

## **Roofing Works Project Manager**

**Hours:** Minimum 40 hours per week

**Reporting to:** Works Manager/Works Director

**Line Management Responsibilities:** labourers/site team

**Salary:** £40,000-£45,000 DOE

The Roofing Works Project Manager oversees and manages roofing projects from initiation to completion. They are responsible for coordinating all aspects of the project, including planning, budgeting, scheduling, procurement, and quality control.

The Roofing Works Project Manager collaborates with internal teams, subcontractors, suppliers, and clients to ensure successful project execution and client satisfaction.

### **Responsibilities:**

- You will manage the trade operatives across multiple sites and ensure all areas are running to deadlines
- You will be an experienced supervisor from either the roofing or housing sectors
- You will delegate work to the labourers on site and oversee their work
- Inspects work in progress and, when completed, to determine conformance to specifications
- Ensure time sheets of the site team are filled out correctly and honestly
- Look after the company vehicles, carrying out checks to ensure the vehicle's smooth running
- Demonstrate to new workers techniques of applying various types of roofing materials
- Liaising and constantly communicating with management and sub-contractors
- Planning labour requirements
- Providing regular coaching, training, evaluation and feedback
- Influence the crew to work safely and be disciplined and efficient
- Complete and maintain proper daily paperwork (i.e. time sheets, delivery invoices, safety checklist, toolbox talks, etc.)
- Examine roof and penetrations to plan jobs and strategically assign and allocate work to crew members, considering their desires, skills and temperaments
- Communicate and manage job-specific safety plans before the start of every job, conducting job-site audits and making alterations as conditions change
- Be an active participant or leader of weekly safety meetings
- Perform installation duties as necessary
- Plan daily work goals to complete jobs on time, striking an appropriate balance between speed and quality
- Manage workflow of crew and subcontractors
- Ensure quality and installation according to specifications and plan
- Keep projects on time and within budget
- Solve problems on-site, notifying the works manager if a specified installation is impossible

### **What we are looking for:**

- Strong leadership and time management

- Be an effective communicator with good listening, spoken and written skills
- Ability to communicate effectively. Communication includes listening, speaking and writing
- Excellent level of fitness and ability to work at height.
- To work on your own initiative and have good attention to detail
- Ability to work well with others and be a good team player
- Good knowledge of industrial and commercial roofing
- Patience and ability to remain calm in stressful situations and remain flexible
- Excellent customer service skills
- Show professionalism at all times
- Scaffolding awareness is preferred but optional
- Proficient in Apple software and Microsoft 365

**Benefits:**

- Highly competitive salary package (£40,000 to £45,000 DOE)
- Pension scheme
- Bike to work scheme
- Company Mac and phone
- 20 days holiday plus Bank Holidays
- Job security
- Career development and progression
- Company wellness scheme
- Staff wellness programme
- Casual dress
- Company events

**Job Type:** Full-time, permanent

**Salary:** £40,000.00 - £45,000.00 per year

**Schedule:** Monday to Friday: 0900-1700

**Education:**

***Essential***

- Bachelor's degree in Construction Management, Civil Engineering, or a related field; relevant experience may be considered instead of a degree
- CSCS
- IPAF
- SMSTS
- First aid
- Asbestos awareness
- In-depth knowledge of roofing materials, techniques, and best practices
- Strong understanding of health and safety regulations and requirements
- Proficiency in project management software, Microsoft 365 suite and Apple software

**Experience:**

***Essential***

- Minimum of 10 years of experience in commercial roofing project management
- Demonstrated effective supervisory skills. Ability to motivate and direct the actions of others

- Experience in project costing and planning
- Excellent knowledge of roofing techniques and materials

**Skills:**

***Essential***

- Leadership. Project managers are the project leaders and often the team leaders, too
- Communication. Any project management skills list is sure to include communication near the top
- Collaboration
- Time management
- Organisation
- Problem-solving
- Adaptability
- Critical thinking

***Desirable***

**Licence/Certification:**

- Full UK driving licence (Essential)

**Work Location:**

- In-person
- Offices located in Plymouth but expected to travel nationally