

Western Maryland Long-Term Recovery Committee, Inc.

Manager of Disaster Construction Operations

Job Description

October 20, 2025

NOW ACCEPTING APPLICATIONS

The Western Maryland Long-Term Recovery Committee, Inc. (WMLTRC) is seeking a **Manager of Disaster Construction Operations** to lead all management related to construction operations supporting the 2025 Western Maryland flood recovery efforts.

WMLTRC is a coalition of faith-based, nonprofit, governmental, and community organizations dedicated to coordinating long-term recovery services for individuals and families impacted by the 2025 Western Maryland floods. Our mission is to help survivors return to safe, sanitary, and secure housing as quickly and efficiently as possible by leveraging community resources, volunteer labor, and construction expertise.

The Manager of Disaster Construction Operations will coordinate, supervise, and manage all construction-related activities to ensure that volunteer teams, contractors, and material resources, necessary tracking, and reporting are organized and deployed efficiently to repair and rebuild homes for flood survivors.

The ideal candidate will be a strong leader with construction project management experience, excellent communication skills, and a passion for helping communities recover from disaster.

Key Responsibilities

- Oversee planning, scheduling, and completion of all construction projects related to disaster recovery.
- Coordinate work between case managers, construction coordinators, volunteer teams, and contractors to ensure projects meet survivor needs.
- Complete all necessary reporting, documentation and logging of necessary information.
- Develop detailed scopes of work, budgets, and timelines for home repair and rebuild projects.
- Supervise site assessments, permitting, inspections, and quality assurance for all construction projects.

- Recruit, orient, and support volunteer construction teams; ensure they have tools, materials, and safe working conditions.
 - Manage procurement and inventory of building materials, supplies, and donated goods.
 - Monitor construction progress, resolve project challenges, and provide regular status reports to the Long-Term Recovery Committee.
 - Ensure compliance with building codes, grant requirements, and organizational policies.
 - Collaborate with community partners, donors, and VOAD member organizations to leverage resources and avoid duplication of efforts.
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Qualifications

- Demonstrated experience in residential construction, construction project management, and/or disaster recovery operations.
 - Knowledge of building codes, construction safety standards, and volunteer management best practices.
 - Knowledge of HVAC and heating systems is preferred.
 - Excellent organizational and communication skills; ability to work with diverse stakeholders.
 - Strong problem-solving and decision-making skills in fast-paced, evolving situations.
 - Basic computer skills with the ability to update databases and forms appropriately.
 - Valid driver's license and ability to travel within the recovery area.
 - Experience working with nonprofits, VOADs, or disaster response preferred but not required.
 - Must be highly self-motivated and capable of managing responsibilities independently while coordinating effectively with the Long-Term Recovery Committee and project teams.
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Compensation & Benefits

- Full-time position funded by WMLTRC.
- Year-to-year contract; position is a 1099 salaried role with a salary range from \$50,000 to \$60,000 per year.
- Must be prepared to occasionally work outside of normal business hours and weekends, as needed.
- Position is grant-funded and expected to last 24–36 months.
- Hybrid work possible, with significant on-site presence required.
- Work location based in Lonaconing, MD, with frequent travel throughout the George’s Creek area using the manager’s personal vehicle
- This is a contract position and does not include health insurance, retirement benefits, or other employee benefits beyond those required by law.
- Opportunity to make a direct and meaningful impact on disaster recovery and community resilience.

Interested candidates should submit a resume including contact information to chairperson@westernmarylandrecovery.org. Candidates may also drop their resumes off to Westernport Town Hall during business hours in a sealed envelope marked “*Long Term Flood Recovery Construction Manager.*”

Applications will be reviewed on a rolling basis until the position is filled.