



Job Description

JOB TITLE: Pitched Roof Foreman

JOB REPORTS TO: Construction Scheduling Coordinator

FUNCTION/PURPOSE:

The purpose of this position is to organize and ensure successful completion of multiple residential roofing and exterior remove and replace, construction projects. As well as, work with and conform to all **Epic Roofing and Exteriors Ltd.** safety requirements including wearing proper personal protective equipment and safe work procedures.

KEY RESPONSIBILITIES:

- 1) Organize, prioritize, and perform the following job tasks:
 - Supervise roof and exterior laborers
 - Supervise and coordinate sub-trades
 - Communicate effectively with homeowners
 - Training for employee inspection lists
 - Weekly Tool Box safety Meetings lists
 - 2) Responsible for:
 - Quality control and site inspections after employee crew or sub-trade is complete
 - Create lists and tasks for laborers to ensure efficient use of time
 - Coordinate starts and finishes for projects with office administration and sub-trades
 - Make sure all deficiencies are noted and completed
 - Ensure supplies are stocked and on hand for closing houses
 - Ensure all workers have the proper tools and materials prior to leaving for the site
 - Ensure all safety equipment is properly maintained, inspected and utilized
 - 3) Assemble and organize the following:
 - Have necessary files and information on each project
 - 4) Responsible for fuel card and general maintenance of the **Epic Roofing and Exteriors Ltd.** service van:
 - Cleanliness of van
 - Inform supervisor of any mechanical problems
 - Fill out daily vehicle inspections
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- 1) Work with:
 - Employees
 - Sub-trades
 - Office administration
 - Homeowners

- 6) Read, understand, and comply with all **Epic Roofing and Exteriors Ltd.** general and safety policies, procedures, and practices.

MINIMUM ENTRY REQUIREMENTS:

- Grade 12 or Equivalent
- 5 years experience in two or more aspects of residential construction
- 3 years experience in supervising 2 or more workers
- Current knowledge on the use of new products and procedures for residential maintenance
- Experience and knowledge in customer service
- Ability to remain calm and focused during busy times and emergency situations
- Ability to plan, organize, supervise, and coordinate the work of a number of work crews engaged in a wide variety of maintenance and repair activities
- Ability to read and understand plans
- Excellent record keeping and preparation of reports
- Class 5 Drivers License
- Clean Drivers Abstract
- Excellent organization, communication, and problem solving skills
- Positive attitude
- Ability to work well with others and alone

MINIMUM PHYSICAL REQUIREMENTS:

This position is conducted in a field setting, often on active construction sites. Applicant must be able to perform the following:

- Bend
- Stoop
- Reach
- Lift
- Walk on uneven terrain
- Move and carry construction materials and supplies that may weigh in excess of 25 kg.

The Epic Ethos

We have a unique team in the roofing and exteriors industries. Below is a summary of what we believe, how we do business, and how those values have shaped the way our business has grown and continue to shape our future plans. We trust it will be helpful as you determine whether Epic is a place where you would enjoy working.

Epic began in 2001 when current President Merlin Bartel shifted from working full-time as a pastor here in Calgary to develop a business with a heart for the world. What began as a sideline venture (Merlin continues to give leadership to a church community called Epic Ministries) has become a large and viable business, serving the greater Calgary area and employing more than 70 people. Future goals include the construction of a new facility, ongoing training and personal development, environmental programs, expansion to other cities in Alberta, and the development of a non-profit foundation called Hope in Action that is dedicated to helping people in developing countries.

How did we get here? Through a series of relationships. Epic's first employee was Rando Lemaro who had been a member of Merlin's youth group. He became a part of the ownership team in 2007. James Bishop (Jim), Merlin's first partner (2003), had worked with Merlin in the same church. With Jim coming on board, the status of the company was changed from that of a Sole Proprietorship to a Limited company and has continued to grow since. Tyler Toth, who married Rando's sister, joined first as an employee and then purchased shares in the company in 2008. Travis Johnson joined the ownership team the same year. Travis' relationship with Merlin stems back to the early 90's when he played volleyball at a Christian college in Saskatchewan under Merlin's coaching leadership. This ethos, built around long-standing friendships, extends beyond the leadership team and has shaped many of our employees' paths to employment at Epic.

In addition to building a good business, Merlin wanted to create an environment in the marketplace where work and mentoring could go hand in hand, what some have referred to as 'Business as Mission'. That phrase truly reflects the heart of Epic, and as such, our leadership team is committed to running the business with strong Christian values. Though we need to make a profit to remain a viable company, money is not our only motivation. We are driven by a passion for relationships based on integrity, honesty, trust, fairness, as well as satisfied employees and customers.

We believe that a major part of Epic's growth and success comes from two fundamental company values. First we are committed to over delivering and under promising in the area of customer service. Second, we select, recognize, and develop employees who demonstrate a professional attitude, an exemplary work ethic, and a continued commitment to personal and professional growth. Our employees tend to have very strong interpersonal and communication skills combined with a wide variety of interests and pursuits. Their breadth of experience and background has enabled us to succeed in the insurance and renovation markets, where positive interaction with homeowners is critical to customer satisfaction. Customers comment regularly that our crews do not fit the stereotype of roofers in the construction industry and we believe this explains in part why our business has nearly doubled in size every year for the past seven years.

In sum, we at Epic are committed to relational, emotional, and spiritual growth in a business environment. If that ethos reflects an employment context that appeals to you then we look forward to reviewing your application.



Merlin Bartel
President and CEO
Epic Roofing and Exteriors Ltd.