



## Project Assistant – Service

### Classification

Hourly Non-Exempt

### JOB DESCRIPTION

#### Summary/Objective

The roofer / project assistant's main role is to perform service work on commercial roofs. These roofs are usually flat roofs with various coverings. Many of our clients have roofs with a combination of surfaces including shingles. The work is not large crew work, we do not endeavor in large area service work. We provide consulting services for those projects. Your work will vary from day to day always keeping your skills engaged.

#### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Provides various services for clients consisting of inspection and analysis of existing roof systems.
2. Perform infrared moisture surveys and compile report for client.
3. Perform minor roof maintenance repairs and leak repairs.
4. Operate company owned vehicles safely and maintain cleanliness.
5. Maintain inventory levels kept in service vehicles and warehouse. Report product/material needs to Operations Manager.
6. Performs all duties and responsibilities in a timely and effective manner in accordance with established company policies to achieve the over objects of this position.
7. Maintains a favorable working relationship with all other company employees to foster and promote a cooperative and harmonious working climate which will be conducive to maximum employee morale, productivity, and efficiency/effectiveness.
8. Performs other duties and responsibilities as required or requested.
9. Utilize computers and electronic communication (E-mail, Microsoft Word, Upload Photos, etc.). Able to learn and utilize required project software programs (GoCanvas, TSheets, etc.).

#### Competencies

1. Technical Capacity.
2. Problem Solving/Analysis.
3. Customer/Client Focus.
4. Decision Making.
5. Communication Proficiency.
6. Teamwork Orientation.
7. Technical/Report Writing.

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### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. Will also need to handle and climb ladders for roof access.

### **Position Type/Expected Hours of Work**

This is a full-time position and hours of work and days are Monday through Friday 6:30am to TBD. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily locally during the business day, although some out of the area travel and overnight may be expected.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.