
Eiseman Construction

110 S Sand Road
New Britain, PA 18901
(215) 345-9159



Welcome to **Eiseman!**

We're so glad to have you join the team as a Job Runner! This guide is intended to act as an introduction to the position and has helpful information to get you started out on the right foot.

Our mission

At Eiseman, we have spent over 50 years building a strong tradition of excellence and community involvement upon which we strive to expand with every job we complete. It is our belief that "just as a good roof lasts for decades, a good company builds a strong reputation by investing in its community's future."

You are an integral part of continuing that tradition and we look forward to all that you have to offer our clients!

The Team

We are extremely proud of our knowledgeable, professional office staff, experienced project managers, and diligent, trained and certified crews. Let's meet the team!

Office Staff

Melissa Eiseman: Principal

Aaron Pilch: Senior Project Manager

Dan Grosso: Operations Manager

Steve Grater: Estimator and Project Manager

Nancy Melvin: Bookkeeper

Courtney Dickinson: Office Administrator

Ruth Myers: Administrative Assistant

Field Staff

Peter Bergman: Repairs

Jeff Lund: Repairs and Job Supervisor

Sean Maxwell: Repairs and Job Supervisor

Vitaly Kazymirchic: Repairs

Basic Job Information

Job Description

Being a Job Runner at Eiseman offers a wide range of experiences which will introduce new skills and knowledge to your professional repertoire. From creative problem solving to focused practical skill, each shift as a Job Runner is unique from the day before. This refreshing and hands-on work is invaluable in the ever-changing global market with which we interact.

To these ends, the Job Runner position entails the following responsibilities, as well as others when appropriate:

- Pickup and delivery of job materials to job sites
- Post-job organization and retrieval of remaining materials
- Job crew check-in and supervision
- Assist repair staff with daily tasks
- Organization of Eiseman shop and yard

Executing the Job: Tips and Suggestions for succeeding in your position

There are three main areas which are important to succeeding as a Job Runner at Eiseman. Those are:

- **Knowledge:** Awareness of the terminology and expectations associated with the industry
- **Skills:** Active tasks and responsibilities which will be sharpened throughout your experience
- **Practice and Process:** Methods which enhance not only your day-to-day practice, but its positive impact on our clients

While you may already have extensive experience in the construction and roofing industry, starting on the following page is an introduction and “cheatsheet” for each of these areas which may assist in making the transition into the job just a little bit easier. Feel free to peruse these at your leisure and focus on as many or as few as you need.

Knowledge

If you are joining Eiseman with prior experience in the construction industry, then you may already be aware of much of the information that will be needed on a daily basis as a Job Runner. However, even if this is the case, there is some information which would be helpful to know as you transition in and may make your job far easier. Further, if you have not had much experience in construction before now, there is copious knowledge which you can look forward to building and learning in your time here. As such, the following are several different areas of knowledge that you will likely need to access often, if not every day, in your position.

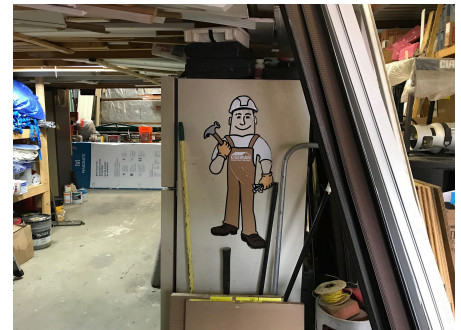
Note: It is **okay** if you have little to no specific knowledge about roofing when you start as a Job Runner. The staff is extremely kind and helpful and will assist you in learning! Further, you will naturally learn more as you do the job.

Materials:

As a Job Runner, your primary responsibility will be to transport materials to and from job sites on a daily basis. As such, being aware of the common materials you will be transporting and the terminology which identifies them will be of vital importance. Below follows a list of some of the most common materials which you will be asked to transport as well as accompanying images that can help you visually identify them and where you can find them within the Eiseman shop.

