

Project Manager:

Job Description:

Hands on knowledge and experience of all phases of roofing. Proficiency in personal computer data base programs. Operation and knowledge of machinery and equipment. Management, supervision, material procurement and quality control duties. The ability to perform multiple tasks in a fast-paced construction environment is essential. Valid driver's license required. Bilingual in Spanish preferred, but not required.

Job Conditions:

Exposure to extreme sun, elevations above 30 feet, heavy lifting and extensive driving. Flexible working hours.

Job Requirements:

Minimum of Five years experience in commercial and residential roofing with at least 2 years of roofing supervision and inspections and/or reports

Excellent written and oral communication skills.

Proficiency in personal computer data base programs such as word, Quick books, windows XP professional, MS Word, Excel and Outlook. Must be able to create database queries and generate professional reports from database.

Proficiency and experience in writing roofing specifications according to industry standards and performing job cost analysis and cash flow analysis in a professional manner.

Experience with the following types of commercial and residential waterproofing and roofing systems:

Built-up, modified asphalt, metal panel, asphalt shingle, state, tile, EPDM, PVC, CPE, Foam and Elastomeric.

Climbing stairs, ladders and scaffolding, and working at heights above thirty feet.

Valid drivers' license for the State of Florida.

Bilingual in Spanish preferred but not required.

Workplace attire:

Blue or black pants.
Work boots with good grip/soles.
Supplied Affordable Roofing shirt.
Safety gear as needed.

Physical Requirements:

Lifting and carrying a minimum of 60 pounds.

Perform tasks requiring bending, stooping, kneeling, and walking significant distances between and within buildings.

Working in confined spaces. Working within Extreme temperature ranges.

Gross Body Equilibrium—the ability to keep or regain your body balance or stay upright when in an unstable position.

Static Strength—The ability to exert maximum muscle force to lift, push, pull, or carry objects.

Extent Flexibility—The ability to bend, stretch, twist, or reach with your body, arms, and/ legs.

Stamina—The ability to exert yourself physically over long periods of time without getting winded or out of breath.

Explosive Strength—the ability to use short bursts of muscle force to propel oneself, or to throw an object.

Manual Dexterity—The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

Performing General Physical Activities—Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

Getting Information—Observing, receiving, and otherwise obtaining information from all relevant sources.

Job Duties:

Reads, understands and interprets blue prints and drawings as they relate to waterproofing, roofing and building structures.

Reviews roofing specifications and details for thoroughness, accuracy and adequacy.

Attends pre-construction meetings with customers, contractors, architects, etc., to resolve construction related issues, problems and conflicts.

Inspects construction projects, in progress and completed, for contractual compliance and commercial approval as it relates to waterproofing and roofing.

Responsible for all phases of construction acting as a troubleshooter and monitoring quality standards.

Manages, coordinates and schedules subordinate personnel for emergency roof repairs and preventative maintenance projects.

Determines, procures, and maintains adequate inventory of suitable materials for in house emergency and preventative roof repair projects.

Maintains knowledge of current trends and developments in roofing and waterproofing industry by reading appropriate publications and attending related conferences and seminars.

Follow company policies and procedures.

Present a professional image at all times to customers and vendors.

Perform other duties as assigned.

Essential Functions:

1. Schedules daily work load insuring the work is prioritized and that work is completed expediently.
2. Schedules repairs of roofing for preventative maintenance by notifying areas affected of time and duration of repairs.
3. Reviews new facility and remodeling plans, inspects projects, and creates punch lists for project completion assuring carpentry compatibility of finished wood work and roofing.
4. Order replacement, repair parts and supplies, working with the materials shop and receiving materials needed, to make needed repairs to roofs and building.
5. Audits purchase requisitions and reviews budget reports insuring that needed supplies are ordered, received and paid for within the budget guidelines.
6. Analyzes technical problems with roofs and buildings, makes decisions on how best to accomplish the repairs.
7. Attends staff meeting with the contractor to review problem areas, budget matters, review progress of repairs and installation etc.
8. Oversees the crews by hiring, training, firing and making salary decisions, performing performance appraisals, and making work assignments to the crew and repair specialist personnel.
9. Reviews and completes time sheets and work orders to ensure completeness and accuracy.
10. Ensures that all carpentry and roofing work meet the requirements of the Florida State Building Code by supervising, reviewing, and controlling all carpentry and roofing projects in process.
11. Ensures that the crew's expenditures are maintained within the authorized crew budget.

Wages:

Salary: weekly plus bonus potential and paid Holidays.