S&S Construction Services

Performance & skill development review

Carlos Medina

Work being reviewed

Review period starts

2026-04-01

Review period ends

2026-09-30

Role being assessed

Foreman / crew lead

Roof systems and normal assignments

Asphalt shingle reroofs (Owens Corning Duration, GAF Timberline HDZ), tear-off to deck, ice-and-water at eaves and valleys, step and counter flashing, ridge vent.

Examples from the job

Work worth recognizing

Hail job in Castle Pines, Aug 12: caught rotted decking at the chimney before underlayment went down, photographed it for the supplement, and still had the crew off the roof by 5.

Work needing attention, if any

No safety concern observed. Two callbacks in July for exposed nails at ridge caps on Highlands Ranch jobs; both fixed same week.

Progress since the last review or starting the role

Started the season needing the foreman to lay out valleys; now cuts and closes valleys on his own and checks starter course alignment.

Conditions that affected the work

June hail backlog meant six-day weeks and a two-week ABC Supply delay on Malarkey Vista; kept the crew on repairs and gutters instead of idle.

Responsibility and pay decision

Responsibility now and next

Owns layout and final walk-around on shingle reroofs up to 40 squares; still learning to price change orders with the homeowner.

Pay decision

Pay unchanged

Reason for the decision

Piece rates for the 2026 season were set in March for every crew; rates are revisited with the 2027 rate sheet.

Decision maker / person responsible for the answer

Vanessa Manntz, owner

Date the pay decision was made

2026-10-04

Next pay decision check-in

2027-02-15
This check-in promises a conversation, not a raise.

Next opportunity and shared commitments

Direction the employee wants to explore

Wants to run his own crew by the 2027 season; interested in the GAF Master Elite installer training.

Commitment 1: task and successful result

Lead the final quality walk on the next four reroofs, checked against the manufacturer's nailing pattern before the crew leaves.

Manager support and responsible person

Sam Sandoval walks the first two with him and signs off the checklist.

Follow-up date

2026-11-20

Review conversation

Discussion date

2026-10-06

Employee perspective

Proud of the Castle Pines hail jobs. Asked for a second magnetic sweeper on the truck and a heads-up on next week's schedule by Friday.

Task readiness

Task 1

Valley layout and closed-cut valleys on architectural shingles

Current readiness

Independent within assigned scope

Task 2

Step and counter flashing at chimneys and sidewalls

Current readiness

Independent within assigned scope

Task 3

Ridge vent installation

Current readiness

Can demonstrate to others

Work assessment

Safe work practices

Exceeds role expectations
Recognizes hazards; follows site procedures and required protection; raises concerns when conditions change. Assess actions, not the absence of reported incidents.

Work example / basis

Tied off on every roof walked this season; ran the Monday toolbox talk on ladder setup.

Workmanship

Meets role expectations
Follows the roof system and project requirements; checks details before covering or handing off work; corrects defects.

Work example / basis

Two ridge callbacks in July, none since; decking and flashing photos on every supplement job.

Production and preparation

Exceeds role expectations
Prepares tools and materials and keeps assigned work moving without sacrificing safety or quality. Account for weather, access and staffing.

Work example / basis

Crew averaged 18 squares a day on tear-offs in August without a safety stop.

Reliability and follow-through

Exceeds role expectations
Is ready for agreed assignments, follows through and communicates delays or changes early.

Work example / basis

On site by 6:45 every scheduled day; texted hours daily.

Crew communication

Meets role expectations
Confirms instructions, reports problems, treats others respectfully and provides clear handoffs.

Work example / basis

Calls the office before changing scope; explains the work to homeowners at the final walk.

Property, tools and materials

Meets role expectations
Protects the building and surroundings, handles tools and materials properly and leaves a clean, ready work area.

Work example / basis

Tarps landscaping and runs the magnetic sweeper twice; trailer left clean.

Reviewer signature

Signed by

Vanessa Manntz

Account

vs10294@gmail.com

Signed at (UTC)

2026-10-24T23:33:18.518326+00:00

Consent

I confirm this review reflects the discussion and intend my typed name as my electronic signature. Finalizing locks this record.

I have reviewed this record and discussed it with my supervisor. My signature acknowledges receipt and discussion, not necessarily agreement with the assessment.

Employee signature / date: _____