HUMAN RESOURCES DEPARTMENT

performance management | Ft. lauderdale, fl

**ROOFING CONSTRUCTION MANAGER**

position profile



Table of Contents

JOB CLASSIFICATION INFORMATION 1

JOB DESCRIPTION2

Company Value Proposition2.1

Position Value Proposition2.2

Targeted Achievements2.3

Job Responsibilities2.4

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES2.5

Education 2.5.1

Experience2.5.2

Knowledge, Skills, & Abilities2.5.3

Working Conditions, Environment, Special Requirements2.5.4

GENERAL COMMITMENT FOR ALL EMPLOYEES3

SUCCESS FACTORS4

Key Results Area [KRAs]4.1

Key Performance Indicators [KPIs]4.2

COMPETENCIES4.3

Behavioral [Soft]4.3.1 Technical [Hard]4.3.2

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| **JOB CLASSIFICATION INFORMATON [Internal Use Only]** |
| Position Classification Title: | Roofing Construction Manager |
| Position Level: | Manager |
| Division: | Advanced Roofing |
| Department: | Production |
| Reports to Title: | VP OF SFL Roofing |
| FLSA Status: | Exempt |
| Pay Band: | TBD |
| EEO Code: | First/Mid-Level Officials/Managers |
| Affirmative Action Code: | Mgmt2 |
| Employment Screening Requirements: | Drug, background, DL, VOE |
| Revised Date: | 07/07/2021 |

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| **JOB DESCRIPTION** |
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| **Company Value Proposition** |
| Advanced Roofing, established in 1983, is the largest commercial roof and specialty contractor in Florida, and the 10th largest in the country. The business has consistently experienced year over year growth, driven by its reputation for top-quality work and exceptional and professional customer service.  |
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| **Position Summary** |
| The Roofing Construction Manager manages field personnel and oversees safety, production, subcontractors, material, and quality control of all projects, while continuing to reinforce professional solutions on time, on budget. |
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| **Job Responsibilities** |
| Construction Management* Review estimator proposals for accuracy
* Review Construction drawings for constructability, planning and forecasting.
* Monitor jobs daily
* Oversee construction effort to ensure project is constructed in accordance with design, budget and schedule. Includes interfacing with client representatives, A/E representatives, subcontractors, security, etc.
* Plan, coordinate and/or supervise activities of all company personnel on assigned project(s)
* Ensure all company, client, and project policies, procedures, standards, etc., are adhered to
* Maintain official project log and documentation files including daily reports, equipment utilizations reports, photograph logs.
* Assist with implementation/interpretation of safety programs
* Provide direction to planning, scheduling, and engineering functions as required
* Perform additional assignments per supervisor’s direction
* Organize job schedules
* Purchasing and tracking of materials as needed for continuous operation of project.
* Order on site testing from engineering services per project demands.
* Schedule meetings with clients and subcontractors
* Recruit qualified employees for company and forecast labor needs to operations managers at least two weeks in advance.
* Ensure timesheets are filled out daily and correctly
* Work with crews to maintain and improve moral
* Schedule and complete employee evaluations yearly
* Work with crews and property managers/consultants/condo boards to complete and turn in bonus paperwork
* Enforce company policies and standards

Production* Meet with foreman for crew selection and set production goals before job start
* Manage construction schedule for projects and employees
* Monitor and secure material on jobs daily
* Monitor production on all jobs to ensure budgets are met (or beat) daily
* Meet with other trades to ensure job flow daily
* Monitor quality through field inspections/customer feedback.
* Oversee that rough and final inspections are called in and pass
* Manage subcontractors for safety, QA/QC and production goals in line with ARI Schedules.

