

POSITION DESCRIPTION

Title:

Roofing Consultant

Primary Function:

Responsible for managing a project from evaluation and pre-design through post-construction, including coordination and leadership of project team in developing required documents.

Reports To:

Director of Roofing/ Vice-President of Operations

Responsibilities:

1. Represent the firm in a professional manner.
2. Follow applicable guidelines as listed in the Quality Manual.
3. Follow Company standards as described in the StructureTec Employee Handbook.
4. Use of reproduction and office equipment, including copier and fax and binding machines, as required.
5. Continuing education to improve technical knowledge/skills through outside and in-house programs, seminars, training sessions, site visits, trade periodicals, and other resources.
6. Assist marketing team in proposal development, including project manpower requirements, team, scope, schedule, contracts, and interviews.
7. Plan, execute, and monitor project scope and manpower requirements/fees, including review of job status reports.
8. Primary contact with Client—coordinate information and communications between Owner and team, review scope changes, make design presentations, review/approve Contractor invoices, and work with responsible director for fee billings.
9. Coordinate project team, team meetings, information between departments, and workloads with departments.
10. Coordinate outside consultants with Owner and Project Team, including consultant selection and communications.
11. Coordinate review and compliance with appropriate code authorities, including communication, review, and applications.
12. If registered/certified, responsible for sealing/documentation of project and team.
13. Maintain and coordinate project files.
14. Complete assignments efficiently in a timely and complete manner as required by the project and/or supervisor.
15. Perform miscellaneous corporate projects, as assigned (special projects, seminars).
16. All other duties as apparent or assigned.
17. Must have a thorough understanding of the following techniques and procedures:
 - Evaluation Phase:
 - ◆ Client interview
 - ◆ Tramex, material testing/concrete sampling
 - ◆ Evaluation formats – EIFS, Curtain Wall, Masonry, Panelized Wall Systems
 - ◆ Exploratory destructive & non-destructive testing
 - ◆ Elevation schematics

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- ◆ Photo conditions
 - ◆ CCR (Construction, Condition, and Recommendations) evaluations report
 - ◆ StructureTec Evaluation Rating system (WCI)
 - ◆ Evaluation Presentations
 - ◆ DMS Evaluation Support
 - ◆ Establish Project Budgets
 - ◆ Organize technicians for evaluation/work schedules
- Design/Development
- ◆ Restoration system designs/material selection
 - ◆ Client interaction
 - ◆ Detail design
 - ◆ Establish budgets
- Construction Documents
- ◆ Coordinate information for specification for technicians field work
 - ◆ Develop specification documents (oversee development process)
 - ◆ Develop project manual
 - ◆ Write Specifications - Divisions 3, 4, 6, & 7
- Bidding
- ◆ Selection of contractor base
 - ◆ Distribution of bidding documents/attend pre-bid conference
 - ◆ Coordinate addendum documents
 - ◆ Review bids with Client/tabulate bids
 - ◆ Determine qualified bidder (confer with Principal and Client and provide recommendations).
 - ◆ Assist with Owner/Contractor contracts
- Construction Review and Administration/Support Field Operations:
- ◆ Site construction visits and progress reports, weekly summary reports
 - ◆ Coordinate technicians' site visits
 - ◆ Monitor time on project or budget
 - ◆ Determine construction review budgets for Client and StructureTec phase management
 - ◆ Write field reports and progress reports for all visits and meetings (expertly/technically)
 - ◆ Client contact interaction/review
 - ◆ Pre-construction meetings, progress meetings (attendance and coordination)
 - ◆ Shop drawing review and distribution
 - ◆ Coordinate change order documents
 - ◆ Responsible for technicians' conduct, experience, and performance while on site; reviews (training)
 - ◆ Review/approval of pay requests
 - ◆ Punch list development
 - ◆ Close-out documentation and administration
 - ◆ Client performance evaluation and post construction review
- Maintenance Program:
- ◆ Establish maintenance programs with Clients (project manual)
 - ◆ Monitor maintenance repairs and projects with technicians (schedules)
18. Continuing education – ASCE Seminars/NSPE Seminars/ACI/AIA.
19. Certification programs- (CSI, ACI, ASCE, NSPE, AIA)

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Qualifications:

1. Degree in Architecture, Structural/Civil Engineering, Restoration Engineering
2. Must be a registered discipline, P.E./AIA
3. Testing:
 - Non-destructive testing
 - Destructive testing
4. Good communication skills to effectively work with Clients from beginning design to post construction.
5. Knowledge of project management process as it relates to the business.
6. Knowledgeable in construction, such as industry standards, materials, codes, contracts, bidding processes, etc.
7. Knowledge in Q.C./Q.A. standards of StructureTec.
8. Knowledge and experience in field inspection.
9. Must have skills to write technical reports and letters.
10. Desire to pursue continuing education and certification programs (CSI, ACI, ASCE, NSPE).
11. Willingness to contribute to a teamwork-oriented environment.