



Position Title: Roof Mechanic

Position Purpose and Primary Objectives

A roof mechanic is responsible for working as part of a team to complete roofing work.

Department: Production

Department Supervisor: Director of operations

Direct Supervisor: Crew foreman

Employment Status: ☐ Exempt (salaried) or ☒ Nonexempt (hourly)

Specific Duties, Functions, and Responsibilities of the Job

- **Labor with crew to complete all aspects of jobs assigned by the company, including tear-off, repairs, installation and other jobs as assigned**
 - Be prepared to do all aspects of jobs assigned by the foreman or lead man as necessary for job completion.
 - Be on time for all shifts and ready to go at the assigned time with all personal tools and PPE.
- **Work safely**
 - Assist in setup and tear down of safety equipment as instructed.
 - Abide by all job-site safety requirements, including PPE, fall protection and others.
 - Report all situations improperly protected.
 - Refuse to put yourself or others in a situation deemed unsafe by OSHA or company policy.
- **Participate in training**
 - Participate in weekly safety meetings.
 - Attend all companywide training events.
 - Participate in manufacturer system-specific training.
 - Participate in all other training as assigned.
- **Deliver excellent quality and customer satisfaction**
 - Perform work according to company standards.
 - Collaborate with the assigned crew and work for the benefit of all.
- **Mentor less-experienced crew members**

Required Knowledge, Skills, and Abilities

Work Skills – Roof mechanics must exhibit technical skills necessary to perform roofing tasks.

Roof system installation – the ability to install the following roof-systems correctly:

- TPO Membrane
- PVC/KEE Membrane
- EPDM Membrane

Attention to detail – the ability to pay attention to quality and safety with a goal of installing correctly and working safely and a willingness to make improvements

Language Skills- ability to read, analyze, and interpret work-related documents



Mathematical Skills – ability to use mathematical skills relevant to the level of service

- Take accurate measurements with a tolerance of 1/8", with a 25'-300' tape measure.

Safety and Security – ability to observe safety and security procedures and use equipment and materials properly and effectively

- Uses equipment and materials properly and effectively
- Reports and/or corrects potentially unsafe conditions
- Observes safety and security procedures

Productivity – demonstrates the ability to meet and exceed standards and works quickly and accurately

Cost Consciousness – the ability to contribute to profits and revenues and conserve company resources

Relational Interaction– Roof mechanics must be able to work effectively with people.

Leadership, Management and Teamwork – A roof mechanic must be able to work well with others and within a company system.

Leadership – able to exert informal leadership with individuals at all levels of a company as well as customers, vendors, manufacturers, suppliers and distributors

Management – ability to juggle schedules, details and outcomes

Teamwork – ability to work with others in order to accomplish goals; balances team and individual responsibilities; gives and welcomes feedback

- Works well in group problem solving situations
- Shares expertise with others

Education and Experience

Essential

- Two years of single-ply roofing production experience
- Ability to work 8- to 12-hour shifts, weekdays and weekends

Preferred

- 3-5 years of experience
- Bilingual (including English)
- Driver's license
- CDL
- OSHA 10-hour or 30-hour card
- CERTA
- First Aid/CPR
- Forklift
- Sheet metal experience
- Manufacturer's systems training
- Special equipment training

Necessary Tools



- Tool belt with nail pouch
- Shingle hatchet
- Chalk line
- Utility know with straight and hook blades
- 16-foot (or longer) tape measure
- Tin snips
- Appropriate footwear
- Pry bar
- Other

Physical Requirements

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.