



Job Description: Roofing Foreman

Rev July 7, 2010

The Foreman reports to a Roofing Manger. A Foreman is primarily charged with maintaining their assigned construction vehicle in a state of readiness, supervising the Roofing Crew and reporting jobsite information. The Roofing Foreman must be proficient in all aspects of the Roofing Crew Job Description. The work week is targeted at 40 hours: however it is not uncommon for the work week to exceed 60 hours or for individual work days to exceed 12 hours. The expectation is that the individual who takes on this position is flexible enough to comply with these potentially diverse hours of construction.

Responsibilities:

1. Safety: Read, understand, and be intimately familiar with the American Solar Electric Injury and Illness Prevention Program (IIPP) and any updates. Perform job duties in accordance with the IIPP. Enforce the IIPP at all times.
2. Read, understand, and be intimately familiar with the American Solar Electric Employee Handbook and any updates.
3. Perform all roofing tasks per TRI or Manufacturers installation guidelines or the Sanctioned ASE Installation Procedures as read from the ASE Construction Handbook
4. Review customer construction file and work with the Roof Manager to plan the course of construction for each job.
5. Coordinate all job sites task and safety requirements with PV Supervisor upon arrival to job sites daily.
6. Direct the Roofing Crew to stay effectively and efficiently on task – Lead, challenge, and motivate your team.
7. Reporting: All required reports are to be completed neatly and accurately. Upon completion of a job return Project Field Folder with complete Job Sheet and Project Acceptance checklist to the Roofing Manager. Expense reports to be completed weekly according to company policy.
8. Upon completion of each day's work, make sure job site is fully cleaned and that all work meets workmanship standards. Check in with the Roofing Manager and property owner (if available) prior to departure.
9. Security: Remove all visible valuable materials and tools from the truck at the end of each day and completely lock down your vehicle.
10. Keep your vehicle stocked per the 'Heavy Construction Vehicle Stock List', cleaned and ready for work at all times.
11. Evaluate performance of the Roofing Crew and report to Roofing Manager and Director of Roofing Operations any workmanship or teamwork issues.



Qualifications:

Solid writing skills are required; Solid reading comprehension skills are required; Strong interpersonal skills are required; Strong organizational skills are required; Supervisory experience is preferred; A broad comprehensive and fundamental knowledge of all residential roof systems is required; A high level of dexterity, balance, and coordination is required; the ability to withstand extreme temperatures in the work environment is required; clean driving record is required; Ability to lift a minimum of 70 lbs is required; Strong knowledge of current roofing code requirements.

Opportunities for advancement:

The American Solar Electric Construction Management Group has specific guidelines in place for advancement within the organization. Performance reviews and successful completion of coursework assist the employee in realizing promotion and compensation increases. See HR Manager for details.