

Roofing Project Manager

Ocean Blue Contractors, Inc., a growing local construction and roofing company, is looking to fill a roofing project manager position. The roofing project manager will coordinate and carry out roofing projects from inception to conclusion, including permitting, material coordination and inspections.

The roofing project manager will coordinate work schedules with clients and subcontractors and inform Construction Manager of any changes to the schedule. The roofing project manager is responsible for planning, organizing, and overseeing the daily activities of multiple production crews, including designating material staging areas, overseeing and training of individuals in roofing system installations, and crew personnel management scheduling and issues. The roofing project manager will be responsible for installing roofing systems with the highest degree of quality, in the safest and most cost effective manner. Duties include:

- *Maintain job site records, daily reports, delay requests and weather reports as required
- * Monitor job progress and control costs
- * Resolve problems and issues that may arise – includes both technical and contractual.
- * Provide support to Construction manager as required for materials, schedule, and cost information.
- * Prepare estimates for minor change orders. Provide information/support to estimators for major change orders.
- * Maintain a change order status log. Keep Accounts Receivables informed of all pending and approved change orders.
- * Submit monthly billings based on contract requirements.
- * Attend Daily Department Team meetings; and Weekly Scheduling meetings, if applicable
- *Extensive experience in the design, construction, and current codes applicable to roofing systems for residential and commercial applications is a must.

Qualifications/Required:

1. Education: Minimum high school graduate / college preferred
2. 5-7 years of experience in roofing industry.
3. Demonstrated extensive knowledge of roofing cost estimating, scheduling, budgeting/cost control, and field supervision.
4. Knowledge of various roofing systems and materials, their characteristics, installation procedures, and tolerances.
5. Must work well independently and have the ability to prioritize.
6. Bi-lingual (English/Spanish)

Qualifications/Desired:

- OSHA 30 Certification
- Proficient with computer systems such as Microsoft Office (Outlook, Word, Excel, PowerPoint)

Please send resumes to delsoldan@gmail.com.