Many of these will be identified on a materials list which may be given to you by Courtney with the intention that you will gather them to bring to a job site. As such, common terminology has been identified here for your reference.

First, here is the entrance to the shop. Locations will be noted based on their relation to this entrance. On the refrigerator is the old “mascot” for Eiseman, whom some have now identified as named “Old Joe”, after one of our current Job Runners. Anything designated to the left or right of “Old Joe” is referring to direction in the shop if you are looking at the refrigerator, as this image is.



→ **Item:** Roof Flashing

Also Called: “Vent Pipe Collars”

Location in Shop: Shelf to the left of “Old Joe”, at front of shop where tarps are

Purpose: Placed around vent pipes to keep water from entering the roof where the vent pipe exits

Description: Aluminum plate fixed under a 1 ½” - 3” rubber collar

Referred to In: Individual units (if there is a “3” next to “vent pipe collars”, 3 individual flashings are needed, not 3 boxes)

What to say to Suppliers (if picking up): “I’m picking up ____ vent pipe collars in 1 ½” - 3” size”



[Individual]



[In Box]

→ **Item:** Galvanized Collated Roofing Nails (most commonly 1 ¼")

Also Called: "Coil Roofers", "Coil Roofing Nails"

Location in Shop: To the left of "Old Joe", in front left corner of shop with all other nails

Purpose: Used in nail guns when applying shingles to roof

Description: Specialized nails for applying roofing material, coiled together with thin metal for use in nail guns

Referred to In: Boxes (if number next to "Coil Roofers" says "2", then 2 boxes are needed)

What to say to Suppliers: "I'm picking up ____ box(es) of coil roofing nails."



→ **Item:** Roofing Nails (most commonly 2 ½")

Also Called: "Roofers", "2 ½" Roofers"

Location in Shop: To the left of "Old Joe", in front left corner of shop with all other nails

Purpose: Used to manually hand nail roofing material, like plywood

Description: Individual specialized nails for applying roofing material

Referred to In: Pounds (if number next to "2 ½" Roofers says "5", 5 lbs are needed, not 5 nails or 5 boxes)

What to say to Suppliers: "I'm picking up ____ pounds of 2 ½" roofing nails." **Note:** most suppliers sell these in 5 or 50lb boxes. Use your judgement for how much you will need.



→ **Item:** Step Flashing

Also Called: N/A

Location in Shop: To the left of "Old Joe", same shelf as above listed vent pipe collars

Purpose: Used along siding/where roof meets sidewall to add additional waterproofing

Description: Pieces of metal bent into L-shaped pieces, usually 5"x5" or 4"x4". Usually found in black, brown, or "mill" (metallic) finish

Referred to In: Individual pieces, sometimes bundles of approximately 30 pieces

What to say to Suppliers: "I'm picking up ____ box(es) of step flashing." **Note:** Most suppliers have full boxes of these with two bundles in each box. Even if the job doesn't call for it, if there are none in the shop, never a bad idea to get a box to keep the rest in the shop. **Second Note:** Make sure you know what color finish the flashing is meant to be. Mill is typically acceptable, but the job may call for black or brown.



→ **Item:** Trim Coil

Also Called: “Chimney Flashing”, “Coil”

Location in Shop: To the right of “Old Joe”, straight back through the shop from the front door

Purpose: Used for a wide range of purposes, but most directly to provide additional water protection around chimneys, etc.

Description: Roll of aluminum meant to be bent for intended use.

Commonly found in Black and Brown, but sometimes jobs require different colors

Referred to In: Rolls

What to say to Suppliers: “I’m picking up ____ rolls of trim coil.” **Note:** Make sure you know which color is required, if needed, before delivering trim coil to job site.



