



REVISED: 07/17/2019
Submitted: 07/16/2019

JOB TITLE:	ROOFER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8404
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Repairs roof and flashing. Repairs gutters and downspouts. Sheet metal fabrication.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Repairs roofs, gutters, downspouts, and flashing
Assumes responsibility for care and operation of vehicle, tools, and equipment assigned to roofer
Fills out withdrawals on all materials used from stock
Writes work orders on all work performed by roofer and assigned helper
Assumes responsibility for personal safety and the safety of others regarding the assigned job
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D. with three (3) years successful experience in roofs and sheet metal
Knowledge of all types of roof installation and repairs
Knowledge of sheet metal fabrication and installation
Ability to set up and operate sheet metal equipment
Ability to climb
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Additional experience in this field
Completed apprenticeship program
Experience in a diverse workplace