



## Roofing Project / Production Manager (Kent, Washington Branch)

**Columbia Roofing & Sheet Metal** is an industry leader with over 20 years' experience. We are conducting a national search for a **Roofing Project/Production Manager** to join our talented and growing team of roofing professionals in our **Kent, WA Branch**. This position provides on-site field supervision and technical management across all roofing segments. Some understanding of the roofing industry is required. Candidates should have 2 – 5 years as a Foreman or Project/Production Manager experience in managing multiple construction projects, and who is capable of effective communication and make sound, key decisions in a timely manner. We are a tight-knit and supportive work culture looking for individuals who are motivated and thrive in a team environment. The company, headquartered in Tualatin Oregon, operates through three locations.

We offer competitive pay with project bonus potential, health insurance, a competitive retirement package, and a supportive and safe work culture. Employee referral bonus for additional crew members.

*A successful Roofing Project Production Manager must have a passion for the industry, company culture and the drive to be part of a continuously growing business.*

### Key Responsibilities and Objectives:

- Manage and lead a team of roofing foremen who lead the installation crews.
- Oversee foremen and crews to ensure each roof installation meets standards in work safety, efficiency, and manufacturer's specifications.
- Represent the company in a professional manner in all dealings with customers, personnel and the public.
- Effectively manage all aspects of production to meet company and project goals.
- Effectively communicate across departments project status and support needs.

### Specific Duties, Functions, and Responsibilities:

- Supervise foremen to lead safe and efficient roof system installations
- Oversee field staff, assisting foremen with crew leadership
- Visit job sites daily and provide updates to leadership team
- Conduct or participate in daily safety audits
- Train field staff in safety, work skills and efficiency
- Provide ongoing feedback to foremen regarding job performance
- Resolve complaints and disputes; assist with discipline when necessary
- Discuss opportunities for professional development
- Conduct annual performance reviews
- Ensure production and quality goals
- Maintain understanding of contract information for jobs
- Track labor hours and production against stated goals
- Schedule materials, equipment and deliveries, paying special attention to using inventoried materials
- Monitor material usage, minimize waste, anticipate shortages and order materials as needed
- Coordinate, supervise and manage subcontractors
- Monitor quality of installations
- Engage with customers to answer questions and provide explanations
- Schedule project inspection, job walk and to review progress
- Meet with customers to verify satisfaction with work and billing; deliver warranties
- Manage and coordinate job details between the field and office
- Review plans and sites, delegate crews and do all pre-job planning including but not limited to creating site-specific safety plans and work plan efficiencies
- Ensure crews have information and instructions necessary to complete jobs

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- Investigate incidents, near misses, accidents and thefts, and provide relevant documents, photos and assessments to the office
- Review final paperwork to ensure change orders are reflected and billed
- Participate in manufacturer final inspection

### **Benefits**

Internal Bonus Plan. Comprehensive Benefit package that covers Health, Dental, Vision, Life, 401K with company match, and company paid Short and Long-Term Disabilities plans.

**Applicant must pass Drug Screen and Background check.  
Position may require some evenings, weekends and overtime.**

Visit us at <http://reroofnow.com/careers> for company information and see to additional positions.

**Please email your resume to [hr@reroofnow.com](mailto:hr@reroofnow.com) for immediate consideration!**