Material/Equipment* Order material for daily material needs
* Negotiate and purchase large orders
* Secure long lead time items to ensure delivery so job and workflow are not interrupted
* Schedule and coordinate deliveries and cranes for large jobs
* Ensure all materials on jobs daily
* Ensure all crews have equipment necessary to complete jobs daily
* Schedule and coordinate cranes and material deliveries
 |
| **REQUIRED KNOWLEDGE, SKILLS, & ABILITIES** |
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| **Education**  |
| * High school degree or equivalent preferred
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| **Experience** |
| * Minimum 5 years of commercial roofing construction management experience
* Must have experience managing employees
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| **Knowledge, Skills, & Abilities** |
| * Minimum 18 years of age
* Successful background investigation
* Successful pre-employment drug test
* Excellent communication, presentation and follow up skills required
* Strong communication and interpersonal skills
* Proven ability to work in a fast-paced environment
* A strong work ethic and a high level of self-motivation
* Ability to work independently while contributing to a team environment
* Participate in local community, non-profit, or governmental activities/organizations for both company business development and personal improvement.
 |
| **Working Conditions | Environment | Special Requirements** |
| * Ability to work in a safe professional manner adhering to all regulatory requirements including, OSHA, State and Federal regulations.
* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.
* Employees will be subject to the random drug and alcohol testing upon reasonable suspicion or any other regulatory requirement.
* Must be able to work in a dog friendly environment
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| **GENERAL COMMITEMENT FOR ALL EMPLOYEES** |
| • Commitment to Company values and complies with Company norms, policies, directives, and procedures. • Follows all safety procedures and protocols.• Honors and protects confidential and proprietary documents and information. • Satisfies work schedule requirements.* The job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities required to be performed by the employee. Performs all other duties as assigned.

• We are an equal opportunity employer of protected veterans and individuals with disabilities.EC13006050 CVC56792 |