→ **Item:** GAF Weatherwatch Ice & Water Shield

Also Called: “Ice Shield”, “Ice & Water”

Location in Shop: Directly behind “Old Joe”

Purpose: Used as an underlayer to shingles at the bottom edge of the roof, around vent pipes and vents, and in valleys to provide extra water protection

Description: Large roll of white plastic stuck to black textured material. Note: Roll is **heavy**

Referred to In: Rolls

What to say to Suppliers: “I’m picking up ____ rolls of Ice Shield.”



→ **Item:** GAF Feltbuster Roof Underlayment

Also Called: “Feltbuster”, “Felt”, “Felt paper”

Location in Shop: Directly behind “Old Joe”

Purpose: Used as an underlayer to shingles

Description: Large roll of white paper

Referred to In: Rolls

What to say to Suppliers: “I’m picking up ____ rolls of Feltbuster”

Note: There are several different types of felt paper (#15 and #30 among them). Check that you have the right kind.



→ **Item:** C 3 ½ Drip Edge

Also Called: “C 3 ½”, “Drip Edge”

Location in Shop: Upstairs in the loft area, to the left of “Old Joe”

Purpose: Used at edges of roof to protect underlying wood from moisture

Description: Long pieces of aluminum shaped at a right angle, typically white on the outside and gray on inside

Referred to In: Pieces

What to say to Suppliers: “I’m picking up ____ pieces of C 3 ½.” **Note:** Typically it is not a bad idea to get a box (50 pieces) of drip edge if the shop is out of it.



→ **Item:** Geocel Sealant

Also Called: “Geocel”, “Caulk”

Location in Shop: Directly to the left of the door to the shop

Purpose: Used to seal gaps, breaks, small holes, etc. in roof to protect against water entry. **Note:** This is arguably the most used material in repair work and useful to have on any job site.

Description: Long silver tube with clear dispenser at end. Common colors are clear (most common), brown, black.

Referred to In: Tubes

What to say to Suppliers: “I’m picking up ____ tubes of Geocel.” **Note:** Make sure you have the correct color of caulk before bringing to job site.



→ **Item:** GAF Timberline HD Roof Shingles

Also Called: “Shingles”

Location in Shop: In yard, on wooden pallets to left of dumpster

Purpose: Most common shingles to replace roof on job sites

Description: Bundles of approximately thirty 40” long asphalt “dimensional” shingles. **Note:** There is a wide range of colors these shingles are available in, including Weatherwood, Shakewood, Charcoal, Williamsburg Slate, and others. **Second Note: Shingles**

needed for job sites are typically referred to in “square” as a measure of how many shingles are needed. One “square” of shingles = 3 individual bundles. One square is equal to 100 ft²

Referred to In: Bundles OR square

What to say to Suppliers: “I’m picking up ____ bundles/square of Timberline Shingles.” **Note:** Use whichever measurement language most accurately fits the need.



→ **Item:** GAF Seal-A-Ridge Ridge Cap Shingles

Also Called: “Ridge Caps”, “Seal-A-Ridge”

Location in Shop: In yard, on wooden pallets to left of dumpster, usually with shingles

Purpose: Used to cover “ridge” of roof after re-shingling

Description: Ridge Caps come in bundles of similar size as Timberline shingles, and are most easily identified by the 3 individual pieces of shingle attached together and able to be torn

apart for application. **Note:** These are intended to match shingle color. Make sure to take the right color

Referred to In: Bundles OR square

What to say to Suppliers: “I’m picking up ____ bundles/square of Seal-A-Ridge.”



→ **Item:** Protection Plywood

Also Called: N/A

Location in Shop: In middle of yard, on pallets to left of dumpster

Purpose: For placement over fragile homeowner items (plants, sidewalk lights, etc) which may be damaged by roofing work.

Description: 4’x8’ plywood, normally old or damaged plywood not suitable for use as replacement of home roof plywood.

Referred to In: Sheets

What to say to Suppliers: N/A



→ **Item:** Eiseman Sign

Also Called: “Sign”

Location in Shop: To right of “Old Joe”, behind large shop door

Purpose: Placed at end of driveway at homes to be worked on to not only signal the crew and other pertinent people of the location of the job, but also for marketing purposes. **Note:** When placing sign, make sure it is visible from the road. Typically best placement is stuck in grass near home mailbox.

