



## JOB DESCRIPTION

**POSITION TITLE:** Disaster Construction Manager

**DEPARTMENT:** Catholic Charities Diocese of Charlotte

**REPORTS TO:** Disaster Relief Director

**FLSA:** Non-Exempt

**POSITION SUMMARY:** The Disaster Construction Manager is responsible for overseeing and managing construction projects related to disaster recovery efforts, including assessing damage, project planning, contract management, coordination with stakeholders, cost control, reporting, and other related duties as directed.

### ESSENTIAL FUNCTIONS:

1. Damage assessment: Conduct thorough inspections of damaged structures to evaluate the extent of damage, determine necessary repairs or rebuilds, and estimate the cost of domicile rebuilds. Compare estimates with contractor estimates to ensure reasonableness of amount to be paid.
2. Project planning: Develop comprehensive project plans including timelines, budgets, resource allocation, and scope of work for disaster recovery construction projects.
3. Contract management: Manage relationships and contracts with rebuilding partners (other NGOs), subcontractors, vendors, and suppliers involved in the construction process.
4. Coordination with stakeholders: Collaborate with government agencies, local communities, insurance companies, and property owners to address concerns and facilitate efficient reconstruction.
5. Cost control: Monitor project budgets, identify cost variances, and implement necessary adjustments to stay within financial constraints.
6. Progress reporting: Provide regular updates on project status, including progress reports and documentation to relevant stakeholders.
7. Site supervision: As directed, oversee construction activities on-site, ensuring adherence to project plans, safety protocols, and quality standards.
8. Permitting and compliance: As directed, navigate permitting processes and ensure projects comply with local building codes and disaster relief regulations.
9. Staff management: As directed, lead and supervise a team of construction workers, including field supervisors and inspectors.

### OTHER RESPONSIBILITIES:

1. Participates in staff meetings, staff training, and development activities.
2. Performs other duties as assigned.

### EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. At least two years of relevant job experience is required.
2. Ability to travel to construction sites and locations throughout the Diocese of Charlotte.
3. Ability to walk long distances on uneven surfaces, climb stairs, bend, reach, occasionally lift up to 50 pounds, and withstand exposure to various weather conditions while

inspecting job sites, which may involve walking, climbing, and crawling; they also need good vision and depth perception to assess construction progress effectively.

- 4. Strong understanding of construction practices, techniques, and project management principles.
- 5. Ability to provide reliable and accurate cost estimates for domicile renovations.
- 6. Skills required to: work cooperatively as a member of a team, proficiently use Windows-based word processing, spreadsheet, and database software; prepare and maintain files and records; act promptly and consistently in accomplishing assigned responsibilities; and communicate with fluency, orally and in writing in English.

**WORKING ENVIRONMENT:** Responsibilities of the Disaster Construction Manager involve travel and work beyond the regularly scheduled workday and work week.