

POSITION OBJECTIVE Plans, leads and coordinates all field activities either multiple projects, including scheduling, vendors, equipment, products, materials, meetings, collaboration, coordination, and safety. This position may report to either the Operations Manager or Senior Project Manager.

Essential Functions & Responsibilities:

- Contributes to the development of a thoughtful project pre-plan.
 - Manage Field install crews
 - Manage project manager
 - Dispatch of Roofing Install crews daily
 - Coordinate and scheduling of Subcontractor trades required for project.
 - Take the lead for the development of the schedule with all vendors, suppliers, building code agencies, and management team.
 - Coordinates between project management, field engineering, estimating, subcontractors, suppliers, inspectors, and client to ensure construction complies with plans and specifications and company quality standards.
 - Create, maintain, and monitor a 3 week look ahead schedule
 - Facilitates discovery and correction of contract document errors and omissions, and problem solving.
 - Plans the sequencing of work and determines manpower levels, material quantities and equipment requirements.
 - Takes lead on productivity issues and monitors work performance and efficiency of company employees and subcontractors to ensure project plans and schedule are followed and project is executed effectively.
 - Ensure compliance with all internal and external record keeping requirements, with particular emphasis on accurately reflecting hours worked and proper coding of activities performed on time cards.
 - Record all jobsite activities in our cloud based project management software, DATA FORMA
 - Advise senior level management of potential problems, work interference, or schedule difficulties, while assisting in circumventing/resolving such conflicts.
 - Responsible for all job site safety issues and concerns. Ensure implementation of or adherence to current safety programs and any recommendations made by the Safety Committee.
 - Creates safety awareness throughout the job site and maintains OSHA required records.
 - Maintains logs and documentation of trainings, inspections, injuries and illnesses, and other safety records.
 - Responsible for continuously expanding and updating professional knowledge and training skills in order to enhance individual and team innovation and productivity.
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- Skills, Knowledge, Qualifications and Experience:
 - Minimum 5 years of roofing experience with a minimum of 3 years in a leadership capacity. Ability to lead and evaluate craft performance is essential.
 - Advanced knowledge of various roofing disciplines, safety regulations, scheduling, cost control, quality control, engineering drawings and other documents.
 - Must have a thorough understanding of specs and plan reading.

- Must have a valid drivers license.
- Must have transportation to work sites.
- Working knowledge of company's computer system and software necessary.
- Bilingual