

Role Profile – The What, The Where, The How

POSITION	Deputy Roofing Supervisor	REF	SERV45
TEAM	Roofing	LOCATION	On site
VERSION	3	LAST UPDATED	March 2026

THE PURPOSE OF THIS ROLE IS TO

Assist the supervisor in the planning and day-to-day management of live sites, ensuring all works are carried out in a safe and professional manner; and resolving day-to-day matters while maintaining high levels of customer satisfaction and adherence to sector key performance indicators.

Specific Accountabilities – The Brass Tacks

The Deputy Roofing Supervisor plays a key role in supporting the delivery of high-quality, safe, and efficient roofing works across all Coastline projects. Working closely with the Roofing Supervisor, the postholder will assist in the day-to-day coordination of staff, subcontractors, site activities, training, and compliance, acting up in full supervisory capacity when required.

In the role as a working Deputy Roofing Supervisor, your day-to-day responsibilities will include:

Key Responsibilities

Operational Leadership & Supervision

- Act as Roofing Supervisor in their absence, overseeing daily operations and managing the safe working activities of roofing teams and subcontractors.
- Support the Roofing Supervisor in the supervision of all site staff, serving as the first point of contact for welfare needs, performance concerns, and disciplinary issues.
- Assist in planning and managing staff holiday allocations to maintain continuity of service.

Health, Safety & Compliance

- Ensure all works are delivered safely and in accordance with current health and safety legislation, company policies, and procedures.
- Fulfil onsite management responsibilities required under CDM Regulations, ensuring contractor obligations and legal duties are consistently met.
- Deliver comprehensive site inductions covering site-specific hazards, control measures, RAMS, site rules, and emergency procedures.
- Monitor subcontractors to ensure compliance with all health, safety, and company standards.
- Conduct regular, documented site and vehicle inspections, maintaining clean, safe and compliant welfare, storage, and transport arrangements.

Training, Development & Communication

- Train, coach, and mentor staff to support their development and maintain consistent Coastline standards.
- Work with the Roofing Supervisor to identify team training needs and assist in implementing ongoing training plans.
- Contribute to the delivery of regular Toolbox Talks and other mandatory training activities, ensuring accurate records are maintained in the central database.
- Provide regular progress updates to the Roofing Supervisor and, when required, the Contracts Manager, highlighting issues, risks, and solutions.

Resource & Workload Management

- Ensure contracts are appropriately resourced, including labour, materials, plant, and tools, arranging orders, hire, or off-hire as required.
- Monitor daily workloads, liaising with subcontractors and site operatives to ensure programmes are met, work is completed within budget, and quality standards are achieved.

Professional Standards

- Promote and maintain professional, safe, and effective working practices across all areas of responsibility.
- Ensure adherence to company rules, group policies, and codes of conduct by all staff and subcontractors.
- Carry out any additional duties reasonably required, consistent with the level and responsibilities of the post, to support the changing needs of the organisation.

Person Specification – The Who

PERSONAL SKILLS AND QUALITIES

At Coastline we are more concerned with how you work and what you bring to the role over formal qualifications or criteria. Specifically, what we’re looking for is someone who:

- Demonstrates behaviours in accordance with Coastline’s values:
 - Put our customers first
 - Be open, honest and accountable
 - Value each other
 - Strive to be the best
- CSCS Card (Required to obtain once in role if not already held).
- SSSTS qualification

- A sound knowledge of the legal requirements and health and safety requirements when undertaking roofing and repair works to residential buildings
- Proven experience and sound track record in building maintenance, diagnosing and specifying roofing and remedial repair works in residential buildings
- Understanding customer needs and translating these into appropriate service and performance
- Has a full driving licence and a satisfactory **basic** DBS check;

Some experience in the following would be an advantage:

- Health, Safety and Environmental qualification
- Construction or maintenance-related NVQ Level 2
- Local geographical knowledge

General Obligations – For All Of Us

1. Represent the company positively with all external agencies.
2. Service and support the company as requested.
3. Establish, develop and maintain effective working relationships with all work colleagues.
4. Ensure compliance with the company's health and safety policies and procedures.
5. Continually promote equal opportunities and customer care in full compliance with the company's policy and standards.

REPORTING

- Reports to the Roofing Supervisor and Contracts Manager
- Is responsible for site operatives and subcontractors

CONTACTS

Internal

- Directors and Managers of Coastline
- Supervisors of Coastline
- Administrative and finance support staff as required
- Coastline maintenance and customer service staff

External

- Customers and potential clients of Coastline
- Third party approved sub-contractors
- Local Authorities, construction companies, service providers, housing associations, etc.



Coastline
housing



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