



REVISED:
07/01/2012

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
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| 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 |
| 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.
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MINIMUM QUALIFICATIONS

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| 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

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| Additional experience in this field |
| Completed apprenticeship program |