



Position Data Sheet: Lead Roofer

Reports to: Foreman

Job Description: Performs roofing and repairs of various types of roofs, and provides on-site leadership to other roofers

Specific Duties / Responsibilities:

- Inspects roofs; determines repairs needed and estimates jobs.
- Monitors work of contractors and inspects completed jobs.
- Installs new roofs to include shingle, built-up, and Ethylene Propylene Diene Monomer (EPDM) systems.
- Repairs all types of roofing systems.
- Supervises the work of employees in supporting roles, including assigning workload and monitoring employee performance.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Prepares written reports.
- Performs miscellaneous job-related duties as assigned.

Other Duties:

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

Requirements:

- Have a high school diploma or GED; at least 3 years of experience directly related to the duties and responsibilities specified.
- Valid Wyoming Drivers License
- OSHA 10 hr
- OSAH 30 hr

Knowledge, Skills and Abilities:

- Ability to inspect structures to determine repair needs.
- Ability to perform inspections and/or approve installations.
- Ability to install roofing materials and adhesives.
- Ability to follow detailed instructions on the use of appropriate tools and applications techniques.
- Ability to lead, train and mentor staff and/or students.
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to foster a cooperative work environment.

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
- Valid driver's license
- Solid math and writing skills
- Able to use computers, phones, and other relevant technology
- Cost consciousness understands budgeting and implications to jobs

Possible next position: Lead Roofer/Mentor/Foremen

Orientation:

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

Salary Range: \$22.00 – \$25.00

Hours of Work: 40 hours per week plus

Employee Review: After 90 days, then annually

Starting Salary: \$22.00

Date of Hire:

HR representative (signature) _____

Employee Address: _____

City, State, ZIP _____

Phone: _____

Print Name _____

SIGNATURE _____ **DATE** _____