

JOB DESCRIPTION

JOB/TITLE: LeafGuard Installation Crew Foreman
LOCATION: All
CLASSIFICATION: Non-Exempt

GENERAL FUNCTION

Performs duties related to the fabrication and installation of LeafGuard gutter and downspout systems for residential, commercial, and industrial applications.

REPORTING

Reports to Production Manager. Directly supervises LeafGuard Installation Technician.

DUTIES:

1. Fabricates and installs gutter and downspout sections in accordance with established procedures.
2. Supervises Installation Technicians assigned to installation crew.
3. Reviews job documentation including contract, installation drawings, and work order prior to beginning installation.
4. Notifies customer of arrival at jobsite and conducts pre-installation review and walk-around with the customer.
5. Assures that cleanliness of jobsite is maintained during installation.
6. Conducts inspection of completed installation to assure conformance to job documents and approved installation practices; and to assure that all work is complete, tools are returned to vehicle and jobsite is cleared of installation debris and tear-off materials.
7. Notifies customer when job is complete and conducts walk-around with the customer.
8. Collects final payment from customer.
9. Completes job and time documentation in a legible manner and submits all documentation on a timely basis. Approves documentation submitted by subordinates.
10. Performs shop work and maintenance duties as assigned.
11. Performs service and adjustment work as assigned.
12. Performs related duties as assigned.

QUALIFICATIONS

High school diploma or GED with three years' construction worksite experience plus one year's experience with LeafGuard installation, or equivalent education, training, and/or related work experience. Must possess a valid driver's license in state of residence and maintain a clean driving record. Must have effective communication skills (verbal and written).

ACCOUNTABILITY

Responsible for workmanship of gutter and downspout systems, care of tools and materials, and final appearance of worksite. Accountable for labor, materials, vehicle, tools, documentation, and work performed.