Description: Metal sign with Eiseman logo and information attached

Referred to In: N/A

What to say to Suppliers: N/A



Roofing Application:

As a Job Runner, on occasion you will be asked to supervise roofing crews as they replace clients' roofs. While this is not a task for which you need to be heavily trained, it is one which benefits from being aware of certain best practices for roof replacement. The **best** way to better understand the correct application of standard asphalt roofs is to review the GAF Steepslope Pro Field Guide. There are several of these available in the office, as well as one which can be found in the glovebox of the #6 truck. The information in these Field Guides is extensive but gives a full description of the expectations and requirements for applying the GAF Roofing System which we most commonly use.

If you have ANY questions at all about the basic tenets of applying shingle roofs, do not hesitate to ask one of the Project Managers, who will be happy to provide a quick rundown of things for which to look. The central points of focus include, but are not limited to:

- Application of all required layers (Ice & Water Shield, Felt Paper, Starter Shingles, Shingles)
- Inspection and replacement (if needed) of underlying plywood
- Application of Ice Shield around all appropriate sections
- Proper installation of dimensional shingles

Supplier Locations:

As a Job Runner, a major part of your job will be to travel between job sites, supplier stores, and relevant business locations to deliver materials, check-in, or complete other required tasks. This allows for a new job experience every day, but also requires an awareness of some of the most common areas to which you will be travelling. While job sites are always changing with the timeline of when those jobs are to be completed, the locations of suppliers from where we acquire materials and supplies for those jobs remain fairly consistent. To that end, the following are three of the most common suppliers to which you may travel.

- Marvic Supply Co., Doylestown- **Most Common Supplier**

4083 E Swamp Rd, Doylestown, PA 18902

Note: *Marvic is by far the most common supplier from which we purchase supplies for jobs. Different people have different routes for getting here, but find the one you prefer and get comfortable.*

- ABC Supply Co., Souderton- **Common Supplier**

3283 E Township Line Rd, Souderton, PA 18964

Note: There is also a Warminster ABC location from which we sometimes pick up supplies

- Harvey Building Products, Huntingdon Valley- **Occasional Supplier**

99 Buck Rd, Huntingdon Valley, PA 19006

Company Policies:

All in all, Eiseman strives to encourage the most positive and professional work environment for all of our employees. In the interest of doing so, there are some best practices which all staff are asked to abide. For Job Runners, the ones to practice on a day-to-day basis include:

- **Parking:** Field staff are asked to park outside of the main Eiseman lot, as it is important to leave ample room for customers who may wish to visit
- **Job Time Records:** To keep accurate company records, Job Runners are asked to keep accurate track of their travel and time allotment on job tasks within both the T Sheets mobile app and paper Staff timesheets.
- **Clock-In/Clock-Out:** Employees are asked to clock in on a time card when they arrive for their shift and clock out as soon as their duties for the day are complete
- **Pay Periods:** The weekly pay period ends each Tuesday, at which time all time records are to be submitted to Nancy. Employees get paid on a weekly basis, with paychecks available each Thursday afternoon.
- **Call-Outs:** While employees are permitted to call out of their shift if needed, advance notice to Courtney is required at least 24 hours prior to the relevant shift if possible.

General Tips:

There are many things which you will learn during your time as a Job Runner at Eiseman, and so being open to learning will help that process be a positive one. To get you started, here are some general tips and insights:

