



Job Description

Title: **Contents Project Manager (Restoration)**
FLSA: Exempt
Reports To: Emergency Services Division Manager

PAUL DAVIS CLEVELAND METRO-AKRON CORE VALUES:

- **Live Paul's Values: 'Honesty and Integrity'**
- **Work Hard – Play Hard!**
- **Make Someone Else's Life Easier Today**
- **Strive to be a Better Person Today than Yesterday**
- **Prioritize: 1. God 2. Family 3. Work**
- **Say 'Thank You' Daily**

BENEFITS:

- Company Paid Training!
- Great Referral Program!
- Great Company Culture & Team Dynamic!
- Company Paid Health Insurance!
- Company Paid Accident, Disability and Life Insurance!
- Paul Davis LOGO Clothing Provided!
- Paid-Time Off!
- Monthly Cell Phone Reimbursement!
- Nine (9) Paid Company Holidays!
- IRA with a 3% Company Match!
- Base Commission on Projects Completed. No Limit to Earning Potential!
- Development and Career Growth Opportunities!

WHO WE ARE:

Paul Davis is an industry leader in restoration and reconstruction for insurance providers and commercial properties throughout the U.S. and Canada. We are growing locally and have career opportunities for individuals who want purpose out of their work. If you are ready to take your career to the next level, and you meet our qualifications, we would like to speak with you!

FOR MORE INFORMATION, CALL: (440) 834-1155, IRINA SAMIEI, HR

JOB SUMMARY:

Responsible for all aspects of leading a team of hardworking individuals while serving those who have had a disaster strike their property. Shows pride upon project completion while providing exceptional customer service representing the Paul Davis brand.

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ESSENTIAL FUNCTIONS:

- Fosters an environment of collaboration and teamwork within the division and company.
- Great self-managing and time management skills.
- Writing estimates per carrier guidelines for pack-outs, content cleaning, pack backs, and laundry restoration.
- Manages and coordinates job schedules.
- Focuses on providing excellent customer service.
- Assists team members when needed and fosters a positive working relationship with other departments.
- Be a great representative of our brand!
- Delivers thorough, proactive & direct communication with internal staff, customers, quality assurance and insurance adjusters.
- Meets clients and adjusters on-site to assist in issue resolution and provides a professional opinion.
- Point of contact for customers if they have any questions and/or concerns and resolves those in an effective and timely manner.
- Maintains projects and existing crews.
- Supervise pack-outs and inventory/evaluation.
- Other duties as assigned.

REQUIREMENTS:

- Ability to lead and develop team.
- Career emphasis on learning and continuing education.
- Sound planning and organizational skills.
- IICRC Training and Designations a plus (Fire, Water, Odor, Upholstery Restoration).
- Valid driver's license and background check with a clean record.
- Bachelor's degree or equivalent relevant experience.
- 1 – 3 years in a professional setting.
- Ability to sit/stand/walk for prolonged periods of time.
- Ability to climb ladders, work at ceiling heights and lifting up to 50 pounds.
- Construction Project Management experience is welcomed if willing to learn a new process.

COMPENSATION:

- Salary \$50k - \$100k; Commensurate with experience and/or certifications.
- Bonus pay commensurate on performance.

EOE STATEMENT:

- **We are an equal employment opportunity employer.**



Job Description

Title: Drywall Installer / Painter Technician (Reconstruction)
FLSA: Non-Exempt
Reports To: Reconstruction Manager

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BENEFITS:

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FOR MORE INFORMATION, CALL: (440) 834-1155, IRINA SAMIEI, HR

JOB SUMMARY:

Responsible for all aspects of drywall installation to the interior of residential and commercial properties. Will prepare drywall for texture, finish or painting. Responsible for matching and applying primer and paint to various surfaces, completing touchups, and coordinating large painting projects. Works hard and takes pride upon project completion



while providing exceptional customer service representing the Paul Davis brand in a safe working environment.

ESSENTIAL FUNCTIONS:

- Works safely in residential and commercial properties by measuring, cutting and fitting drywall sheets for installation on walls and ceilings.
- Positions and secures drywall sheets to metal or wooden studs.
- Cutting and installing metal corner bead to protect exterior corners.
- Filling joints, holes, and cracks with compound using a trowel and broad knife.
- Smoothing out excess compound and sanding over dry compound.
- Assembling scaffolding or setting up ladders to perform tasks above ground level, as required.
- Covers trim, floors, furniture, and other surfaces with masking tape, drop cloths and other protective coverings to keep free of paint.
- Contains rooms to keep areas outside of the construction zone free of dust and debris.
- Applies various finishes to buildings, rooms, or other structures, including primers or sealers.
- Removes old paint coating, if necessary.
- Tapes, floats, and textures walls and ceilings, as needed.
- Selects premixed paints, stains, seals, and varnishes wood surfaces.
- Completes notes of assigned jobs in the primary operating system (RMS).
- Communicates with the Project Manager and customer of assigned jobs with ETA.
- Takes photos of jobs assigned from start to finish.
- Follows the project manager's instruction in executing the job utilizing appropriate finishes and applications.
- Follows management's instructions on maintaining an inventory of paint and supplies.
- Complies with OSHA guidelines with respect to the use of hazardous chemicals.
- Assists in storing leftover paint in the appropriate locations.
- Supports team with special maintenance projects, as needed.

