



1191 Capitol St Ne
Salem, Oregon 97301
PH: (503)-394-2615

Position Title: Laborer/Apprentice

Position Purpose and Objectives

A laborer/apprentice is an entry-level employee responsible for working as part of a team to complete roofing work.

Department: Production

Department Supervisor: Director of operations

Direct Supervisor: Crew foreman

Employment Status: Exempt (salaried) or Nonexempt (hourly)

Specific Duties, Functions and Responsibilities of the Job

- **Work with crew to complete all aspects of jobs assigned by the company, including tear-off, repairs, installation and other jobs as assigned.**
 - Be prepared to learn any and all aspects of jobs assigned by the foreman or lead man as necessary for job completion.
 - Be on time for all shifts and ready to go at the assigned time with all personal tools and PPE.
- **Work safely.**
 - Assist in setup and tear down of safety equipment as instructed.
 - Abide by all job-site safety requirements, including PPE, fall protection and others.
- **Participate in training.**
 - Participate in weekly safety meetings.
 - Attend all companywide training events.
 - Participate in manufacturer system-specific training.
 - Participate in all other training as assigned.
- **Deliver excellent quality and customer satisfaction.**
 - Learn to perform work according to company standards.
 - Collaborate with the team for the benefit of all.

Required Knowledge, Skills and Abilities

Work Skills – Laborers/apprentices must exhibit basic skills necessary to work in roofing.

Roof system installation – the ability to learn necessary skills and execute them correctly

Attention to detail – the ability to pay attention to quality and safety with a goal of installing correctly and working safely, and a willingness to make improvements

Language skills- ability to read, analyze and interpret work-related documents

- Written instruction
- Work-related documents

Safety and security – ability to observe safety and security procedures and use equipment and materials properly and effectively

Productivity – ability to work quickly and accurately to meet productivity standards

Cost consciousness – ability to contribute to profits and revenues and conserve company resources

Relational Interaction– Roof laborers/apprentices must be able to work effectively with people.

Leadership, Management and Teamwork – Roof laborers/apprentices must be able to work well with others and within a company system

Leadership – able to exert informal leadership with individuals at all levels of a company as well as customers, vendors, manufacturers, suppliers and distributors

Teamwork – ability to work with others to accomplish goals; balances team and individual responsibilities; gives and welcomes feedback

- Works well in group problem solving situations
- Puts success of team above own interests
- Shares expertise with others
- Exhibits objectivity and openness to others' views

Education and Experience

Essential

- Ability to work 8- to 12-hour shifts, weekdays and weekends

Preferred

- Bilingual, including English
- Driver's license with insurable record
- CDL
- OSHA 10-hour card/30-hour card

Suggested Tools

- Tool belt with nail pouch
- Shingle hatchet
- Chalk line
- Utility knife with straight and hook blades
- 16-foot (or longer) tape measure
- Tin snips
- Appropriate footwear
- Pry bar

Physical Requirements

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

Activity	Never	Intermittently	Occasionally	Frequently	Constantly	Activity	Never	Intermittently	Occasionally	Frequently	Constantly
Bending					X	Lifting (lbs.)					
Kneeling					X	1-10					X
Twisting/turning					X	11-20					X
Crouching					X	21-50				X	
Crawling			X			51-75			X		
Walking on a level surface				X		76-100		X			
Walking on an uneven surface				X		Carrying (lbs.)					
Climbing stairs			X			1-10					X
Climbing ladders				X		11-20					X
Carrying ladders				X		21-50				X	
Reaching above				X		51-75			X		
Using arms					X	76-100		X			
Using wrists					X	Pushing (lbs.)					
Handling/fingering					X	1-10			X		
* Grasping					X	11-20			X		
* Squeezing					X	21-50			X		
Vision	Yes	No				51-75			X		
Close	X					76-100			X		
Distant	X					Pulling (lbs.)					
Color		X				1-10			X		
Peripheral	X					11-20			X		
Depth	X					21-50			X		
Endurance						51-75			X		
Repetitive Foot Motion				X		76-100			X		
Standing				X		Environment					
Walking				X		Inside		X			
Sitting		X				Outside					X
Keyboarding	X					Heat				X	
Tool Use						Cold				X	
Hand tools					X	Dust				X	
Power			X			Noise				X	
Drivers			X			Drive					
Forceful grip					X	Automatic			X		
Metal brake			X			Standard			X		
						Forklift			X		