- As Office Administrator, Courtney determines all scheduling for Eiseman, including the scheduling of daily tasks for Job Runners. As such, she will be your point person for information on tasks to perform and is an excellent delegator. Rely on her to find out what tasks you should be looking to complete and in what priority order.
- Most jobs for Eiseman start early in the morning, so getting to the office as close to 7:00-7:30am will ensure that you can be there for the start of the day.
- The other Eiseman staff are always happy to help clarify, teach, or explain anything about which you may be confused. Do not be shy or embarrassed to ask, as getting help as quickly as needed will ensure you avoid any frustrations of misunderstanding.
- Make sure to double check material colors when applicable. Things like trim coil, geocel, roofing shingles, drip edge, and more, all have a range of colors in which they are available. There are some standard colors which are used most commonly for all of these, but double checking never hurts.
- Doylestown and the surrounding area, as well as some of the more distant jobs to which you will travel have a plethora of routes which can be taken to get from one place to the other. Take time to find the best route for not only your comfort but time efficiency as well.
- **Always** tie down any material which you are transporting that may be moved by travel or wind. If you are not positive it is secure, it probably isn't, so just double check to ensure safety for you and others.

Skills

Below are some skills which you will hone on a near daily basis and which will be helpful to learn as you start as a Job Runner at Eiseman. There are countless skills which you will use throughout your time as a Job Runner which may not be included here. However, these are some of the most common, and are useful ones of which to be aware. *These are all common in the construction/roofing industry, and so feel free to ask other Eiseman field staff for assistance or further suggestions in learning these at times which are convenient for you and them.*

Moving and Placing Ladders:

Obviously, as a roofing company, ladders are a regular part of our everyday work. While the methods of moving ladders is dependent on the size of the ladder to be moved, there are basic practices which can ensure both safe and effective movement. Keep these pointers in mind any time you are doing so:

- **SAFETY IS KEY!** If you are unsure of whether you will be able to move a ladder safely, DO NOT move it, as it is better to ask for help from someone than to harm yourself or someone/something else.
- **Keep a strong balance.** When moving ladders, regardless of size, make sure that you are moving them in whichever way provides the best balance and keeps your legs firm underneath you and the ladder.
- **Be aware of ladder size.** Obviously, longer ladders require increased balance and care to carry and avoid hitting surrounding objects/people. Use more care when lifting and moving these. As a rule of thumb, never try to move a ladder by yourself which is larger than 32' long.
- **Use the rungs on one section of the ladder to measure its size.** If there is not a clear label noting the ladder length, count the number of rungs on one section and double that number to find the length of the ladder. For instance, a ladder which has one section of 14 rungs is a 28' ladder (14 rungs x 2 sections = 28'), as each rung is approximately 1 foot from the next.
- **Never underestimate height.** This may seem obvious, but extension ladders are FAR taller than you are normally used to being cognizant of, so ensure that you pay close attention to your surroundings.
- **When moving, use the method which suits the environment, and your comfort, best.** Do **NOT** try to move a ladder in a way with which you are uncomfortable. There are benefits and obstacles to each of these, so be sure you are aware of the appropriate context in which to use each. There are two basic methods for carrying an extension ladder:

- ◆ **Horizontally:**

- Pros-**

- Easier to balance and move over longer distances

- Less likely to hit objects above you

- Cons-**

- Requires more maneuvering to avoid hitting objects around you

- Increased awareness of surroundings needed

Step 1- With the ladder standing vertically or lying horizontally, lift or lean the ladder to rest on your dominant-hand shoulder (right shoulder if right handed, left shoulder if left-handed) at approximately the midpoint of the ladder's length with the rungs/steps facing your head.

Step 2- Reach out with your dominant hand and grab the nearest rung to your hand when your arm is fully extended, without reaching outward too far. If you are reaching outward at the full extent of your arm, grab the next closest rung to your head.

Step 3- With your non-dominant hand, grab the top side of the ladder to stabilize as you carry

Step 4- Lift the remaining section of the ladder off the ground or horizontal surface so that both ends of the ladder are no longer resting on a surface and the ladder is fully balanced on your shoulder.

Step 5- Walk slowly toward wherever the ladder is to be placed, staying aware of any surrounding objects or obstacles, so as to not hit them.

