Job Description – Master Installer

Position Title: **Master Installer**

Reports To: **Foreman**

Job Summary: One who has achieved a thorough understanding of how roofing systems work and are put together. An expert in the roofing process and able to anticipate the next step. One who can look at a situation that has never been seen before and visualize a best possible solution. A right hand to the Foreman and is often looked to go above and beyond the items in this job description.

Your focus is on the roof itself and knowing or being able to figure out each little detail that you come across. You are the person the Foreman looks to; to make sure all the tricky, complicated areas on the roof are done the right way. A very important skill that you possess is the ability to visualize things different ways and decide which will work the best. Your input will be very important for team problem solving!

Summary of Essential Job Functions:

- **Confirm materials/equipment checklist items with Foreman**
- **Set up and arrange equipment at the jobsite**
  - Remove vulnerable items from around house
- **Receive plan of action from Foreman**
- **Complete knowledge of the roofing system being installed**
- **Install each component of the roofing system**
- **Install different valley configurations**
- **Install apron, step and counter flashing**
- **Mark and cut valleys**
- **Problem solving capabilities**
- **Operate the Equipter (approval needed by manager)**
- **Operate man lift (certified)**
- **Monitor system air pressure**
- **Proficiency at tool operations for each roofing system**
- **Assisting the foreman with roof strategy**
- **Good decision making skills**
- **Diagnose tool failures**
  - fix or tag them out of service
- **GAF Steep Slope Certified**
- **Complete knowledge of OSHA and company safety policies**
- **Install fall protection systems**
  - Rope/lanyard
  - Rail
  - Warning line
  - Etc.
- **Quality assurance**
  - Double checking the work of others
  - Checking for nail placement/depth

- Checking for shingle straightness
- Flashing integrity
- Etc.

- **Willingness to assume the duties of a foreman in his absence if deemed necessary**
- **Company vehicle operations (if deemed necessary by manager and if driving record permits)**
- **Customer Relations**
  - Always be kind and courteous, but refer work related matters to the Foreman

Summary of job functions that do not pertain to you:

- **Determining what time the work day is over**
- **Determining break times**
- **Employee Conflicts**
- **Planning**
- **Scheduling**
- **Material purchasing**
- **Job site management**
- **Sales**
- **Estimations**