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| **SUCCESS FACTORS** |
| **Key Results Area [KRAs]** |
| **Accountabilities** | **Metrics** |
| Policies and Standards | * Reviews and enforces all ARI policies and standards and ensures all are current and compliant. Submits accurate time spent on each project via Hour Tracker
 |
| Project Proposal Review | * Meets as required when requested by estimators and provides input on estimate and schedule.
 |
| Pre-Project Review (Internal) | * For each project, reviews and agrees to the scope, design, materials, budget and set the schedule and foreman in charge of project.
 |
| Pre-Con with Owner | * Utilizes a checklist to follow a proven workflow; Achieves 100% customer satisfaction on the survey on the end of the project. Establishing communication workflow of who is assigned which tasks
 |
| Material Tracking | * Reviews PO, releases PO with enough time to receive for projected start date, only releases what is needed, and tracking what additional items are needed and getting it ordered with enough lead time instead of the day before the project is going to be completed.
 |
| Budget Tracker | * Update / Review the Online Budget Tracker daily, to insure an accurate snapshot of progress for each “in-house” project.
 |
| Foreman Training | * Responsible for the proper training of Foreman as it pertains to manufacturer details, and correct “night tie-in” procedures in order to help maintain a leak free roof during the re-roofing process.
 |
| Construction Schedule | * Conducts weekly review with Operations Manager on timing and accuracy of the forecasts. Communicate progress to customer and have 0 LD's. Identify schedule slippage and build in recovery plan to meet/hold schedule. Notify Operations manager of slippage and recovery plan
 |
| Subcontractor Mgmt | * Manages selection and scheduling of subcontractors according to budget and schedule. Ensures insurance compliance is 100%. Ensures daily progress reports are filled out.
 |
| Quality | * Ensures quality meets industry standards and Advanced's standards. Meets all manufacturer and code requirements. Utilizing daily photos and daily progress reports to document progress and quality of workmanship. Distribute weekly photos once a week
 |
| Permitting/Inspections | * Ensures that all inspections/permitting/progress testing(manufacturer/owner/AHJ/Advanced) are completed within 48 hours of due/requested date.
 |
| Industry Trends | * Attends at least 10 trade shows/networking events/manufacturing per year.
 |
| Employee Mgmt | * Manages selection and scheduling of employees according to budget and schedule. Schedule and crews are set every Friday to execute efficiently the following week. Employee Count is adequately staffed. Overtime is 5% unless approved
 |
| Construction Supervision | * Manages daily progress and budget. Maintain job costs within budget and review weekly report for large changes and report to supervisor with recommend action plan. Conducts a job closeout review at the end of each project to review budget targets and final gross margin. # of repairs needed after the project.
 |
| OSHA and Safety | * Conduct daily safety toolbox talk meetings. 100% compliant with OSHA and Safety Program. Conforms with site specific plan that meets OSHA, Owner ARI and any other safety requirement
 |
| Project Close-Out | * All items are checked on punch list and customer satisfaction survey is reviewed. Punch list items are completed within 7 business days
 |
| Warranty | * Immediate response to all warranty reports within 24 hours and documented response with recommended action
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| **Key Performance Indicators [KPIs]** |
| **Accountabilities** | **Metrics** | **Reporting Rhythm** |
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| **COMPETENCY LEVELS** |
| **[5] Expert:** Recognized Authority **[4] Advanced:** Applied Theory **[3] Intermediate:** Practical Application**[2] Novice:** Limited Experience **[1] Fundamental:** Basic Knowledge **[0] Unskilled:** No evidence |
| **COMPETENCIES** |
| **Behavioral Competencies [Soft]** |
| **Category** | **Competency** | **Description** | **Level**  |
| **Intellectual** | **Aptitude** | Ability to acquire understanding & absorb information rapidly. A quick study.  A clear and agile thinker; quick on their feet.  Handles objections quickly and effectively. |  |
| **Intellectual** | **Analysis Skills** | Identifies significant problems & opportunities. Analyzes problems and people in depth. Sorts the wheat from the chaff, determining root cause. |  |
| **Intellectual** | **Judgment/Decision Making** | Consistent logic, rationality & objectivity in decision making. Neither indecisive nor hip-shooter. |  |
| **Intellectual** | **Conceptual Ability** | Deals effectively with not just concrete, tangible issues but with abstract, conceptual matters. |  |
| **Intellectual** | **Creativity** | Generates new approaches to problems or innovations to established best practices. Shows imagination. |  |
| **Intellectual** | **Business Acumen** | Determines opportunities & threats through comprehensive analysis of current & future trends. Comprehends the big picture. |  |
| **Intellectual** | **Pragmatism** | Generates sensible, realistic, practical solutions to problems. |  |
| **Intellectual** | **Risk Taking/Risk Averse** | Generates new approaches to problems or innovations to established best practices. Shows imagination. |  |
| **Intellectual** | **Leading Edge** | Constantly benchmarks best practices & expects others to do same. |  |
| **Intellectual** | **Education** | Meets formal & informal educational requirements.  Exhibits continuous learning. |  |
| **Intellectual** | **Experience** | Job Specific |  |
| **Intellectual** | **Track Record** | Successful career history of meeting or exceeding performance expectations.  Generally earns performance ratings of “excellent”. |  |
| **Personal** | **Integrity** | Iron clad. Does not ethically cut corners. Earns trust of co-workers. Puts organization above self-interests. |  |
| **Personal** | **Resourcefulness/Initiative** | Passionately finds ways over, around, or through barriers to success. Achieves results despite lack of resources. Goes beyond the call of duty. |  |
| **Personal** | **Organization and Planning** | Plans, organizes, & schedules in efficient, organized manner. Focuses on key priorities. |  |
| **Personal** | **Excellence** | Sets high stretch standards of performance for self and others. Low tolerance for mediocrity. High sense of responsibility. |  |
| **Personal** | **Independence** | Able to deliver results without a lot of direction from a boss.  Versatile. |  |
| **Personal** | **Self-awareness/Feedback** | Recognizes own strengths & weaknesses. Not defensive. Does not rationalize mistakes or blame others. Uses feedback mechanisms. |  |
| **Personal** | **Adaptability** | Not rigid. Copes effectively with complexity and change. Resilient.  Does not take “no” personally. |  |
| **Interpersonal** | **First Impression** | Professional in demeanor. Creates favorable first impression – body, language, eye contact, posture, etc. |  |
| **Interpersonal** | **Likability** | Puts people at ease. Shows Emotional Intelligence. Warm, sensitive, compassionate. Not arrogant. Friendly, sense of humor, genuine. |  |
| **Interpersonal** | **Listening** | Tunes in accurately to opinions, feelings, and needs of people. Empathetic. Patient. Let’s others speak. Listens actively. |  |
| **Interpersonal** | **Customer Focus** | Monitors client satisfaction (internal or external). Establishes partner relationship with clients. Visible & accessible to clients. |  |
| **Interpersonal** | **Team Player** | Reaches out to peers. Overcomes we-they. Approachable. Does what is best for company. |  |
| **Interpersonal** | **Assertiveness** | Takes forceful stand on issues without being excessively abrasive.  Tactfully keeps prospects focused on key points and priorities. |  |
| **Interpersonal** | **Communication Oral** | Communicates well one on one, in small groups and public speaking. Fluent, quick on feet, command of language. Keeps people informed. |  |
| **Interpersonal** | **Communication Written** | Writes clear, precise, well-organized documents using appropriate vocabulary, grammar & word usage. |  |
| **Interpersonal** | **Political Savvy** | Aware of political factors and hidden agendas, and acts effectively with that awareness.  Can effectively influence all parties in a complex selling situation. |  |
| **Interpersonal** | **Negotiation Skills** | Achieves favorable outcomes in win/win negotiations. |  |
| **Interpersonal** | **Persuasion** | Persuasive in selling a vision. Convincing. |  |
| **Management** | **Selecting A Players** | Topgrades through effective recruiting & selecting at least 90% A players. |  |
| **Management** | **Training/Development****/Coaching** | Actively & successfully trains people. Coaches & develops for promotion into positions where they succeed. People builder. |  |
| **Management** | **Goal Setting** | Sets fair stretch goals for self & others. Encourages individual initiative. |  |
| **Management** | **Empowerment** | Pushes decision making down to lowest level. Provides authority & resources to subordinates. |  |
| **Management** | **Performance Management** | Fosters high level of accountability through fair, hard hitting performance management system. Free with deserved praise & recognition. Constructive in criticism. Provides frequent feedback. |  |
| **Management** | **Redeploying B/C Players (Underperformers)** | Effectively defines and addresses subpar performance and the applies changes necessary in timely manner. |  |
| **Management** | **Team Builder** | Achieves cohesive, effective team spirit with staff. Treats staff fairly. Shares credit. |  |
| **Management** | **Diversity** | Topgrades with diversity. |  |
| **Management** | **Running Meetings** | Demonstrates ability to organize & run effective meetings. |  |
| **Leadership** | **Vision** | Provides clear, credible vision and strategy. |  |
| **Leadership** | **Change Leadership** | Actively intervenes to create & energize positive change. Leads by example. |  |
| **Leadership** | **Inspiring Followership** | Inspires people to follow lead. Minimizes intimidation. Takes charge. Motivates by pushing appropriate hot buttons of individuals. |  |
| **Leadership** | **Conflict Management** | Understands natural forces of conflict and acts to prevent or soften them. Effectively works through conflicts to optimize outcome. Does not suppress, ignore or deny conflicts. |  |
| **Motivation** | **Energy/Drive** | Exhibits energy, strong desire to achieve, high dedication level. |  |
| **Motivation** | **Enthusiasm/Passion** | Exhibits dynamism, excitement, and a positive can do attitude. |  |
| **Motivation** | **Ambition** | Desires to grow in responsibility & authority. |  |
| **Motivation** | **Compatibility of Needs** | Needs that are consistent with opportunities in foreseeable future. |  |
| **Motivation** | **Balance in Life** | Achieves sufficient balance among work, wellness, relationships, community involvement, professional associations, friendships, hobbies & interests. | 3 |
| **Motivation** | **Tenacity** | Consistent reward of passionately striving to achieve results. Conveys strong need to win. Reputation for not giving up. | 5 |
| **Technical Competencies [Hard]** |
| **Competency** | **Description** | **Level** |
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**RECEIPT & REVIEW ACKNOWLEDGEMENT PAGE**

