



Diocese of Oakland Job Description

Job Title: Associate Director of Construction Planning & Risk Management Services (Loss Control)
Division: Resources
Reports To: Chief Financial Officer
Classification: Exempt – E-6
Salary: \$90,586 - \$101,909

SUMMARY

The Associate Director of Construction Planning & Risk Management Services (Loss Control), in conjunction with the other Associate Director of Facilities & Risk Management Services (Real Estate), facilitates the stewardship of Diocesan real property through management of facilities design, facilities construction, real estate compliance matters, and risk management for the Diocese's various entities and affiliates. The Associate Director assists in ensuring timely and professional methods are followed in the daily operation, maintenance, and renovation needs of Diocesan facilities. The Facilities, Construction & Risk Management Services team facilitates the design for worship spaces to be sacred in nature and for other facilities to be aesthetically pleasing, safe, healthy, and conducive to the daily operation and environment of their occupants.

JOB RESPONSIBILITIES

- Oversee all diocesan site projects, including design, construction, and renovation, across multiple locations.
- Manage project requests from initiation to completion, including construction project review and approval, bid reviews, contract execution, progress monitoring, and final inspection.
- Ensure compliance with construction building code regulations and mitigate project risks through effective contract management and insurance strategies.
- Collaborate with internal stakeholders and external partners to ensure that facilities meet the needs of our community while reflecting our values and mission.
- Maintain accurate records and documentation for all projects, including payment approvals and final project file close-out.
- Collaborate with and provides support to Diocesan sites' risk management personnel as well as service providers, including ad-hoc public safety and life safety measures which arise from time to time.

- Manage the Diocese's loss control and prevention program, communicating and collaborating with Diocesan sites' risk management staff and service providers to yield the most effective and efficient program possible.
- Establish and manage the Diocese's asbestos inspection and monitoring program to ensure regulatory compliance.
- Handle property damage claims for Diocesan sites from initial incident report through claim payment and closure. Process includes coordinating and checking remediation and repair efforts; various reporting; submission of approved vendor invoices to the Diocese's claims processing third-party administrator; and participation in periodic claims reviews.
- Receive general liability claims for Diocesan sites at initial incident reporting; transmit them to the Diocese's claims processing third-party administrator; submit approved service provider invoices to the third-party administrator; and work in support of CFO in his/her effective and efficient handling of the general liability claims.
- Process required certificate of insurance requests through Diocesan insurance broker.
- Review certificate of insurance submissions from outside users of Diocesan facilities (both institutional parties as well as individuals holding special events at our facilities).
- Administer the Diocesan student accident insurance program.
- Administer the Diocesan self-insured automobile liability insurance program.
- Maintain, monitor, and promulgate, in collaboration with the Diocesan insurance broker, the high- risk activities prohibition list.
- Serve as lead of the Facilities, Construction & Risk Management Services team on other recurring risk management and insurance matters.
- Maintain familiarity and working knowledge of recognized best practices and building codes and regulations related to fire, life-safety, building maintenance, renovation, and new construction projects.
- Attend facilities and risk management conferences as well as trade shows approved by supervisor.
- Handle other duties as assigned.

QUALIFICATIONS

Catholic Faith

Practice of the Catholic faith is required. Church employees must conduct themselves in a manner consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals, or laws of the Church or the policies of the Diocese.

Education and Experience

Bachelor's degree in construction management, engineering, architecture, real estate or property management, or related discipline; minimum twelve (12) years of experience in relevant fields. Experience in Bay Area preferred.

Required Skills

- Excellent written and oral communication, public relations, and customer service skills, and the ability to interact well with a diverse population.
- Possess the ability to interact effectively in a broad range of situations and deal with the pressure of time and changing conditions.
- Show strong analytical skills and a resourceful approach to problem-solving.
- Able to quickly gain the confidence of all those constituents with whom the Associate Director collaborates and coordinates.
- Demonstrate leadership and resourcefulness in all areas of responsibility.
- Working knowledge of mechanical, electrical, plumbing, and building automation systems, energy conservation programs, and utility distribution.
- Knowledge of computer operation; proficient in Microsoft Office products, in particular Word, Excel, PowerPoint, and Outlook.

Working Conditions

This is a full-time, 37.5 hours per week, exempt position. The working hours of this position are not limited to a 7.5-hour day. This incumbent will need to be available in the evening and weekends, as needed. Position requires use of personal vehicle for travel throughout the Diocese in fulfilling job responsibilities, with mileage reimbursement based on IRS issued rates.

Benefits:

Full diocesan benefits, including health, dental/vision, sick and vacation accruals, life insurance, short- and long-term disability, as well as retirement contribution of 8% of salary into the Lay Employee Retirement Plan among other benefits will be provided.

Interested candidates please submit letter of interest and resume to:

Gloria Espinoza
Director of Human Resources
gespinoza@oakdiocese.org

First review of applications: June 14, 2024