



Job Title: Director of Insurance

Reports To: Vice President

Location: West Kingston, RI

DAVITT is recognized as a leader in providing insurance restoration and construction consulting services to insurance agents, adjusters, owners, and managers of high-end properties throughout New England. DAVITT also offers expert solutions for emergency response and mitigation services. Beyond insurance restoration and construction consulting, DAVITT is an award-winning pioneer in the design/build industry with an innovative and transparent process to create and restore strikingly beautiful, meticulously crafted homes.

DAVITT is seeking a Director of Insurance to lead our growing insurance division. This individual is primarily accountable for lead generation as well as scoping and assessing property damage following catastrophic loss. Such losses may include, but are not limited to, fire, water, and wind damage. This position may also support our design/build team with renovation estimation. This is an ideal position for an organized and detail-oriented candidate with a background in insurance adjusting, large loss reconstruction, and high-end renovations.

Essential Duties and Responsibilities:

- Network with insurance agents, adjusters & owners for lead generation
- Scope and assess damage to property.
- Analyze information from scope using Xactimate Estimating Software .
- Report findings to respective insurance company including rough order of magnitude and budgetary analysis.
- Correspond with carrier adjusters, public adjusters, insureds, insurance agents, etc.
- Conduct appropriate research to support building loss appraisal.
- Stay informed about the latest regulations including code, Coastal, OSHA, etc.
- Analyzes blueprints and other documentation to determine a well-supported cost analysis of construction in the event of total loss.
- Prepares project budgets to ensure job profitability.

Requirements and Qualifications:

- Associates degree in Construction Science, Construction Management, Civil Engineering, Building Technology, or a comparable field of study such as business administration is preferred.
- Five years of related experience in residential construction.
- Xactimate Level 1 certification.

Knowledge/Skills:

- Demonstrated working technical knowledge of IICRC Standard for restoration, residential construction methods, material and regulations.
- Ability to be flexible and handle multiple tasks under aggressive timelines.
- Willingness to travel throughout New England and occasionally outside of New England.



- Familiarity with software programs for scheduling and budget monitoring.
- Ability to work in team environment
- Demonstrated keen negotiating skills.
- Ability to read blue prints and perform scaled measurements when required.
- Working knowledge of Microsoft Office.
- Strong organizational skills.
- Ability to utilize systems, policies and procedures established by the Company.
- Excellent communication and analytical skills.
- Demonstrated planning and quick decision making ability.
- Strong initiative and prudent risk taking.
- Leadership ability.