

JOB TASK ANALYSIS



NRCA
PROCertification™

ROOFING FOREMAN



NATIONAL ROOFING CONTRACTORS ASSOCIATION





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Job Task Analysis for NRCA ProCertified™ Roofing Foreman

Introduction

This Job Task Analysis is for foremen who oversee the installation of steep- and low-slope roof systems, waterproofing systems and rooftop-mounted photovoltaic systems. A committee of subject matter experts who have extensive experience as foremen and employers of foremen participated in developing this JTA to create the NRCA ProCertified™ Roofing Foreman certification.

Purpose and Scope

A JTA is a foundational document for developing certification programs. It helps define the requirements for the assessment and credentialing of foremen. Further, it helps establish the requirements for recognizing or accrediting related training and educational programs and developing curricula. The tasks listed in this JTA may be used to develop education or training to qualify existing or new foremen.

This JTA is intended to be all-inclusive of the knowledge, skills, abilities and attitudes expected for qualified roofing foremen. It also should be noted the tasks under each subsection are not necessarily listed in a prioritized order within a topic area.

Limits and Exceptions

The job tasks listed in this document are grouped into four common themes, or domains: safety of installers, the public and the customer's property; installation quality; installer productivity; and customer service. Note these themes are common to all system installations. Further, this JTA recognizes that a foreman should possess the leadership, management and communications skills that allow him or her to synthesize and apply these four themes in any project.

NRCA ProCertified™ Roofing Foreman certification is not a license to practice nor does it supersede any licensing requirements. It is assumed certified individuals will comply with all applicable federal, state and local laws and regulations.



Job Description:	Given the need to oversee the installation of a roof system, an NRCA ProCertified™ Roofing Foreman must be able to:
DOMAIN 1	SAFETY
<i>General workplace safety</i>	
1.1	Comply with all employer's and building owner's safety instructions, policies and rules
1.2	Discuss with supervisors (such as superintendent or safety director) the specific hazards likely to be found on a job site and their controls before the start of a project
1.3	Ask supervisors or safety directors to explain unclear safety instructions
1.4	Conduct safety discussions with crew members
1.5	Notify supervisors and other crew members immediately of any unsafe work conditions discovered during construction and implement corrective actions, if feasible, to ensure safety of others
1.6	Follow the employer's policy if a crew member is injured
1.7	Comply with the specific safety regulations published by the Occupational Safety and Health Administration or other organizations with jurisdiction that may apply to a given job site, including those of a building owner
1.8	Confirm all equipment and tools are safe to operate
1.9	Tag all equipment, tools and materials that are unsafe to use
1.10	Confirm there is a safe and adequate power source for tools and equipment
1.11	Model safe behaviors
1.12	Develop and promote a culture of safety in all work processes and communications with all stakeholders
<i>Monitor crew behavior</i>	
1.13	Confirm crew use fall-protection systems as defined in manufacturer's, employer's and building owner's policies and instructions
1.14	Confirm crew wear required personal protective equipment when hazards are present
1.15	Confirm crew use equipment, tools and materials safely
1.16	Confirm crew safely access the roof
1.17	Confirm crew select, set up and use ladders following manufacturer's and employer's policies and instructions
1.18	Confirm crew safely lift and move materials, tools and equipment
1.19	Monitor crew for fatigue and dehydration
<i>Enforce safety practices</i>	
1.20	Recognize and immediately correct any unsafe behavior by crew members
1.21	Discipline crew members who violate safety practices as defined by employer's policy
1.22	Ensure barriers and signs are properly placed and posted to warn the public of safety hazards
1.23	Confirm daily closeout protocols relating to: <ul style="list-style-type: none"> 1. Securing roof assembly to prevent water entry into the building 2. Preventing access by the client or public to hazards generated by the work or access to the work 3. Securing company equipment, tools and vehicles
1.24	Enforce good housekeeping through job duration



DOMAIN 2	QUALITY
2.1	Confirm roofing materials are installed according to manufacturer's installation instructions
2.2	Visually inspect crew members' work
2.3	Confirm crew members inspect their tools and materials before use
2.4	Instruct or coach crew members how to do work better and more efficiently
2.5	Lead discussions on how to solve problems and improve efficiency
2.6	Protect stored materials and react to defective or damaged materials following employer's policies and manufacturer's recommendations
2.7	Confirm the correct equipment, tools and materials are used properly
2.8	Confirm tools are used only for their intended purpose
2.9	Confirm substrates are safe and materials are installed properly
2.10	Confirm spills of mastics, sealants, solvents or chemicals are removed from roof surfaces
2.11	Confirm construction waste and debris are removed from all substrates, roof surfaces, curbs, chimneys, vents, skylights or other surfaces throughout a project's duration
2.12	Confirm crew wear and maintain clean footwear on all installed surfaces
2.13	Teach crew and learn as appropriate
DOMAIN 3	PRODUCTIVITY
<i>Plan the work</i>	
3.1	Plan ahead and ensure required tools, equipment and materials are on hand as needed
3.2	Stage or sequence work for greatest efficiency and to prevent rework
3.3	Identify, photograph or record the condition and location of all interior and exterior customer property—for example, product, inventory, light fixtures, bird feeders, lawn furniture, exterior seating, storage bins—to be protected or removed to prevent damage and allow job-site access
3.4	Lay out pathways to allow for access to previously worked-on areas and to prevent damage to new roofing materials
3.5	Engage crew members daily to set production goals and expectations about each team members' contributions
<i>Staff the work</i>	
3.6	Assign crew based on experience and ability
<i>Coordinate the work</i>	
3.7	Monitor crew's production rate
3.8	Confirm crew removes debris as planned
3.9	Confirm crew protects customer's property on and around the building
3.10	Coordinate with other trades as necessary
3.11	Communicate effectively with crew, management and customer
3.11	Adapt to changing conditions
3.12	Complete all paperwork within the foreman's responsibility
DOMAIN 4	CUSTOMER SERVICE
4.1	Conduct a pre-job site visit to inspect conditions and identify customer access restrictions
4.2	Introduce self to the customer or customer's representative at the start of the job



4.3	Conduct a property walk-around at job completion to inspect conditions and review all completed work
4.4	Replace all customer property to their original location unless otherwise agreed at the end of the job
4.5	Confirm the customer's exterior property and grounds are clean and restored
4.6	Confirm gutters or other roof-drainage systems are clear of any materials or debris
4.7	Immediately correct any incidental damage to roofing materials or customer property
4.8	Ensure every completed roofing project is left clean and free of scrap, excess fasteners, waste materials or other debris
4.9	Develop and follow a regular communication schedule as appropriate with the building owner or owner's representative to review project progress, schedule, changes or safety issues