Job Title: **Superintendent**  FLSA Status: Exempt

Reports to: Operations Manager and/or Vice President of Operations

Salary: Ranges from $52,000 to $100,000 annually

JOB SUMMARY

This position is responsible for managing a crew of 6 to 10 members to install a new roofing system per plans and specifications and according to the manufacturer’s requirements in a safe manner. The person in this position also manages all aspects of roofing projects.

ESSENTIAL JOB FUNCTIONS, DUTIES, RESPONSIBILITIES

* Manage manpower, materials and hours
* Compare actual job cost to budgeted job cost
* Attend job site meetings
* Problem solving
* Job inventory control
* Communicate with end user and production team
* Read and understand plans and specification
* Order materials
* Complete and submit daily reports
* Complete as-built drawings upon completion of project
* Monitor/manage RFIs and change orders
* Plan and complete 2-week look ahead reports
* Scheduling
* Final quality control
* Make the call whether to tear off or not due to current weather conditions
* Quality control
* Safety

MINIMUM QUALIFICATIONS

* Ability to read, comprehend and write English
* Valid driver’s license
* Computer knowledge
* OSHA 30 and CPR certified
* Knowledge of roofing
* Business knowledge
* Equipment certifications
* EM 385 1-1 certified
* CQM certified
* Technically inclined
* Management skills
* Attention to detail
* Give directions and follow directions
* Leadership
* Time management
* Communication
* Adaptable
* Take constructive criticism
* Team Player
* Trustworthy
* Mature
* Communications skills
* Complex problem solving abilities
* Self-motivated
* Able to look/plan ahead

PREFERRED QUALIFICATIONS

* High school diploma or GED
* Roofing background
* Business background
* Some supervisory experience

PHYSICAL/MENTAL REQUIREMENTS

* Ability to move about on foot, particularly for long distances or when moving from one work site to another, to accomplish the job tasks
* Ability to ascend/descend ladders, stairs, scaffolding, ramps and the like, using legs, feet, arms and hands, to work atop buildings of all heights
* Ability to constantly position self to move equipment and tools on the ground and up to the roof
* Ability to frequently use upper and lower extremities to move equipment and tools, including exerting force in a forward, downward or outward direction and lifting, dragging, tugging and hauling up to 50 pounds on a frequent basis and up to 25 pounds of force constantly to move objects
* Ability to constantly reach above and below shoulder height, twist the body, apply pressure and grasp items with fingers, thumb and palm to inspect, detect and use tools and equipment
* Ability to carry out repetitive hand movements and grasp tools and equipment
* Ability to use arms and shoulders to exert force in order to drag, haul or tug objects in a sustained motion
* Ability to remain in a stationary position for long periods.
* Ability to constantly work in extreme outdoor weather conditions and during various hours of the day
* Ability to frequently move on hands, knees and/or feet on uneven surfaces, which may also be narrow and/or slippery, throughout the entire day while maintaining body equilibrium to prevent falling
* Ability to bend body downward and forward by bending spine at the waist
* Ability to bend legs enough to come to a rest on one or both knees
* Ability to move objects from a lower to a higher position or horizontally from position to position, which occurs constantly throughout the workplace, requiring substantial use of the upper arms, shoulders and back muscles
* Specific vision acuity and capabilities that include the ability to: operate motor vehicles and machinery, observe and detect details at both close range and at a distance of at least 35 feet, determine colors, perceive objects in the peripheral view and recognize and judge depth of objects and estimate such depth or distance
* Ability to accurately detect, communicate and exchange information by spoken word and also to accurately, quickly and loudly convey spoken instructions to other workers at the work site so the instructions will be understood as there may be noise sufficient to require that the information/instructions be shouted in order to be heard above the ambient noise level
* Ability to receive detailed information through oral communication and to perceive and discriminate as to the nature of sounds at normal speaking levels, with or without correction
* Ability to constantly and properly operate and use hand tools and roofing equipment
* Ability to detect temperature and texture
* Ability to comprehend, understand, convey, discuss and recall written or oral communications and information and exchange such information, including instructions and guidance, in the work situation
* Ability to ascertain information and assess situations to determine potential impact on the project and to make decisions related to such assessment
* Ability to accurately discern mathematical issues, including counting and equations
* Ability to meet all physical demands for the entire shift
* Ability to withstand long and sometimes odd hours
* Ability to work on your feet most of the day outside in all weather elements
* Ability to handle stressful situations
* Mechanically inclined (ability to safely use hand tools and operate roofing equipment)
* Ability to teach others
* Requires thinking and supervising others

SKILLS AND ABILITIES

* Management skills
* Leadership skills
* Computer skills
* Work with roofing equipment and hand tools
* Good communication skills
* Math skills
* Reading and writing skills
* Problem solving skills
* Manage different personalities
* Decision-making skills

**EEO STATEMENT**

* Employees of Cram Roofing Company, Inc. are protected by federal laws, Presidential Executive Orders and other laws designed to protect employees from discrimination on the basis of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions and training and career development programs.
* Employees of Cram Roofing Company, Inc. are also protected against retaliation. Consistent with federal laws, acts of retaliation against an employee who engages in a protected activity, such as whistle blowing, or the exercise of any appeal or grievance right provided by law will not be tolerated. Managers and supervisors of Cram Roofing Company, Inc. are also reminded of their responsibility to prevent, document and promptly correct harassing conduct in the workplace.

Please send resume to the following email address if interested:

[scott@cramroofing.com](mailto:scott@cramroofing.com)