

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: Roof/Floor Repair Technician

Pay Table: Support

Pay Grade: 11

FLSA Status: TBD

Job Code: 646

Reports to: Roofing Foreman

JOB SUMMARY

Working under the direction of the Roofing Foreman, the Roof/Floor Repair Technician repairs, replaces, maintains, and installs roof, flooring, rubber base, etc. throughout the District. Performs other maintenance duties and assists with other District repair assignments as needed.

ESSENTIAL JOB FUNCTIONS

- Repairs leaks in and around roof, skylights, roof top units, duct work, etc. Locates leaks and completes adjustments and repairs in any type of weather.
- Performs general maintenance on roofs (e.g., repaints flashing, moves or replaces gravel, repairs worn areas).
- Replaces damaged sections of roofs. Makes permanent repairs or may temporarily seal large damaged areas until contractor can be arranged. Requires use of a wide variety of roofing materials including hot tar.
- Roofs new buildings and additions built with Small Capital Outlay funding (additions to buildings, sheds, etc.).
- Assists with inspection and oversight of contracted new construction and re-roofing work. Completes all inspections on new roofs.
- Advises the administration on the condition of roofs and on re-roofing priorities. Offers advice on new roof systems being considered.
- Repairs and maintains rain gutters, downspouts and heat tapes, etc.
- Waterproofs foundations.
- Performs carpeting repairs. Performs installation of small carpeting jobs.
- Repairs rubber matting on tracks and entry way of school buildings.
- Maintains and repairs vinyl floor tile, rubber base, snow guards, stair treads, nosings, etc.
- Determines traffic areas, designs patterns, prepares surfaces and installs all vinyl floor tiles, linoleum, and rubber base on remodel projects. Cuts flooring materials to fit around obstructions, trims excess materials to form a tight joint, applies adhesive and ensures a smooth fit.

- Addresses trip hazards and maintains accordingly.
- Weighs snow on roofs and assists with snow removal
- Removes and encapsulates building materials containing asbestos.
- Installs evaporative coolers as required (frequently required for computer labs).
- Installs and repairs ceramic tile when requested.
- Enters job sheet data into computer system.
- Responds to all emergency roof related emergencies.

MINIMUM REQUIREMENTS

- High School diploma or equivalent.
- Four (4) years of experienced related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Driver's license.
- Asbestos removal certification preferred.
- Roofing installation certification preferred.
- Certifications in application of commercial, single ply roofing systems preferred.
- Forklift certification preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and write and perform basic mathematical calculations.
- Thorough knowledge of roofing materials and equipment used (e.g., application of hot tar, use of solvents and adhesives).
- Thorough knowledge of all types of roof repair techniques for all types of roofs.
- Knowledge of floor tile, linoleum, and rubber base installation and repair including use of adhesives, preferred.
- Knowledge of materials safety data sheets (MSDS) preferred.
- Ability to read and follow blue prints and drawings.
- Ability to work independently and as part of a team, manage multiple tasks, and adjust priorities as necessary.
- Ability to work independently and with minimal supervision.
- Ability to use small office equipment and computers.
- Ability to use small, medium and heavy equipment and machinery.
- Ability to manage inventory and property.
- Ability to make budget recommendations.

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 an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.

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