Step 6- When you have reached the location at which the ladder is to be placed, carefully reverse the process used to lift the ladder, placing the bottom of the ladder firmly on the ground and carefully raising the remaining section so that the ladder is vertical to the ground. Tip: This step is tricky and requires care and balance to execute effectively. Stabilize the ladder with both hands all the way through the process.

◆ **Vertically:**

Pros-

Easier movement from one set-up location to another over a short distance

Less likely to hit objects around you

Cons-

More difficult to balance, especially with tall ladders

Requires more maneuvering to avoid hitting objects above you

Step 1- With the ladder standing vertically on the ground, hold the ladder with the rungs/steps facing your head and the back side of the ladder balanced on your dominant hand shoulder (right shoulder if right-handed, left shoulder if left handed). Tip: Make sure that the section of ladder which slides up and down is on the **INSIDE** of your shoulder (closest to your head) with the non-moving section placed on the outside of your shoulder.

Step 2- Wrap your dominant arm around the outside of the ladder and take hold of one of the lower rungs of the **NON-MOVING** ladder section. Choose a rung which allows for height off of the ground without sacrificing balance. With your non-dominant hand, firmly hold the front side of the ladder to stabilize while moving.

Step 3- Lift the ladder vertically, ensuring the top is balanced and not moving excessively.

Step 4- Make sure that the bottom of the ladder is not dragging on the ground and that the top is not, or will not be, hitting any trees, gutters, etc.

Step 5- Carefully walk to where you wish the ladder to be moved, keeping hand and shoulder positioning consistent so as to not move the ladder too drastically.

Step 6- When you have reached where your ladder is to be placed, carefully lower it to the ground and secure the sides with both hands as you position the ladder to its destination.

-
- **Always “foot” ladders when placing.** When placing a ladder where it is to be used, place your foot under the bottom rung, with your ankle leaning against the front of the rung before GENTLY leaning the ladder away from you and onto its placement location (roof, side of house, etc.) This is called “footing” the ladder and ensures safe placement, as well as stability if needed.
 - **Mind your ladder angle.** When placing a ladder, keep in mind that the aim is to establish a strong triangle between the ladder, where it is leaning (house, etc), and the ground. Ladders are best placed with the base placed at a distance $\frac{1}{4}$ of the height of the ladder. So for a ladder raised to 28', the base of the ladder can be placed approximately 7' from the wall.

Lifting Materials:

There is a wide array of job materials which you will be expected to move on a daily basis. These are almost all capable of being lifted by a single person, but many are of significant weight and size and some are best lifted with certain methods. Some of these will be decided and found by what you think is best, safest, and most comfortable for you. However, being aware of these materials can be helpful in your daily practice.

Common Materials:

→ Bundles of shingles

Average Weight: Approximately 80lbs per bundle

Average Size: Approximately 40" long

Tips: Shingles are much heavier than you may expect. Be careful and find the way which you find the best and most comfortable to carry them. Typically the best method for carrying is to, while the bundle is lying horizontally, grab the top-left of the bundle with your left hand and bottom-right with your right hand (or flipped if more comfortable) and lift. Pro-tip: Sometimes shingles have lost rigidity. Watch for floppiness and adjust your grip if needed.

→ Sheets of Plywood

Average Weight: Approximately 50lbs

Average Size: 1 Sheet = 4' x 8'

Tips: Plywood is not quite so heavy as it is bulky. A sheet is far easier to move with two people, but if needed can be moved with one. Best practice for doing so is to grab each long side with one hand, with your arms spread across the length of the plywood, and to then lean the middle of the plywood on the back of one shoulder.

→ Roll of Ice & Water Shield

Average Weight: Approximately 60lbs

Average Size: 1 roll = 3ft

Tips: Ice Shield is also deceptively heavy, but is slightly easier to carry than a bundle of shingles. The best way to do so is to put one hand in each end of the roll and lift.

