Thanksgiving
- Christmas Day

Insurance: Eligible for health, dental and short-term disability insurance on the first day of work for employees working at least 30 hours per week

Retirement Savings: Eligible for 401K program through Contractor's Plan

How to Apply

Applications accepted until the position is filled. Please send cover letter and resume to:
hr@clarkconstruct.com. No phone calls please; only applicants selected for interviews will be contacted.