



# Position Data Sheet: Labor

**Reports to:** Foreman

**Job Description:** The job duties of a roofing laborer vary. They may include cleaning and preparing a job site, loading and delivering materials, and using a variety of tools and machines such as forklifts, lifts, power drills, grinders, hand tools and pressure washers. Laborers set up and take down ladders, safety railing and barriers.

At road construction sites, roofing laborers may control traffic. They set up markers, cones and barricades and may flag vehicles to control the flow of traffic.

**Requirements:** A roofing laborers must have physical strength, hand-eye coordination, and endurance. Laborers must also be able to concentrate on their tasks. The ability to understand and communicate information is also essential. Some tools and machines are computerized, requiring technical knowledge to use. Computer skills, estimating skills, and the ability to communicate in both English and Spanish can help general laborers advance in their profession.

There are no minimum educational requirements to be a general laborer, but laborers who have specialized skills have the best opportunities. Those who serve a formal apprenticeship must generally be at least 18 years old and have a high school diploma or its equivalent. An informal apprenticeship, consisting of on-the-job training and learning from more experienced contractors, is a common way for general laborers to learn their job.

High school classes in general shop, welding, mechanical drawing, blueprint reading, physics, and mathematics are helpful.

## **Specific Duties / Responsibilities:**

- Show up on time for all scheduled work or training
- Learn from all coaching, training, evaluation and feedback
- Proper installation of all new roofing systems exactly as specified
- Maintain good customer relations, even in difficult situations
- Responsible for company issued equipment

## **Other Duties:**

- Available to respond 24/7 to emergencies
- Perform all other duties assigned

**Physical and Mental Requirements:**

- Need to withstand demands of extreme weather conditions, cold, heat and wind.
- Physically fit and of sound mind
- Ability to pass initial and random drug testing

**Key Evaluation Criteria:**

- Safety – compliance record
- Quality – pass company and manufacture inspections
- Planning – Learns job roles and performs duties as assigned
- Productivity – job assignments completed on time or ahead of schedule

**Prerequisites:**

## Essential

- English fluency
- General knowledge of roofing systems
- Experience in managing employees, good people skills / communication skills
- Valid driver's license
- OSHA 10-hour card
- Ability to read and interpret specifications and drawings
- Solid math and writing skills
- Able to use computers, phones, and other relevant technology
- Cost consciousness understands budgeting and implications to jobs

## Preferred

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

**Possible next position:** Apprentice Roofer

**Orientation:**

- Meeting with President
- Review Company Policy
- Safety / Management Training
- Review Laborers Position Description

**Salary Range:** \$12.00 – \$16.00

**Hours of Work:** 40 hours per week plus

**Employee Review:** After 90 days, then annually

**Starting Salary:** \$12.00

**Date of Hire:** \_\_\_\_\_

**HR representative (signature)** \_\_\_\_\_

**Employee Address:** \_\_\_\_\_

**City, State, ZIP** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_