REQUIREMENTS:

- Customer service experience.
- Fluent in English.
- Ability to adapt to change.
- Valid driver's license and background check with a clean record.
- May be subject to random drug testing.
- High school diploma and/or GED.
- Two (2) plus year of related professional experience preferred.
- Ability to use hand tools and power tools required for installing drywall and paint.

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- Ability to work nights/weekends and overtime, if needed.
- Ability to sit/stand/walk for prolonged periods of time.
- Wallpaper skills are a plus.
- Ability to climb ladders, work at ceiling heights and lift up to 75 pounds.

COMPENSATION:

- Full-Time; Hourly \$18.00 - \$25.00/hour; Commensurate with relative professional experience.
- Bonus pay commensurate on performance.

EOE STATEMENT:

- **We are an equal employment opportunity employer.**

PAUL DAVIS

Job Description

Title: **Lead Cleaning Technician (Contents Restoration)**
FLSA: Non-Exempt
Reports To: Contents Manager

PAUL DAVIS CLEVELAND METRO-AKRON CORE VALUES:

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BENEFITS:

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WHO WE ARE:

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FOR MORE INFORMATION, CALL: (440) 834-1155, IRINA SAMIEI, HR

JOB SUMMARY:

Supports the restoration division with the cleaning and restoration of client's belongings and structures damaged by water, fire, smoke, and mold. Responsible for content packing, listing, photographing, manipulation, and restorative cleaning. Works hard and

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takes pride upon project completion while providing exceptional customer service representing the Paul Davis brand in a safe working environment.

ESSENTIAL FUNCTIONS:

- Actively participates in project structure/contents cleaning, and inventorying.
- Packs and unpacks client's property in a secure manner, with care and no damage of property or structure.
- Records a thorough inventory of all client's restorable and non-restorable items.
- Takes photos of jobs assigned from start to finish.
- Completes contents tasks based on work orders received.
- Communicates project progress, problems/issues to customers and management.
- Understands and completes the process of cleaning upholstery & carpeting, odor removal and treatment of hazardous materials.
- Completes notes of assigned jobs in the primary operating system (RMS).
- Maintains a clean job site; picks up all tools, equipment, and secures job site each day to eliminate potential hazards.
- Identifies and manages required supplies for job-sites while maintaining/upkeeping warehouse supplies.
- Maintains and reviews project documentation.
- Responsible for unloading trash in assigned areas.
- Responsible for recording time and coding it to the job assigned.
- Be a great representative of our brand!
- Desire to join a world-class team and contribute a positive attitude.
- Other duties as assigned.

REQUIREMENTS:

- Customer service experience.
- Fluent in English.
- IICRC Training and Designations a plus (Fire, Water, Odor, Upholstery Restoration).
- Ability to adapt to changes.
- Valid driver's license and background check with a clean record.
- High school diploma and/or GED.
- One (1) plus year experience in a craft, trade, or manual labor position.
- Ability to work nights/weekends and overtime, if needed.
- Ability to sit/stand/walk for prolonged periods of time.
- Ability to climb ladders, work at ceiling heights and lift up to 75 pounds.
- Desire to continually learn new things.



COMPENSATION:

- Full-Time; Hourly: \$17.00 - \$24.00/hour; Commensurate with experience and/or certifications.
- Bonus pay commensurate on performance.

EOE STATEMENT:

- **We are an equal employment opportunity employer.**



Job Description

Title: **Loss Inspection Specialist**
FLSA: Non-Exempt
Reports To: Reconstruction Manager

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BENEFITS:

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WHO WE ARE:

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FOR MORE INFORMATION, CALL: (440) 834-1155, IRINA SAMIEI, HR

JOB SUMMARY:

Assists in the photographing and mapping of homes and businesses affected by fire, flood, storm or other disasters while providing exceptional customer service representing the Paul Davis brand in a safe working environment.

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ESSENTIAL FUNCTIONS:

- Work safely in residential and commercial properties that have been damaged by fire, water, storm and/or mold.
- Create 3D scans of homes and businesses in the field with a Matterport Camera and an iPad.
- Use your phone camera and apps to generate Hover and Beacon scans of the exterior of homes and businesses.
- Be on the forefront of technology adoption by uploading property scans for Remote Estimators.
- Be empathetic and show a sense of urgency while communicating through various technological platforms.
- Work at the direction of the Mitigation, Reconstruction, and Estimating Teams.
- Maintain all company equipment.
- Be accessible by phone and participate, as necessary, in the on-call schedule.
- Other duties as assigned.

