

Zablocki Roofing

Roofing Foreman

Non-Exempt

Job Title

Status

08/20/2012

1.200

Date

Job Code

General Manager

Roofing Operations

Title of Immediate Supervisor

Section

Job Summary

Engages in all aspects of roofing operations including: driving company truck to and from jobsites, installing different roof types, frost proofing pipes, installing vents, and flashing chimneys. Must have experience using various tools, along with ladders and scaffolding. Also includes working closely with other members of the roofing crew, communicating effectively with employees and homeowners daily, participating in the management, development and motivation of employees, and occasional shop maintenance. This job reports to the General Manager.

Job Duties

- Lead, direct, train and motivate Roofing Installers in a positive manner
- Complete jobs safely, on time and on budget according to the work order
- Interact with homeowners in a professional manner
- Ensure safety, professionalism and quality among installers at all times
- Maintain effective communication with the General Manager, Sales Manager and Office Staff as needed
- Maintain clean and orderly jobsites at all times
- Collect and submit all necessary paperwork to appropriate Office Staff in a timely manner
- Roofing preparation and post clean-up
- Roof installation
- Frost proofing pipes
- Vent installation
- Chimney flashing
- Ridge cap and drip edge installation
- Tools, equipment, and shop maintenance and inventory
- Other duties as assigned

Description of Tasks

- 1) Uses appropriate construction tools, equipment, and machinery to complete various roofing tasks (shingling, frost proofing, vent installation, chimney flashing, etc.)
- 2) Assures upkeep of the shop and various tools and equipment used during the roofing process
- 3) Participates in different human resource and management areas (training, performance appraisals, interviews, motivating the crew)
- 4) Uses oral and written expressions to communicate with others in a clear and effective way
- 5) Creates a positive image for the organization by communicating with clients throughout the project and ensuring the project is done to its best ability

- 6) Other duties as assigned by the general manager
- 7) Completes required paperwork in a timely manner

Required Qualifications

- 2+ years roofing installation experience
- Valid driver's license
- Ability to pass a health physical to obtain a health card
- Move, bend, and twist your body in a way that allows you to accurately use various construction tools, machinery, and equipment and stand on a roof in different positions while completing roofing tasks
- Knowledge and experience with carpentry
- Pays attention to detail
- Excellent organization skills
- Experience with various roofing tools
- Experience supervising and motivating employees
- Coordinates vision and physical movements of the hand to complete tasks
- Able to lift **at least 50 pounds**
- Able to carry **at least 50 pounds**
- Adjusts own actions in relation to others' actions
- Uses logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Able to climb up and down a ladder
- Communicates clearly with others using the English language, both oral and written
- See details in close proximity
- Operate a vehicle according to all state and federal laws and regulations
- Problem solver
- Applies general rules to specific problems, producing answers that make sense (deductive reasoning)
- Able to stand for long periods of time
- Imagine how something will appear after it is moved around or when its parts are moved or rearranged

Working Conditions

Dirty area: Job requires one to work in a dirty environment when completing construction tasks

Various weather conditions: Job requires one to work outside in various weather conditions when completing construction tasks

Noisy environment: Job requires one to work in a noisy environment when completing construction tasks

Repetitive work: Job requires repetitive motions for long periods of time while roofing

Various heights: Job requires one to work at various height levels