



NEW: 07/01/2020
Submitted: 03/19/2020

JOB TITLE:	ROOFING
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB/ GRADE SEE BELOW
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
- 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.
- Five (5) years of 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
- Physically able to climb and work in high places on all types of scaffolds, ladders and lifts
- Valid driver's license
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Completed apprenticeship program
- Experience in a diverse workplace
- MINIMUM QUALIFICATIONS- ROOFING TECHNICIAN II, IB/GRADE7 JOB CLASS 8282
- High School Diploma or G.E.D.

Three (3) years of successful experience in roofs and sheet metal
Knowledge of all types of roof installation and repairs
Knowledge of sheet metal fabrication and installation
Physically able to climb and work in high places on all types of scaffolds, ladders and lifts
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience in a diverse workplace
MINIMUM QUALIFICATIONS-- ROOFING TECHNICIAN I, IB/GRADE 5 JOB CLASS 8288
High School Diploma or G.E.D.
Physically able to climb and work in high places on all types of scaffolds, ladders and lifts
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience in this field
Experience in a diverse workplace