

Zablocki Roofing, Inc.

<u>Siding Foreman</u> Job Title	<u>Non-Exempt</u> Status
<u>11/06/2019</u> Date	<u>2.110</u> Job Code
<u>General Manager</u> Title of Immediate Supervisor	<u>Siding Operations</u> Section

Job Summary

Engages in all aspects of siding operations including: driving company truck and trailer to and from job sites, operating a metal break to wrap doors and windows, installing soffit, fascia and steel siding. Must have experience using various tools, along with ladders and scaffolding. Also includes working closely with other members of the siding 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 Siding Installers in a positive manner
- Complete jobs safely, on time and on budget in accordance 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.
- Siding installation including LP, metal and vinyl
- Tools, equipment, and shop maintenance
- Inventory of materials
- Other duties as assigned

Description of Tasks

- 1) Uses appropriate construction tools, equipment, and machinery to complete various siding tasks
- 2) Assures upkeep of the shop and various tools and equipment used during the siding 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
- 7) Completes required paperwork in a timely manner

Required Qualifications

- 2+ years of siding installation experience
- Valid driver's license
- Ability to pass a health physical to obtain a health card
- Experience with various tools
- Experience supervising and motivating employees
- Pays attention to detail
- Excellent organizational skills
- Move, bend, and twist your body in a way that allows you to accurately use various construction tools, machinery, and equipment and stand on ladders, scaffolding, etc. in different positions while completing siding tasks
- 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**
- Use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Ability to climb up and down a ladder
- Communicates clearly with others using the English language, both oral and written.
- 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)
- Ability to stand for long periods of time
- Able to 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