

# Commercial Roofing Service Supervisor

## ***Job Details***

As Commercial Roofing Service Manager, you will oversee the daily operations of our commercial roofing service department. This role involves managing a team of roofing professionals, ensuring the completion of projects on time and within budget, and maintaining high standards of safety and quality. The ideal candidate will have strong leadership skills, extensive knowledge of commercial roofing systems, and a proven track record of managing successful roofing projects. This position reports to the Operations Manager and takes direction from the Superintendent.

**Job Type:** Full-time

**Schedule:** Monday to Friday

**Salary:** Dependent on experience

## ***Why You Should Apply***

- Great employee benefits package with health, vision, dental, 401K with matching, employee assistance program, and more
- Monday – Friday schedule so you can enjoy your weekends
- Join a team and company that cares about YOU
- Family-oriented, friendly, and supportive work environment

## ***Responsibilities***

- Read drafting or architectural building prints and perform a material takeoff
- Team Management: Lead, mentor, and manage a team of roofing service technicians and support staff. Conduct regular performance reviews and provide ongoing training and development opportunities.
- Project Oversight: Plan, coordinate, and oversee all commercial roofing service projects from start to finish. Ensure projects are completed on time, within budget, and to the highest standards of quality.
- Customer Relations: Build and maintain strong relationships with clients. Address customer inquiries, concerns, and feedback promptly and professionally. Ensure exceptional customer service and satisfaction.
- Safety Compliance: Implement and enforce safety protocols and procedures. Conduct regular safety meetings and inspections to ensure compliance with OSHA regulations and company policies.
- Quality Assurance: Monitor and maintain the quality of roofing installations and repairs. Conduct inspections and quality control checks to ensure adherence to industry standards and specifications.
- Budget Management: Develop and manage the service department budget. Monitor expenses, manage resources efficiently, and identify cost-saving opportunities.
- Scheduling and Coordination: Create and manage project schedules, coordinate with clients and suppliers, and ensure timely delivery of materials and equipment.
- Documentation and Reporting: Maintain accurate project documentation, including contracts, work orders, progress reports, and safety records. Prepare regular reports for senior management.
- Problem-Solving: Address and resolve any issues or challenges that arise during projects, including technical problems, client concerns, and team dynamics.
- Market Analysis: Stay informed about industry trends, competitor activities, and market conditions. Provide recommendations for service improvements and business growth opportunities.
- Sales and Estimating Service: Oversee the sales and estimating process for service projects. Prepare accurate and competitive estimates, proposals, and bids. Collaborate with the sales team to identify new business opportunities and drive revenue growth.
- Other duties as assigned

## ***Interested?***

Start your career with a company that cares about the work you do. Join Pierce Lee Roofing today! If you are interested in joining our team, stop in and fill out an application at our location: **219 23rd St N, Fargo, ND 58102**. Or, [click here](#) to fill out the application and email to [careers@plroofing.com](mailto:careers@plroofing.com) or fax it to **701-232-6666** with **Attention: Human Resources**. Please feel free to call us at **(701) 232-7023** if you have any questions.

