

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Foreman – Roofing
Pay Table:	Support
Pay Grade:	17
FLSA Status:	TBD
Job Code:	607
Reports to:	Maintenance Coordinator

JOB SUMMARY

Under the very general supervision of the Maintenance Coordinator, the Roofing Foreman has responsibility for repairing and maintaining all roofing and tile flooring throughout the district.

ESSENTIAL JOB FUNCTIONS

- Inspects roofs throughout the district and prioritizes those that need new roofing.
- Performs preventative roof maintenance.
- Assigns daily jobs to department employees and supervises their work.
- Tracks down roof leaks and makes the necessary repairs.
- Installs and repairs rain gutters and downspouts.
- Installs new roof curbs for swamp coolers and roof jacks for penetrations needed through roofs.
- Waterproofs building foundations to protect them from water seepage.
- Installs and repairs floor tile, rubber baseboards, and entrance matting.
- Removes and encapsulates asbestos material in the school's storage facility for proper disposal.
- Prices out and orders materials.
- Receives bids and lines up contractors for certain projects.
- Prefabricates metal caps or gravel stops for roofing projects.
- Builds and installs roof curbs.
- Organizes and supervises part-time work crews doing summer maintenance.
- Communicates with other foreman, the coordinator, and administrators to plan and coordinate projects.
- Helps with snow removal from roofs.

MINIMUM REQUIREMENTS

- High School diploma or equivalent.
- Seven (7) to ten (10) years of experience related to the above tasks, knowledge,

skills and abilities or an equivalent combination of education and experience.

- Asbestos removal certification.
- Hazardous material certification.
- Driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write and perform basic mathematical functions.
- Knowledge of roof inspection and repair.
- Knowledge of floor tile installation and repair.
- Knowledge of asbestos removal procedures.
- Ability to read blueprints.
- Ability to operate heavy equipment.
- Knowledge of material safety data sheets (MSDS) preferred.
- Organization and supervisory skills.
- Ability to prepare purchase orders.
- Ability to maintain inventory and property.
- Ability to use small office equipment and computers.
- Ability to use or repair small/light equipment.

PHYSICAL DEMANDS

Very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.