



**TITLE:** Foreman - Roofing

**JOB SUMMARY:** A Foreman provides day to day supervision of on-site re-roofing activities, usually on one jobsite a time. A Foreman leads subcontracted labor, creates daily and weekly objectives or game plans, and ensures Wolf Construction Services delivers the highest level of service to our clients. A Foreman represents Wolf Construction in the field to customers, subcontractors, vendors, employees, and other trades.

**REPORTING:**

- Reports to: Roofing Manager
- Direct Reports: Tradesman and/or Laborers

**KEY PERFORMANCE INDICATORS:**

- Customer Service
- Estimated Roofing COGS vs. Actual Roofing COGS
- Schedule

**JOB COMPETENCIES:**

- Production Management
- Planning / Scheduling
- Quality Assurance
- Relationship Management

**DUTIES & RESPONSIBILITIES:**

- Provides knowledge and expertise of the scope of work to subcontractors
- Provides leadership and decision making to on-site Wolf employees and/or sub crews that directly impacts and influences overall project performance (Schedule, man hours, and budget)
- Actively works with tool bags on completing Wolf scope of work and would be considered an expert at their craft
- Coordinates our work activities and expectations with our customer's
- Coordinates pick up, deliveries, and emptying of dump wagons
- Coordinates materials on jobsites, including organizing and tracking of return items
- Completes, or oversees the completion of punch lists and inspection reports on a routine basis using checklists
- Holds subcontractors to high standards of quality and production, including efficient usage of materials
- Enforces safety guidelines on jobsites as set forth by Wolf Construction
- Enforces all Wolf Construction policies and procedures to employees and subs
- Serves as a competent person based on OSHA definitions
- Assists in the training of crew leads, carpenters, and laborers
- Responsible for the care and treatment of Wolf Construction tools and equipment

**SKILLS & CERTIFICATIONS:**

- Ability to use hand tools such as hammer, cat's paw, pry bar, speed square, utility knife, and chalk line
- Ability to read tape measure to the nearest inch, half inch, quarter inch, and one-eighth inch marks (one-sixteenth and thirty-second inch marks for trim carpenters)
- Ability to climb ladders, both extension and step
- Able to work from heights, such as scaffolding, forklifts equipped with baskets, and on multiple story buildings
- Able to perform basic construction, demolition, and cleanup
- Holds OSHA 10 Certification
- Holds HAZCOM Certification
- Holds Forklift Operator Certification
- Holds Aerial Boom Certification
- First Aid / CPR Certification



- Blood Bourne Pathogen Certification

#### **ROOFING SPECIFIC**

- Able to perform basic roofing operations
- Can identify the major parts of a typical shingle roof: decking, underlayment, shingles, starter, ridge cap, box and ridge vent, gutter apron, drip edge, pipe flashings, headwall flashing, and step flashing
- Able to read and understand blueprints, drawings, specifications, and layouts
- Knowledge and understanding of steep pitch roofing procedures
- Ability to drive, haul, and back up dump wagons into projects, driveways, and landfills
- Ability to tear out and replace roof sheathing
- Ability to replace pipe boot flashings
- Ability to make minor roofing repairs and replace missing shingles

#### **PRIVILEGES & AUTHORIZATIONS:**

- Assigned company vehicle and fuel card (allocated for work use and reasonable amount of personal use)
- Company provided cell phone or reimbursement
- Needs approval to take tools from tool cage
- Authorized to make purchases with pre-approval from supervisor
- Authorized to schedule material deliveries

#### **WORKING CONDITIONS:**

- 80% of time is spent working at job sites or traveling. Some driving is required. Valid driver's license is required.
- Environmental /Sensory: The Foreman must work outside in all different weather conditions including extreme cold and extreme heat. The Foreman may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and /or toxic substances and must take necessary precautions to protect eyes, nose and skin irritation and infection.
- Mental: (conditions that may lead to mental or emotional fatigue) The Foreman must complete assigned tasks in a timely manner. He/she must be able to effectively deal with the public in a courteous and respectful manner.

#### **PHYSICAL:**

- Job is physically strenuous and demanding.
- Job requires bending, stretching and twisting.
- Job involves lifting, pulling, and managing heavy equipment and objects.
- Job requires ability to perform tasks on all areas and aspects of construction project.
- Job requires ability to climb ladders for heights of up to 60 feet, and crawl for distances of 50 feet.
- Job requires ability to work with tools, lumber, and materials.
- Job requires ability to lift and manipulate objects of up to 80 lbs. for 50 feet is required.

#### **HAZARDS:**

- Normal hazards associated with construction environment.

#### **COMPENSATION:**

- Hourly (\$20.00 - \$30.00/hr) (commensurate with experience)
- Paid Time Off Program
- 401k – available after eligibility requirements are met, including match
- Health Insurance - Standard Rate
- Dental and/or Vision Insurance – Payroll deduct
- Life Insurance – Base policy w/ option to payroll deduct additional amounts



I understand and accept the components of the job description listed above as my primary role at Wolf Construction. I realize that additional duties may be added. I also understand that my performance will be evaluated based primarily on this job description.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date