***Please read the role requirements and success factors outlined on the Job Description carefully to ensure that you understand what is required of you to achieve success in this role.***

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| **Compliance** |
| Every Advanced employee is required to review and acknowledge their understanding of the Company Handbook and Ethics Policy. Advanced requires every employee to conduct our Company’s business using good judgment and the highest ethical standards. Employees are held accountable for working within the parameters of our written Policies and Procedures. Advanced employees are required to demonstrate vigilance with respect to our Safety practices while promoting profitability by reducing waste and carelessness within their scope of responsibility. Our employee’s commitment to demonstrating ethical behavior consistently helps Advance prosper by earning the trust and respect of our customers, suppliers, shareholders, competitors, and the community. Due to potential contact with confidential and proprietary information, all ARI employees sign and are bound by a Confidentiality Agreement. Employees understand and agree to maintain all matters pertaining to Advanced’s business and its business partners, in strict confidence. |
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| **Acknowledgement** |
| The above Job Description covers the principal accountabilities of the job. The Job Description shall not, however, be construed as a complete listing of all miscellaneous, incidental, or similar duties which may be required from day to day. I acknowledge that I have received and read the content and expectations outlined on the job description. I hold myself accountable for meeting and/or exceeding the success factors outlined under the Success Factors section of the document and understand that the Company reserves the right to update this job description to meet the demands of the business. It is understood that if significant changes are applied, all changes will supersede or eliminate those found in this job description and the employee and direct manager will review all applicable changes and identify additional development, compensation and/or resource requirements necessary to meet or exceed the updated expectations for the role. I understand that if I have questions, at any time, regarding the [Enter Policy Title Here], I will consult with a representative of the Human Resources department. |

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| Employee Printed Name: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Employee Signature: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Date: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |