

Zablocki Roofing

Site Supervisor

Exempt

Job Title

Status

04/13/2022

23-816.00 & 23-817.00

Date

Job Code

CEO and Sales Manager

Jobsite Operations

Title of Immediate Supervisors

Section

Job Summary

The Site Supervisor is responsible for the supervision of subcontractors. Duties include ensuring proper material installation, inspecting jobsites for accurate, quality work, and to identify and eliminate possible safety hazards, educating site workers on safety regulations and accident protocol, effective communication with homeowners, sub crews, vendors, and office staff, accurate and timely documentation, shop maintenance, and inventory.

Job Duties

- Driving company vehicle and trailer to and from jobsites
- Inspect constructions sites to identify and eliminate potential safety hazards
- Inspect construction sites to ensure accuracy and quality of work
- Supervise and instruct construction team and subcontractors
- Educate site workers on safety regulations and accident protocol
- Enforce site safety rules to minimize work-related accidents and injuries
- Handle site accidents and injuries following company policies and procedures
- Evaluate the performance of construction employees and report to CEO/Sales Manager
- Recommend changes to construction operations or procedures to increase efficiency
- Complete job safely, on time and on budget according to the work order
- Maintain clean and orderly jobsite
- Interact with Homeowners, Sub Crews, Vendors, and Office Staff in a professional manner
- Maintain effective communication with Homeowners, Sub Crews, and Office Staff
- Tools, equipment, and shop maintenance
- Inventory materials
- Complete required paperwork in a timely manner
- Other duties as assigned

Required Qualifications

- Valid driver's license
- Ability to pass a health physical to obtain a health card
- 1+ years in same or similar supervisory position
- 2+ years roofing and siding experience
- Experience with various tools
- Experience in supervisory role
- Strong leadership skills

- Sound knowledge of construction safety regulations
- Ability to follow instructions
- Detail oriented
- Excellent organization skills
- Able to work independently and as a team
- Able to lift **at least 50 pounds**
- Able to carry **at least 50 pounds**
- Can climb up and down a ladder
- Communicate clearly with others using the English language, both oral and written
- Problem solver
- Maintain accuracy while completing tasks
- Stand for long periods of time

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