



Task Force Lead

Job Description/Requirements

CMA offer multi-disciplinary engineering, architectural and field services under one roof since 1959. We deliver effective, creative, functional and eco-conscious architectural & engineering planning and solutions, with knowledgeable professionals and proven project delivery methodologies.

CMA seeks **Task Force Lead** for Disaster Recovery effort in Puerto Rico. This position is full time and based at CMA's offices in Puerto Rico. Fluency in Spanish and English on this position is an essential requirement.

Roles and Responsibilities

Provide *Sector Leads* with operational details. Manage, organize and set priorities for *Project Leads*. Oversight to ensure quality, completeness and on-time delivery of assigned tasks. Monitor workloads, leads and job assignments. Track key metrics.

- Monitor status of projects from *Project Leads* through obligation and completion.
- Coordinate and participate in resolution of project related issues and concerns.
- Optimize procedures and maintain communication and focus.
- Maintain and track each case as required from *Project Leads* in project report management information system.
- Measure performance with key metrics.
- Keep management team informed on issues, problems & resolutions.
- Superior customer service skill set, ability to listen, facilitate and negotiate problems.
- Expertise in domain (sector) which you are assigned.

Qualifications and Education Requirements

- Strong analytical skills.
- Bachelor Degree required in one of the following areas: construction, project development, hazard mitigation measures, engineering, or architecture.
- Experience (3-5 years) in sector or prior management experience is necessary.
- Prior experience FEMA preferred.
- Strong organization skills required.
- Excellent written and verbal communication skills.
- Bilingual - Spanish and English.

Preferred Skills

- Knowledge of smartphone apps, MS Office, Data Information System & Time Management Skills.

CMA is an equal opportunity employer that values diversity at all levels. (EOE – Minorities/Females/Protected Veterans Status/Disability Status/Sexual Orientation/Gender Identity).



Project Lead

Job Description/Requirements

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CMA seeks **Project Lead** for Disaster Recovery effort in Puerto Rico. This position is full time and based at CMA's offices in Puerto Rico. Fluency in Spanish and English on this position is an essential requirement.

Roles and Responsibilities

Provide *Task Force Lead* with operational details. Manage, organize and set priorities for *Field Inspectors*. Oversight to ensure to ensure quality, completeness and on-time delivery of assigned cases. Monitor workloads, leads and job assignments. Ensure case management notes are being inputted properly. First line of QA/QC to confirm case file is accurate, timely and complete.

- Monitor status of projects from *Field Inspectors* through completion.
- Coordinate and participate in resolution of project related issues and concerns.
- Optimize procedures and maintain communication and focus.
- Maintain and track each case as required from Field Inspectors in project report management information system.
- Measure performance with key metrics.
- Keep *Task Force Lead* informed on issues, problems & resolutions.
- Superior customer service skill set, ability to listen, facilitate and negotiate problems.

Qualifications and Education Requirements

- Strong analytical skills
- Bachelor Degree required in one of the following areas: construction, project development, hazard mitigation measures, engineering, or architecture.
- Experience in sector or prior management experience is preferred.
- Prior experience with FEMA preferred.
- Strong organization skills required.
- Excellent written and verbal communication skills.
- Bilingual - Spanish and English.

Preferred Skills

- Knowledge of smartphone apps, MS Office, Data Information System & Time Management Skills.

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Field Inspector

Job Description/Requirements

CMA offer multi-disciplinary engineering, architectural and field services under one roof since 1959. We deliver effective, creative, functional and eco-conscious architectural & engineering planning and solutions, with knowledgeable professionals and proven project delivery methodologies.

CMA seeks **Field Inspectors** for Disaster Recovery effort in Puerto Rico. This position is full time and based at CMA's offices in Puerto Rico. Fluency in Spanish and English on this position is an essential requirement.

Roles and Responsibilities

The **Field Inspector** will travel to assigned cases to conduct field evaluations for damage caused by Hurricanes Irma & Maria. Identify, document and photograph damages or loss of verifiable damage. Complete required forms as directed. Identify possible mitigation measures and collect documentation. Coordinate with FEMA field personnel as needed. Provide additional information upon request. Will report to a *Project Lead* and gain some exposure to some of the complex tasks within the job function. Provide all necessary documentation to cost estimators. Occasionally directed in several aspects of the work.

- Document damage and input into database.
- Coordinate and participate in case meetings.
- Follow procedures and maintain communication and focus.
- Maintain and track caseload and track in management information system.
- Keep *Project Lead* informed on issues, problems & resolutions.
- Superior customer service skill set, ability to listen, facilitate and negotiate problems.

