



## Immediate opening for a Roofing Project Supervisor

This is an immediate opening for a Roofing Project Supervisor with a minimum of 3 years of experience and requires U.S. citizenship. The Roofing Project Supervisor will oversee both on and off-site functions while maintaining direct contact with customers and sub-contractors. The Roofing Project Supervisor will oversee the roofing process from pre-install through the completion of the project. This person will work closely with other construction personnel as well as Phelps Brothers Roofing in-house Salesman and other staff to facilitate proper management of both residential and commercial projects, often on a fast-track basis. The work involves subcontractor coordination, contract management, construction scheduling, customer relations, quality assurance and enforcement of safety policies.

### Duties Include:

- Work with in-house Salesmen and Office Staff
- Effectively communicate and negotiate with customers and sub-contractors.
- Facilitate, coordinate and manage all project aspects
  - Secure all required building permits
  - Schedule projects
  - Communicate expectations to Foreman
  - Subcontracts
    - Scope development
    - Contracts
    - Correspondence
    - Changer Order Management
    - Invoicing
  - Conduct project meetings with customers and owners as needed
  - Daily Logs
  - Project Cost Control
  - Document Control

### Requirements:

- Minimum 10 years of construction experience.
- Minimum of 5 years roofing experience
- High School diploma with some College or Trade School
- Must be a U.S. citizen. Bilingual a plus
- Hands-on field management experience
- Must be able to review and comprehend project bid documents and project requirements
- Must be motivated, detail oriented, responsible, punctual, and possess excellent written and verbal communication skills
- Must work well in team environment yet also be able to work independently with minimal supervision
- Must have a valid NYS Drivers License
- Must be able to tow a trailer daily with a company vehicle

### Benefits:

Phelps Brothers Roofing has a friendly work environment and can offer a challenging and rewarding career.

- Competitive salary with bonus opportunity
- Paid holidays
- Paid vacation

Phelps Brothers Roofing is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identify or national origin. For more information about Phelps Brothers Roofing please visit our website at [Phelpsbrothersroofing.com](http://Phelpsbrothersroofing.com)

For consideration, please email cover letter with salary requirements and resume  
to: [Information@phelpsbrothersroofing.com](mailto:Information@phelpsbrothersroofing.com) Please put Roofing Supervisor and your Name in the subject line.