

SITE SUPERVISOR

Job Description

Position Title: Site Supervisor

Employment Type: Full-Time, W-2

Compensation: Competitive hourly or salary (customizable) + performance-based bonuses

Location: Pennsylvania & Indiana Service Areas

Position Overview

The Site Supervisor is a critical member of the Production Team at Equity Roofing. This role ensures that job sites operate safely, efficiently, and according to company standards. The Site Supervisor oversees day-to-day installation activities, communicates with homeowners and crews, and ensures that timelines, quality, and safety expectations are met.

This role requires strong leadership, problem-solving skills, and the ability to maintain organization on fast-moving construction sites. The ideal candidate is proactive, reliable, and committed to delivering an exceptional customer experience.

Responsibilities

Jobsite Operations

- Oversee daily on-site roofing and exterior project activities
- Ensure crews follow installation standards and safety protocols
- Conduct jobsite walk-throughs before, during, and after installation
- Verify measurements, materials, and scope accuracy
- Ensure staging, protection, cleanliness, and site preparation are completed properly

Quality Control

- Confirm work meets company workmanship standards
- Identify and address deficiencies, punch list items, or warranty issues
- Communicate material or scope changes promptly

Communication & Customer Interaction

- Serve as the homeowner's point of contact during production
- Maintain clear communication with customers about timelines and expectations
- Provide updates to the Production Coordinator and Production Manager
- Document project progress with photos and notes

Crew Management

- Coordinate crew start times, expectations, and schedule flow
- Ensure crews have correct materials and instructions
- Address on-site questions or modifications

Safety & Compliance

- Enforce jobsite safety standards
- Conduct safety checks and ensure crews use proper PPE
- Maintain compliance with OSHA and company guidelines

Reporting & Documentation

- Upload jobsite photos into CompanyCam
 - Report progress or concerns to management
 - Track material usage and notify office of shortages or changes
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Requirements

- Roofing or construction experience required (hands-on or supervisory)
 - Strong leadership, communication, and conflict-resolution skills
 - Ability to read scopes, measurements, and installation specs
 - Comfortable using mobile apps for documentation and communication (CompanyCam, CRM, etc.)
 - Reliable transportation and valid driver's license
 - Ability to lift, climb ladders, and work outdoors in varying weather
 - Strong attention to detail with a commitment to quality and safety
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Compensation & Benefits

- Competitive hourly or salary structure
- Performance bonuses
- Company vehicle or mileage reimbursement

- Company phone and tablet provided
- Paid training and ongoing development
- Advancement opportunities into Field Manager or Production Manager roles
- Supportive, team-oriented company culture

Screening Checklist – Site Supervisor

Basic Requirements

- Roofing or construction experience
 - Valid driver's license
 - Ability to work on-site in varying weather conditions
 - Comfortable using mobile/tablet technology (CompanyCam, CRM, messaging apps)
 - Reliable transportation
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Experience (Preferred)

- Previous role as a site supervisor, crew leader, foreman, or similar
 - Experience managing or coordinating roofing or exterior crews
 - Familiarity with safety compliance, OSHA regulations, and jobsite protocols
 - Ability to read scopes, measurements, drawings, and installation specs
 - Experience with project documentation (photos, notes, daily progress)
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Trait Indicators

- Strong leadership and ability to direct crews
 - Calm under pressure and able to resolve on-site issues quickly
 - Excellent communication with homeowners and crews
 - Strong attention to detail
 - Reliable, punctual, and disciplined
 - Safety-first mindset
 - Organized with jobsite planning and follow-through
 - Professional and customer-service focused
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Skill Indicators

- Able to identify workmanship errors and enforce standards
 - Solid understanding of roofing installation components
 - Can verify materials, scopes, and measurements accurately
 - Good problem-solving ability
 - Capable of handling multiple job sites or overlapping projects
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Red Flags

- Disorganized or lacks follow-through
- Poor communication with homeowners or crews
- No experience working with or overseeing crews
- Low awareness of safety standards
- Struggles to manage conflict or deliver corrective feedback
- Frequently changes jobs (job-hopping) without clear reasons
- Uncomfortable with technology for documentation
- Weak attention to detail or quality