



## Catholic Charities Diocese of Monterey

<b>Position:</b>	Construction Cost Analyst	<b>FLSA:</b>	Non-Exempt
<b>Program/Department:</b>	Disaster Case Management Program	<b>FTE:</b>	40 hrs./week
<b>Supervisor:</b>	Disaster Case Management Coordinator Program Case Manager	<b>Term:</b>	14 months contract
<b>Location:</b>	Santa Cruz	<b>Salary:</b>	\$42- \$45

### ABOUT CATHOLIC CHARITIES:

Catholic Charities of the Diocese of Monterey is one of 12 Catholic Charities agencies in the state of California and covers the Diocesan Counties of Santa Cruz, Monterey, San Benito and San Luis Obispo.

### Programs:

The programs are: Family Support Services Program (Rental Assistance, Cal Fresh, Medi-Cal, SNAP-Ed, nutrition education and other services), Tattoo Removal Program, Immigration and Citizenship Program, Disaster Case Management Program and Development and Communications.

### Mission:

Our Mission is to provide service to people in need, to advocate for social justice, and to call other people of good will to do the same.

### POSITION SUMMARY:

Works closely with disaster case manager to review and analyze cost estimates for repairs and/or rebuilds of the primary residence of a disaster survivor. May provides coordination of volunteer labor groups to ensure the appropriate sequence of repairs.

### FUNDAMENTAL RESPONSIBILITIES:

Promote the mission of Catholic Charities through a commitment to its core values of compassion, service, justice, respect, integrity, teamwork and excellence.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Consult with clients, vendors, personnel in other departments or construction foremen to discuss and formulate estimates and resolve issues
2. Analyze blueprints and other documentation to prepare time, cost, materials, and labor estimates.
3. Compare and contrast estimates with contractor estimates in-hand from clients to ensure clients are receiving fair and equitable treatment from private contractors, as requested
4. Prepare estimates for use in selecting vendors or subcontractors.
5. Prepare estimates used by management for purposes such as planning, organizing, and scheduling work.
6. Analyze reports to determine nature and extent of loss, type of insurance coverage provided, scope of damage and will determine if damage is due to wildfire, deferred maintenance or both
7. Coordinate with case managers and home owners to ensure contractors utilized will perform to preset criteria, meeting all applicable local, state, and federal building codes
8. Inspect and document damage, meet with insured or their representative, promptly and properly develop the file to provide accurate and timely investigation and loss analysis
9. Maintain and monitor project log to achieve timely development of file and timely files reports on projects as required



10. Prepare cost and expenditure statements and other necessary documentation at regular intervals for the duration of the project
11. Prepare and maintain a directory of suppliers, contractors and subcontractors, and qualified volunteer groups as applicable
12. Review material and labor requirements to decide whether it is more cost-effective to produce or purchase components.
13. Establish and maintain tendering process, and conduct negotiations.
14. Assess cost effectiveness of products, projects or services, tracking actual costs relative to bids as the project develops.
15. Set up cost monitoring and reporting systems and procedures.
16. Visit site and record information about access, drainage and topography, and availability of services such as water and electricity.
17. Other duties as assigned by supervisor

### **QUALIFICATIONS:**

#### **Education and/or experience required:**

1. Bachelor's Degree required
2. Previous experience in nonprofit social services and/or disaster relief strongly preferred

#### **Skills, licenses, and/or competencies required:**

1. Excellent written, verbal, and interpersonal communication skills
2. Cooperative and helpful attitude with clients and co-workers
3. Ability to work closely with other employees to ensure positive, constructive environment within the program or department, and throughout the agency
4. Excellent organizational skills, ability to reliably meet deadlines, and transparent with management about all ongoing cases and issues
5. Familiarity with state, county, and local community-based agencies servicing disaster survivors preferred
6. Proficient with Microsoft Office Suite
7. Individual must possess the ability to work well independently as well as part of a team

This job description intends to outline the general nature and level of work being performed by the person assigned to this job. It is not intended to include all duties and responsibilities. Because of a need to remain responsive to the needs of our clients and our agency's operations, responsibilities may be modified at any time.

### **LICENSE, CERTIFICATIONS, REGISTRATIONS:**

Must provide a Valid California Driver's License, transportation and current auto insurance

### **OTHER REQUIREMENTS:**

1. Clearance of fingerprint background check is required
2. Ability to stand and be active for 2-3 hours at a time
3. Occasionally lift or move up to 25+ lbs.

### **WORKING CONDITIONS:**

1. Office environment
2. Some travel to other locations for meetings, trainings, etc.

### **HOURS AND OTHER CONDITIONS:**

This is a non-exempt, 40 hours/week position. Occasional weekends will be required. Salary is \$42-\$45/hour. Catholic Charities offers a full-range of employee benefits.