

Roofing

Technician, Semi-Skilled Technician, Skilled Technician and Foreman Job Description & Responsibilities

Pay Scale: \$12-\$25 per hour

Responsibilities

The Foreman reports directly to the Roofing Production Manager. A Foreman is primarily responsible for supervising the roofing crew and reporting jobsite information to provide a safe and quality roof installation. The roofing foreman must be proficient in all aspects of the job description.

Description of duties

- Safety adhere to all of Preferred, Inc.-Fort Wayne's safety training and OSHA guidelines, including but not limited to fall protection and pre-job safety meeting checklist.
- Attendance – dependability and punctuality
- Perform all roofing tasks per manufacturer's and industry guidelines.
- Direct the roofing crew to stay effectively on tasks to maintain quality, lead and motivate your crew.
- Coordinate all job tasks/safety requirements upon arrival to job sites daily.
- Communicate with customer contact as instructed.
- Review project file and work with production manager and project manager to plan course of installation.
- Reporting – utilize Exaktime program to log project hours daily and accurately along with required photos and field notes.
- Upon completion of each days work, make sure job site is clean, secure and materials are available for next production day.
- Security – remove all visible valuable materials and tools from truck at end of each day and lock vehicle.
- Maintain equipment and vehicle appearance minimum weekly clean (internal/external).

**Advancement is contingent upon performance, attendance, Management review and discretion*

**Pay scale does not include benefit package*

Signature/Date: _____