



Construction Cost Analyst

Position Title: Construction Cost Analyst (Disaster Case Management)
Status: Non-exempt (20 hours per week minimum)
Department: Employment Services/Navigation
Reports to: Employment Services/Navigation Manager
Work Schedule: Part-time to Full-time; Schedule Varies; Hybrid Work Model
Wages and Benefits: \$40/Hour

Position Summary

Connecting Point is a public agency dedicated to providing programs and services that promote the health and independence of the people of our community. Our mission is to support our community in making connections that enhance the lives of its members.

Under supervision, the Construction Cost Analyst 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 provide coordination of volunteer labor groups to ensure the appropriate sequence of repairs.

Examples of Duties (Illustrative Only)

- Consult with clients, vendors, personnel in other departments or construction foremen to discuss and formulate estimates and resolve issues
- Analyze blueprints and other documentation to prepare time, cost, materials, and labor estimates
- 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
- Prepare estimates for use in selecting vendors or subcontractors
- Prepare estimates used by management for purposes such as planning, organizing, and scheduling work
- Coordinate with case managers and homeowners to ensure contractors utilized will perform to preset criteria, meeting all applicable local, state, and federal building codes
- Maintain and monitor project log to achieve timely development of file and timely files reports on projects as required
- Prepare cost and expenditure statements and other necessary documentation at regular intervals for the duration of the project
- Prepare and maintain a directory of suppliers, contractors and subcontractors, and qualified volunteer groups as applicable
- Review material and labor requirements to decide whether it is more cost-effective to produce or purchase components
- Establish and maintain tendering process and conduct negotiations
- Assess cost effectiveness of products, projects or services, tracking actual costs relative to bids as the project develops
- Set up cost monitoring and reporting systems and procedures



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- Visit site and record information about access, drainage and topography, and availability of services such as water and electricity
- Other duties as assigned

Qualifications

Experience in:

- High School diploma or GED preferred
- Minimum 3 years professional experience
- Previous experience in disaster recovery preferred

Skill in:

- Excellent interpersonal, organizational, and managerial skills
- Existing knowledge and understanding of Disaster Case Management and coordination helpful
- Highly motivated self-starter with ability to produce results without extensive supervision
- Knowledge of insurance contracts and damage investigation techniques
- Ability to work with and communicate with a wide range of people
- Ability to develop and maintain strong business relationships with internal and external customers
- Ability to write own estimates and complete dwelling valuations
- Previous experience providing construction cost estimates required
- Previous experience in home construction and or major home repair/renovation strongly preferred
- Ability to prioritize and handle multiple complex tasks
- Ability to work weekends and/or evenings as required
- Proficient with Microsoft Office Suite

Licenses and Certificates

Possession of a valid State of California driver's license within 30 days of hire. Proof of adequate vehicle insurance. Reasonable accommodations may be provided for otherwise qualified individuals who require and request such accommodation.

Physical Demands and Working Conditions

Speech and hearing to communicate in person and by telephone; vision to read handwritten and printed materials and a computer screen. Reasonable accommodations may be provided for some physical demands for otherwise qualified individuals who require and request such accommodations.

Other Requirements

This description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-



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related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.