Basic Carpentry:

While there are not necessarily a large amount of instances in which you will need to imply carpentry skills, it would be helpful for you to have a basic understanding of how to use some carpentry tools. Some of these may include:

- Hammer
- Screwdriver
- Nails/screws
- Pry bar

If you need help learning how to use any of these, our Lead Carpenter Dan Grosso is a great resource and a patient teacher. Additionally, there is a hammer, screwdriver, and pry bar behind the driver's seat of the #6 truck should you ever need one of these in a pinch.

Navigation:

A significant amount of being a Job Runner at Eiseman entails driving. On most days, there will be multiple different job sites, suppliers, and/or clients to which you will need to navigate. Doing so will require basic navigation skills and is best supplemented with a smartphone navigation app. Whether your preferred application is Google Maps, Waze, Apple Maps, or any of the other apps which exist, because this will be the easiest way to navigate to and from each location, it is best to make sure that your smartphone is charged when coming in each day.

Language Skills:

While speaking or understanding a foreign language is NOT a prerequisite to being a Job Runner at Eiseman, being open to interacting with people for whom a foreign language may be their primary language with respect for this is important to being a good Job Runner. As part of the job, you will be travelling to job sites where the primary language being spoken on site will not be English. As such, a willingness to communicate with care can help interactions on those sites be built on positive rapport and make everyone's jobs far easier. Again, learning a different language is not required, but learning some phrases or ways to communicate respectfully are certainly helpful.

Apart from foreign languages, there is a new set of terminology in relation to the construction and roofing industry which will be helpful to continue learning throughout your time as a Job Runner. If you have been exposed to this terminology before, then this may not be a major obstacle for you. However, using the above recognition of common terms you will hear, and supplementing it with additional terms throughout your experience will make your job far easier. **Note:** As an added obstacle, sometimes different people use different terms for the same material, so if you are at all unsure of what is meant, make sure to consult the person who is asking to find out what it is they need.

Practices and Process

Working at Eiseman as a Job Runner offers copious opportunities for learning and opportunities to add your personal stamp on the company and its relationship with its clients. These opportunities are a great way to let your personality positively impact the Bucks County community and beyond as well as let yourself grow in new ways. Throughout that process, there are some ways that you can ensure you have the most positive experience possible throughout your time as a Job Runner.

Flexibility:

As you may notice from the Job Description, being a Job Runner at Eiseman entails a variety of different responsibilities and tasks beyond even the ones listed there. As such, being willing to be flexible and available to complete whatever tasks may be called for within the purview of your position ensures that not only do you continue to get new experience, but also provide invaluable help to the company and staff that enhance their day-to-day work as well. Sometimes the best way for you to help may be to help one of the Project Managers complete a task around the shop, or may be to go bring one of the Eiseman trucks to be repaired. Staying flexible will allow you to move more smoothly from one of these tasks to another.

Personability:

As a company fueled by our customers and clients, our relationship with those customers is paramount to our effective member of the industry. While your central job is not to interact with customers on a constant basis, there are plenty of instances where you will be asked to check-in with clients, speak with customers at job sites, or simply be available for customers to ask questions while you are on-site at a job. As such, keeping a positive relationship as a priority in these instances can make the experience for a client be immensely more rewarding, as well as serve to make your own job more positive too.

Asking For Help:

Of significant importance as a Job Runner will be your willingness to ask for help when you need it. The staff at Eiseman are not only personable and helpful people, but extremely knowledgeable professionals who have been working in the construction and roofing industry for long periods of time. Their experience and insight can be invaluable to finding a new way to complete a task or knowing how to complete a task in the first place. They are more than happy to help with whatever you may need, so rather than make your job more difficult, ask for help as often as you need it. **Tip:** Get all of the Project Managers' cell phone numbers in your own phone so that you can call them should you need something or have a question on-site.

Conclusion

We are so glad that you have chosen to join us here at Eiseman as a Job Runner. There are a wealth of new experiences and new knowledge you can look forward to and we cannot wait to grow in those experiences together with you.

If you should have any questions about the job or any of the details which have been given in this document, do not hesitate to ask!

