



1204 W. 2nd Street, Bloomington, IN 47403
(812) 361 – 8838

Assistant Roofing Production Manager

Job Description

We are looking for an experienced and skilled Assistant Roofing Production Manager to join our team. The position will play a vital role in the coordination and management of production related duties.

Responsibilities

This will include, but not be limited to assisting in:

- Coordination & direction of roofing crews
- Knowledge and Practice of OSHA / IOSHA regulations
- Ensuring construction crew efficiency and quality of work
- Managing multiple projects with different levels of complexity and completion
- Build roofing material order from Eagleview / Hover or hand measurements
- Ordering materials
- Review insurance scope of work to make sure appropriate roofing components are included and the correct amounts have been ordered
- Schedule delivery of materials and related needs of the project
- Schedule site supervisors
- Follow up on job's progress and any extra work included (ex: gutters/interior)
- Check in with Salespeople to update them on materials and get updated list of clients
- Forecasting potential jobs for the week and weeks following - weather forecast, material & crew workflow

Skills / Traits

- **Great Communication Skills**
- **Self-Accountability**
- **Strong Attention to Detail and Follow-up / Follow-through**
- Being Punctual
- Respectful
- Professional
- Dependable
- Honest
- Hardworking

Preferred Experience / Education

- Scheduling / Coordinating Production
- Past Experience in Management

Compensation

Part Time

\$20 per hour (FLSA Non-Exempt)

Equity Builders of Bloomington, Inc. does not have nor offer any type of benefits plan, except a company 401(k) plan.

Training and Other Considerations

Limited training will be provided as the expected level of knowledge and experience will need to meet proficiency requirements.

Number of potential positions - (1)

The expected hiring / start date, should a qualified candidate be found and selected, will likely be 10/12/2023 or before.

HUD Act of 1968 - Section (3)

To the extent feasible, employment / economic opportunity preference will be given to Section (3) Residents. Section (3) Residents may qualify for hiring preference if the following criteria is met:

- Public housing residents
- Low and very low-income persons who live in the metropolitan area or non-metropolitan county where a HUD-assisted project for housing or community development is located.
- Low-income is defined as 80% or below the median income of (Bloomington, IN)
- Very low-income is defined as 50% or below the median income of (Bloomington, IN)
- Any other qualifying criteria under the Act

Equal Opportunity ~ All qualified candidates Strongly Encouraged to apply.

Equity Builders of Bloomington, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

NOTICE OF NONDISCRIMINATION IN EMPLOYMENT

The undersigned currently holds, or represents contractors or subcontractors who currently hold, contract or subcontracts and may in the future bid on contracts or subcontracts which are subject to the provisions of Executive Orders 10925 of March 6, 1951, as amended, and 11114 of June 22, 1953 and 11246 as amended on September 25, 1955.

You are advised that under the provisions of these contracts and in accordance with these Executive Orders, contractors and subcontractors are obliged to take affirmative action to provide equal employment opportunity without regard to race, creed, color, national origin, or any other protected class. This obligation includes, but is not limited to the following:

HIRING, PLACEMENT, UPGRADING, TRANSFER, OR DEMOTION, RECRUITMENT, ADVERTISING, OR SOLICITATION FOR EMPLOYMENT, TREATMENT DURING EMPLOYMENT RATES OR PAY OR OTHER FORMS OF COMPENSATION, SELECTION FOR TRAINING INCLUDING APPRENTICESHIP, LAYOFF OR TERMINATION.

This obligation extends, so far as the responsibility of the undersigned is concerned, to any arrangement under which journeymen or apprentices are selected and referred for work on its projects.

This notice is furnished you pursuant to the provisions of such contracts or subcontracts and Executive Orders 10925 and 11114 and 11246.

Affirmative Action: Applicant Invitation to Self-Identify as a Protected Veteran (VEVRAA)

Under the regulations implementing the affirmative action provisions of the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) of 1972 issued by the Office of Federal Contract Compliance Programs (OFCCP), a federal contractor is required to invite applicants and current employees to inform the contractor whether they are veterans belonging to one or more of the categories of veterans covered under VEVRAA who wish to benefit under the contractor's affirmative action program (AAP) for covered veterans.

In extending this invitation, we advise you that: (a) workers and applicants are under no obligation to respond but may do so in the future if they choose; (b) responses will remain confidential within the human resource department; and (c) responses will be used only for the necessary information to include in our affirmative action plan.

Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

Please complete the information requested below. Thank you for your cooperation.

Section 1: General Applicant Information

Name:

Position applied for:

Section 2: Veteran Status (Please only indicate Protected or Not Protected Status)

I identify as one or more of the following classifications of protected veterans:

o Active duty wartime or campaign badge veteran means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

o Armed Forces service medal veteran means any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FR 1209, 3 CFR, 1996 Comp., p. 159).

o Disabled veteran means (1) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) a person who was discharged or released from active duty because of a service-connected disability.

o Recently separated veteran means a veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

I am not a protected veteran.

Signature:

Date:

Application

For Questions Related to the Position, Please Call: (812) 361 – 8838

Website: <https://equitybuildersroofing.com/>

Please Submit Resumes to: ebbloomington@gmail.com