

# ***STEVENS ROOFING AND GEOMEMBRANE SYSTEMS***

## **JOB DESCRIPTION**

**JOB TITLE: Technical Representative**

**Reporting Responsibilities:** Vice President Technical & Warranty

### **Basic Responsibilities:**

The Technical Representative is primarily responsible for assuring the integrity of design and quality in installation workmanship of all warranted systems. These duties are performed supportive of the national sales effort.

### **Specific Responsibilities**

1. Inspect and trouble shoot in progress installations and completed projects as required.
2. Generate detailed job reports for all projects visited.
3. Train new contractors at the start of their first job.
4. Train contractors on new installation techniques and material.
5. Schedule and otherwise manage the workload in assigned geographic territory.
6. Maintain close contact with area Sales Managers for appropriate exchange of information.
7. Train contractors on an ongoing basis with the objective of achieving quality installations.
8. Good communication and administrative skills.
9. Roofing application experience – Minimum of 3 years.
10. Valid driver's license.
11. Acceptable credit history.