

Estimator

Job Descriptions:

Attention to detail. Positive attitude required. Bilingual, in Spanish preferred but not required. Proficiency in personal computer data base programs. Accurate job costing skills. Valid driver's license required.

Job Conditions:

Exposure outdoor elements, elevations of up to 50 feet, moderately physically demanding. Extensive driving. Flexible working hours.

Job Requirements:

Completion of high school or equivalent required. An approved accredited post secondary vocational or technical school diploma in related field is preferred.

Minimum of Two years' experience in commercial and residential roofing with at least One year in roofing supervision and One year of performing commercial and residential roofing inspections/reports. Excellent written and oral communication skills.

Proficiency in personal computer database programs such as Word, Quickbooks, Excel and Outlook. Must be able to create database queries and generate professional reports from database.

Proficiency and experience in writing roofing specifications per 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 30 feet.

Non-Compete and Employee agreement.

Valid drivers' license for the State of Florida.

Bilingual in Spanish preferred but not required.

Workplace attire required:

Blue or black pants.

Work boots with good grip/soles.

Safety gear as needed.

Physical Requirements:

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 60 lbs or more.

Exert Flexibility--The ability to bend, stretch, twist, or reach with your body, arms, and/or 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 (as in jumping or sprinting), or to throw an object.

Manual Dexterity --The ability to quickly move 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.

Handing and Moving Objects-- Using hands and arms in Handling, installing, positioning, and moving materials and manipulating things.

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

Job Duties:

Generate new and repeat sales by providing products and technical information in a timely manner. Minimum sales required, TBD.

Determine customer requirements and expectations to recommend specific products and solutions. Recommend alternate products based on cost, availability or specifications.

Provide accurate information regarding availability of in-stock items.

Obtain accurate information from vendors relating to shipment dates and expected date of delivery.

Proactively recommend items needed by customers to increase customer satisfaction and improve transaction profitability.

Increase sales and average order size by means of cross-selling, up-selling, add-on sales and offering promotional sale items.

Educate customers about terminology, features and benefits of products to improve product related sales and customer satisfaction.

Contact customers following sales to ensure ongoing customer satisfaction and resolve any complaint.

Remain current on consumer preferences, changes in local codes and product developments by attending sales meetings, vendor training and trade shows, or reading trade journals.

Maintain proficiency in using personal computer, data entry terminal and other common office equipment and software.

Rely on instruction, company policies and procedures to perform the functions of the job

Present a professional image always.

Analyzes technical problems with roofs, and buildings and makes decisions on how best to accomplish the work.

Attends staff meetings with the director to review problem areas, budget matters, review progress of jobs.

Ensures that all carpentry and roofing work meets the requirements of the Florida State Building code by supervising, reviewing, and controlling all carpentry and roofing projects in process at Affordable Roofing by John Cadwell Inc.

Reads, understands and interprets blueprints 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.

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

Wages:

Salary paid weekly.

Commission and bonuses available, see below.

Two weeks of paid on the job training to start.

Other Items provided:

Company truck with gas card for business use (mileage uses limited to 400 miles per week)

Ladder provided for business use.

3 Company shirts

Phone for business use

Laptop for business use

Marketing materials and Product Binder with product samples.

Commission:

% for hot lead (leads provided by employee)

% for cold leads (leads provided by company)

Bonuses:

Benefits:

Access to a comprehensive healthcare plan that includes medical, vision and dental plans

401(k) Savings Plan

Holiday Pay

Career Development Programs and Training

Opportunity to participate in community charitable events