

Title: **Site Foreman**  
Reports to: **Area Installation Manager**  
Department: **Production**

Revision Date: **09/05/16**  
FLSA Status:  **Exempt**  **Non-Exempt**  
Work Status:  **Full-time**  **Part-time**

## **JOB SUMMARY**

The Site Foreman is responsible for:

- 1) Overseeing job progress and ensuring that work is carried out in conformance with the Subcontract Agreement between StormForce and its Subcontractor;
- 2) Managing, ordering, and attending to the building material needs for the project;
- 3) Maintaining the job schedule and project timelines;
- 4) Performing estimates and cost analysis for the purposes of meeting customer expectations; and
- 5) Examining the installation in order to ensure that work meets or exceeds all applicable building codes.

The Site Foreman is **NOT** responsible for:

- 1) Inspecting, monitoring, disciplining, and/or educating the Subcontractor's employees for the purposes of safety and health compliance;
- 2) Training any Subcontractor's employees for safety and health compliance;
- 3) Providing, purchasing, and/or maintaining any safety equipment for Subcontractor's employees; and
- 4) Visiting the project to document, inspect, and/or audit any of the Subcontractor's employees for safety and health purposes.

*\*\*\*Please note that Site Foreman should recognize when a Subcontractor's employee is engaged in work which is dangerous and could result in death or serious injury. It is certainly not StormForce's policy to ignore this type of behavior. If a Site Foreman witnesses a Subcontractor's employee working in violation of OSHA rules, the Site Foreman will contact the Subcontractor's home office and notify the company director of this conduct.\*\*\**

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

- *Establish themselves as the StormForce Point of Contact with the customer and the Subcontractor upon inception of the project.*
- *Act as the "Goodwill Ambassador" for StormForce and focus on ensuring customers have a "WOW" experience.*
- *The Site Foreman shall direct Subcontractors on matters relating only to scheduling, material needs, estimation purposes, and Building Code compliance.*
- *The Site Foreman shall direct Subcontractors on matters relating to safety and health compliance. The Site Foreman has no authority to discipline, train, or educate employees who are not directly employed by StormForce.*
- *Maintain thorough knowledge of the processes, equipment, and construction regulations regarding roofing.*
- *Verify the install process and ensure that all technical specifications regarding fastening and waste are followed exactly according to established procedures.*
- *Take pictures of the material loads and of the home before, during and after the reroof process as outlined in the procedure manual.*
- *Diligently follow Site Foreman Checklists while the installation is in process with no deviation being allowed.*
- *Manage the availability of needed materials during the job.*
- *Secure needed materials when there are shortages or unexpected damages uncovered.*
- *Troubleshoot and resolve issues as they arise to ensure timely and cost effective completion of project.*
- *Provide for the return of ALL LEFT OVER materials to the supplier and secure a credit memo.*
- *Obtain the customer sign off on the Quality Control Checklist.*
- *Submit timely records of work performed and other necessary reports.*
- *Pick up the final payment from the Homeowner and route it to the main office.*
- *Participate in staff meetings as necessary.*
- *Performs other related duties as required and assigned.*

## **JOB REQUIREMENTS**

### **Skills, Abilities & Competencies:**

- Bilingual in Spanish is Strongly Preferred
- Strong oral and written communication as well as excellent interpersonal skills are necessary
- Must be detail oriented including the ability to manage multiple projects at one time
- Familiarity with residential required foot structures and roofing procedures is required
- Must be computer literate
- Strong ethical conduct, problem solving skills, and time management.

### **Education & Experience:**

- Minimum of a high school diploma or equivalent is required.
- Four or more years of construction supervisor experience is preferred.
- Specialized training in roofing is preferred.

### **PHYSICAL DEMANDS**

While performing the essential functions of this job, the employee is occasionally required to stand, walk, sit, reach with hands and arms over their head, stoop, kneel, crouch, climb, talk and hear. Employee must have excellent balance and be able to climb a ladder and walk around a roof. The employee must regularly lift and/or move up to 75 pounds and be able to work at heights. Specific vision abilities required by the job include close, distance, and peripheral vision, depth perception and the ability to adjust focus. Employee will be working in a variety of environmental conditions including extremes of temperature, humidity and precipitation.