REQUIREMENTS:

- Some construction experience, a plus.
- Customer service experience, a plus.
- Fluent in English.
- IICRC Training and Designations, a plus (Fire, Water, Odor, Upholstery Restoration).
- Ability to adapt to change.
- Desire to join a world-class team and contribute a positive attitude.
- Valid driver's license, background check with a clean record.
- High school diploma and/or GED.
- One (1) plus year experience in a craft, trade, or manual labor position.
- Ability to work nights/weekends and overtime, as needed.
- Ability to sit/stand/walk for prolonged periods of time.
- Ability to climb ladders, work at ceiling heights and lift up to 75 pounds.
- Ability to work in confined spaces.
- Exposure to weather with temperatures ranging from mild/moderate to extreme cold/heat.
- Exposure to noise levels ranging from moderate to loud from occasional to frequent times.
- Exposure to fumes from solvents and chemical solutions.
- Time management skills, a must.
- Camera/lighting experience, a plus.
- Computer experience, a must.
- Organizational skills, a plus.
- Great attention to detail.
- Desire to continually learn new things.



COMPENSATION:

- Full-Time; Hourly \$17.00 - \$21.00/hour; Commensurate with experience and/or certifications.
- Bonus pay commensurate on performance!

EOE STATEMENT:

- **We are an equal employment opportunity employer.**



Job Description

Title: **Mitigation Technician (Restoration)**
FLSA: Non-Exempt
Reports To: Mitigation Manager

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FOR MORE INFORMATION, CALL: (440) 834-1155, IRINA SAMIEI, HR

JOB SUMMARY:

Responsible for all aspects of serving others within your community in the property damage restoration industry. Works hard and takes pride upon project completion (i.e., mitigating flood and fire damage) while providing exceptional customer service representing the Paul Davis brand in a safe working environment.



ESSENTIAL FUNCTIONS:

- Work safely in residential and commercial properties that have been damaged by fire, water, storm and/or mold.
- Surveys damage within the property.
- Cleaning process for both contents and structural damage.
- Demolition of structural damage to properties through the use of hand and power tools.
- Cleans up assigned job sites after demolition.
- Performs initial site visits.
- Conducts moisture inspections, as needed.
- Completes notes of assigned jobs in the primary operating system (RMS).
- Contacts the customer of assigned jobs with ETA.
- Takes photos of jobs assigned from start to finish.
- Responsible for maintaining assigned vehicles and equipment.
- Responsible for unloading and reloading assigned vehicles with equipment.
- Keeps equipment clean and organized in the shop.
- Responsible for unloading trash in assigned areas.
- Responsible for recording time and coding it to the job assigned.
- Be a great representative of our brand!
- Desire to join a world-class team and contribute a positive attitude.
- Other duties as assigned.

REQUIREMENTS:

- Customer service experience.
- Fluent in English.
- IICRC Training and Designations a plus (Fire, Water, Odor, Upholstery Restoration).
- Ability to adapt to change.
- Valid driver's license and background check with a clean record.
- High school diploma and/or GED.
- One (1) plus year experience in a craft, trade, or manual labor position.
- Ability to work nights/weekends and overtime, if needed.
- Ability to sit/stand/walk for prolonged periods of time.
- Ability to climb ladders, work at ceiling heights and lift up to 75 pounds.
- Desire to continually learn new things.

COMPENSATION:

- Full-Time; Hourly \$16.00 - \$23.00/hour; Commensurate with experience and/or certifications.
- Bonus pay commensurate on performance.



EOE STATEMENT:

- **We are an equal employment opportunity employer.**



Job Description

Title: **Reconstruction Project Manager**
FLSA: Exempt
Reports To: Reconstruction Division Manager

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JOB SUMMARY:

Responsible for working with owners and sub-contractors after traumatic events to mitigate and repair damage to commercial and residential property. Manages all aspects of the renovation, as well as controls and communicates the budget effectively. Shows



pride upon project completion while providing exceptional customer service representing the Paul Davis brand.

ESSENTIAL FUNCTIONS:

- Meets operational objectives of sales, gross margin, brand experience.
- Tracks metrics during bi-weekly GS&R.
- Confirms budget and work orders before start of projects.
- Ensures compliance with standards and regulations.
- Excellent written and verbal communication skills.
- Participates in local community events.
- Builds relationships with key customers – direct and B2B.
- Seeks partnerships to improve performance with vendors and tradesmen.
- Ability to recruit and manage sub-contractor networks.
- Other duties as assigned.

REQUIREMENTS:

- Ability to lead and develop team.
- Career emphasis on learning and continuing education.
- Sound planning and organizational skills.
- IICRC Training and Designations a plus (Fire, Water, Odor, Upholstery Restoration).
- Valid driver's license and background check with a clean record.
- Bachelor's degree or equivalent relevant experience.
- 1 – 3 years in a professional setting.
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- Ability to climb ladders, work at ceiling heights and lifting up to 50 pounds.
- Construction Project Management experience is welcomed if willing to learn a new process.

COMPENSATION:

- Salary \$50k - \$100k; Commensurate with experience and/or certifications.
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