



## Residential Roofing Project Manager Job Description

Phelps Brothers Roofing is seeking a dedicated **Residential Roofing Project Manager** to join our team. We are a family-owned and operated roofing company with over 45 years of experience. In this role, you will be onsite to oversee daily roofing projects from start to finish, ensuring the highest level of quality, customer satisfaction, while upholding our company values. The ideal candidate will schedule daily projects, coordinate with subcontractors, and office staff members. We look forward to meeting our next team member!

### Qualifications:

- 2+ years of roofing/construction experience
- Valid driver's license
- Excellent communication with clients
- Must be able to work independently with minimal supervision
- Must be motivated, detail oriented, and punctual

### Responsibilities: The project manager will:

- Communicate with the client to schedule the project.
- Order materials and coordinate the delivery.
- Oversee roof replacement from start to finish.
- Uphold company values throughout the entire process while ensuring the crew is installing properly while following safety standards.
- Inspect the job site when complete and perform a final walk around with the homeowner.
- Use our CRM software to track progress, upload photos, schedule, and maintain documentation.
- Operate a company vehicle and tow a small trailer to job sites.

### Benefits:

- 401(k) matching
- Health Insurance
- Paid time off
- Vacation and sick time
- Paid Holidays
- Opportunities for advancement
- Professional development assistance

### Compensation package:

- Hourly pay
- Overtime pay after 8 hours
- Performance bonus



- \$67,000 - \$97,000

Schedule:

- 10 hour shift
- 12 hour shift
- Full Time
- Monday to Friday
- Overtime

Shop Location:

1222 Route 9 Castleton-on-Hudson, NY 12033.