Qualifications and Education Requirements

- Prior knowledge and experience working as a **Field Inspector**.
- Strong analytical skills.
- Engineer in Training (EIT) or Architect in Training (AIT) is required as a minimum.
- Knowledge in one of the fields (construction, mechanical, structural/civil, electrical or architectural) is required.
- Prior experience FEMA preferred.
- Strong organization skills required.
- Excellent written and verbal communication skills.
- Background check including driver's license must be satisfied.

Preferred Skills

- Knowledge of smartphone apps, MS Office, Data Information System & Time Management Skills.

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Engineer / Architect

Job Description/Requirements

CMA offer multi-disciplinary engineering, architectural and field services under one roof since 1959. We deliver effective, creative, functional and eco-conscious architectural & engineering planning and solutions, with knowledgeable professionals and proven project delivery methodologies.

CMA seeks **Engineers / Architects** for Disaster Recovery effort in Puerto Rico. This position is full time and based at CMA's offices in Puerto Rico. Fluency in Spanish and English on this position is an essential requirement.

Roles and Responsibilities

The **Engineers / Architect** primary role is to support the *Cost Estimators* with engineering / architectural questions to create scope of work, review codes, and determine cost for case. Support other project teams and sub-recipients as needed. This position is specifically for scope and cost estimation. No design and architectural drawings are necessary.

- Review required forms and photographs to determined necessary scope of work.
- Coordinate with other technical specialists and project team to ensure they have all documentation.
- Optimize procedures and maintain communication and focus.
- Maintain, track cases assigned and provide input where necessary in the data management information system.
- Review project work sheets prepared by FEMA.
- Review cost estimates prepared by FEMA.
- Keep Task Force and Project Leads informed on issues, problems & resolutions.
- Excellent customer service skill set, ability to listen and facilitate work to cost estimate.

Qualifications and Education Requirements

- Strong analytical skills.
- Licensed Engineer (PE) / licensed Architect (AIA) in Puerto Rico required.
- Active member of the CIAPR / CAAPPR.
- Experience in sector or prior management experience is preferred.
- Prior experience FEMA preferred.
- Strong organization skills required.
- Excellent written and verbal communication skills.
- Bilingual - English and Spanish.

Preferred Skills

- Knowledge of smartphone apps, MS Office, Data Information System & Time Management Skills.

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Project Cost Estimator

Job Description/Requirements

CMA offer multi-disciplinary engineering, architectural and field services under one roof since 1959. We deliver effective, creative, functional and eco-conscious architectural & engineering planning and solutions, with knowledgeable professionals and proven project delivery methodologies.

CMA seeks **Project Cost Estimators** for Disaster Recovery effort in Puerto Rico. This position is full time and based at CMA's offices in Puerto Rico. Fluency in Spanish and English on this position is an essential requirement.

Roles and Responsibilities

The **Cost Estimators** shall develop scope of work and cost estimates based on documentation collected by the project team with input, when necessary, from the technical team. This position will also review cost estimates developed by FEMA.

- Evaluate project worksheets (PWs) for eligible damages.
- Collaborate with *Licensed Engineers / Architects* on technical issues.
- Gather standard cost data.
- Develop cost information and estimates for repair and/or replacement of disaster-related damage.

Qualifications and Education Requirements

- 3+ years of experience working as a Construction **Cost Estimator**.
- Associate Degree required, Bachelor Degree preferred, in one of the following areas: construction, project development, hazard mitigation measures, engineering, or architecture.
- Experience in construction, project development, hazard mitigation measures, engineering, or architecture.
- Familiarity with regulations and standard procedures that may impact cost estimates such as environmental compliance regulatory compliance, hazard mitigation, debris removal and duplication of benefits.
- Demonstrated experience with cost estimating tools such as RS MEANS or CostWorks.
- Excellent verbal and written communication skills.
- Strong analytical, problem-solving and decision making capabilities.
- Team player with the ability to work in a fast-paced environment.
- Proficiency in MS Office Applications (Word, PowerPoint, Outlook, Excel).
- Resident of Puerto Rico.

Preferred Skills

- Experience with cost estimating for repair and reconstruction of infrastructure projects.
- Familiarity with the Stafford Act regarding public assistance programs.

- Demonstrated knowledge of federal regulations, policies and guidance within the FEMA Public Assistance Program.
- We have mid and Senior level roles available. For the Senior level Certified Engineering Certification or other professional certification is required plus 10 years of experience as a Cost Estimator.
- Experience with disaster recovery cost estimating and data reporting.

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