



A mid-sized and successful roofing company located in London, Ontario since 1976.

A complete roofing service for Residential, Commercial and Industrial markets. Our applications include both traditional and specialty items for sloped roofs, as well as various roof systems for flat and low slope applications.

Currently accepting applications for all positions including entry level.

Courtney Roofing Ltd. welcomes and encourages applications from people with disabilities.

Accommodations are available on request for candidates taking part in all aspects of the selection process.

We welcome applications from Canadian Forces Reservists – leaves of absence available.

These are good jobs for serious people.

ROOFING ESTIMATOR / PROJECT MANAGER Quote Job #EPM-0613

Key Responsibilities:

- Reporting to the General Manager, the incumbent is responsible for estimating and pricing contracts of Residential, Commercial and Industrial roofing and reroofing projects.
- Ensures that a wide variety of roofing contracts are successfully completed on time and on budget.
- Works primarily in the field, on site but also from blueprints in the office.
- Monitors daily production through supervisors and sub-contractors at all site locations in order to maintain high quality production within a safe working environment.
- Creates production work orders once contracts are confirmed and maintains customer contact until completion.
- Co-ordinates and enforces health and safety regulations.

Qualifications Required:

- Secondary school graduation or equivalent is essential; University degree or College diploma in a construction related program is preferred.
- Valid Ontario Driver's License with clean abstract.
- Health and safety training.
- 5 years construction (roofing) estimating experience; 10 years preferred.
- Roofing experience is a definite asset and preferred.
- Well developed communication, organizational and time management skills.
- Computer experience is required - we use Timberline Estimating Software/Excel spreadsheets/Grid sheets and MS Office.

Junior positions are available.

We offer a comprehensive compensation package. We offer excellent opportunities for the right people.

Although we appreciate all applications, only those candidates selected for an interview will be contacted.

To apply please see Applying for a Position on page 2.

APPLYING FOR A POSITION

You must fill out a handwritten application – this is your first step to getting an interview

- Applications accepted Mon – Fri at 7:00 am only!

Best Advice:

- Call first - 519-652-6859 ext 822 - to let Jim Courtney know you are on your way
- Arrive 7:00 am
- Meet Jim Courtney
- Fill out handwritten application, bring your resume
- Brief discussion with Jim
 - Do you qualify for a First Interview?
- Interviews held Tuesdays

First Interview:

- Two interviewers – when possible
- List of standard questions
- You will be scored out of 100
- Your name, position and score will be entered into our database

Second Interview: (if qualified)

- With Jim and Supervisor
- References will be required

Third Interview: (if selected)

- With Jim
- Generally the Hiring Interview

Contact Information:

Contact Name: Jim Courtney

Mail: 300 Exeter Rd. Box 273, Station B, London, ON N6A 4V8

Location : 300 Exeter Rd. London (Just West of White Oak Road)

Phone : between 7am and 5pm: (519) 652-6859 ext 822

Fax : (519) 652-6638

E-mail: hr@courtneyroofing.com

CAREER OPPORTUNITIES ARE AVAILABLE