



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

**Position Title: Roofing Foreman**

**Position Purpose and Objectives**

A roofing foreman is responsible for leading a roofing crew to perform work safely and productively per specifications and to the standards of the company and customer, as well as:

- Provide leadership to a crew—fostering safety, teamwork and discipline—resulting in efficient and professional roofing installation
- Effectively manage labor, materials, equipment and administrative work

**Department: Production**

**Department Supervisor: Superintendent/project manager**

**Direct Supervisor: Superintendent**

**Direct Reports: Laborers, apprentice, mechanic, journeyman, subcontractors**

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

**Specific Duties, Functions and Responsibilities**

- **Lead a crew to install roof systems efficiently and safely**
  - Providing regular coaching, training, evaluation and feedback
  - Influence crew to work safely and be disciplined and efficient
  - Examine roof and penetrations to plan jobs, and strategically assign and allocate work to crew members, taking their desires, skills and temperaments into consideration
  - Communicate and manage job-specific safety plans prior to the start of every job, conducting job-site audits and making alterations as conditions change
  - Be an active participant or leader of weekly safety meetings
  - Perform installation duties as necessary
- **Meet production and quality goals**
  - Plan daily work goals to complete jobs on time, striking an appropriate balance between speed and quality
  - Manage work flow of crew and subcontractors
  - Ensure quality and installation according to specifications and plans
  - Keep projects on budget
  - Solve field application problems with a minimum amount of supervision, notifying salesperson or supervisor when a specified installation is not possible
- **Deliver excellent customer service**
  - Know when customers have communicated specific concerns or requests and make every effort to honor their instructions
- **Manage job sites, equipment and materials**
  - Maintain a jobsite that complies with all safety guidelines
  - Enforce safety regulations with everyone on a job site, including visitors and customers
  - Inspect safety equipment and PPE before use each day

- Ensure roofs are safe and watertight at the end of each day, materials and equipment are stored safely and a fire watch is in place if necessary
- **Exhibit exemplary responsiveness and personal leadership with all field and office personnel**
  - Communicate regularly with supervisor regarding work and personnel issues
  - Supervise crew time sheets
  - Record work performed daily
  - Requisition materials and keep accurate materials and equipment reports
  - Participate in operations and customer meetings as necessary

### **Required Knowledge, Skills and Abilities**

**Work skills – Foremen must exhibit basic communication and roofing skills necessary to manage the complex task of roof system installation.**

Language skills – able to read, interpret and write the following in a professional manner:

- Written instructions
- Work related documents
- OSHA regulations

Communication – the ability to communicate effectively as required

Math – the ability to perform math calculations relevant to roofing work, such as:

- Basic algebra
- Geometry
- Rates, ratios, proportions, and percentages
- Draw and interpret bar graphs and pie charts

Technology – the ability to use computers, phones and other relevant technology tools

Roof system installation – the ability to execute and teach others to execute roof system installation skills

Safety and security – the ability to identify and correct unsafe conditions according to company and OSHA standards, using equipment and materials appropriately

Quality – attention to detail and quality assurance of project and crew members

Productivity – demonstrates the ability to meet and exceed standards, works quickly and accurately

Cost consciousness – understands budgeting and implications to jobs

- Develops and implements cost-saving measures
- Displays orientation to profitability
- Works within approved budget

**Relational interaction – Foremen must be able to thrive in a dynamic, interactive environment.**

Customer service – desire to help customers even in difficult situations

- Manages difficult or emotional customer situations
- Solicits customer feedback to improve service

Problem solving – ability to understand complex problems and make decisions that will benefit everyone as much as possible

- Identifies and resolves problems in a timely manner
- Develops alternative solutions
- Uses reason even when dealing with emotional topics
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or graphic form
- Gathers and analyzes information skillfully

- Focuses on solving conflict in a non-blaming environment
- Displays willingness to make decisions

**Leadership, Management and Teamwork – Foremen must be able to work well with others and within a company system.**

Leadership – motivates others to perform

- Exhibits confidence in self and others
- Makes self available to crews, staff and customers
- Provides regular performance feedback
- Develops subordinates’ skills and encourages growth

Management – ability to juggle schedules, details and outcomes

- Appropriately delegates work assignments
- Makes timely decisions
- Includes appropriate people in decision-making process
- Sets expectations and monitors delegated activities
- Prioritizes and plans work activities

Teamwork– desire to work with others to accomplish goals

- Balances team and individual responsibilities
- Ability to build morale and group commitments to goals and objectives
- Exhibits objectivity and openness to others’ views
- Shares expertise with others
- Works well in group problem solving situations

**Education and Experience**

Essential

- Safety training: OSHA 10-hour card
- Valid driver’s license
- Ability to use/learn business technology

Preferred

- English fluency
- Bilingual fluency
- CDL
- OSHA 30-hour card
- Specialized training: crane CCL, forklift, manufacturer,-authorized trainers, man lift, rigging, roof system specific training, cool roofs, CERTA

**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.**

An additional physical requirement for this job is the ability to access and work at elevations.

Activity	Never	Intermittently	Occasionally	Frequently	Constantly	Activity	Never	Intermittently	Occasionally	Frequently	Constantly
Bending					X	<b>Lifting (lbs.)</b>					
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		<b>Carrying (lbs.)</b>					
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	<b>Pushing (lbs.)</b>					
Handling/fingering					X	1-10			X		
* Grasping					X	11-20			X		
* Squeezing					X	21-50			X		
<b>Vision</b>	<b>Yes</b>	<b>No</b>				51-75			X		
Close	X					76-100			X		
Distant	X					<b>Pulling (lbs.)</b>					
Color		X				1-10			X		
Peripheral	X					11-20			X		
Depth	X					21-50			X		
<b>Endurance</b>						51-75			X		
Repetitive Foot Motion				X		76-100			X		
Standing				X		<b>Environment</b>					
Walking				X		Inside			X		
Sitting		X				Outside					X
Keyboarding	X					Heat				X	
<b>Tool Use</b>						Cold				X	
Hand tools					X	Dust				X	
Power				X		Noise				X	
Drivers				X		<b>Drive</b>					
Forceful grip					X	Automatic					X
Metal brake				X		Standard					X
						Forklift					X