

BEAVERTON SCHOOL DISTRICT

Position Title: Roofing Specialist
Department: Maintenance
Reports To: Maintenance Supervisor
Pay Grade: TRAD/10
FLSA Status: Non-Exempt
Bargaining Unit: OSEA
Approved Date: May, 2007
Revised Date: NA

POSITION PURPOSE:

Inspects, diagnoses, plans renovations, coordinates warranty repairs, performs preventative maintenance and repairs, and assures safety and soundness of all District building roofs.

DIFFERENTIATING CHARACTERISTICS:

Distinguished from the Maintenance Crew classification by the performance of advanced-level trade activity in roofing, including additional responsibilities to inspect roofs and determine repair needs, inspect contracted work, and provide roofing specifications to architects. This position may also be required to assume lead worker responsibility.

EXAMPLES OF DUTIES:

Duties may include but are not limited to the following:

- 1) Provides technical assistance to Maintenance Crew and other maintenance employees.
- 2) Receive, prioritize and schedule repair and installation work according to severity and urgency of work. Inspect existing roofs, gutters and downspouts and determine required corrective repairs or replacement procedures.
- 3) Inspect work site, determine materials required for repair; and submit purchase order to supervisor for approval. Consult with architects to provide roofing specifications. Coordinate roofing warranty issues.
- 4) Oversee and assist the work of crews; patch leaks, remove existing roofs and re-roof, install adequate drain systems, and measure and install gutters, downspouts, and flashing.
- 5) Clean, clear drains, detail and perform minor repairs to extend the life span of existing roofs.
- 6) Inspect work performed by contractors for compliance to legal codes and District specifications.
- 7) Train and supervise the work of other maintenance employees when engaged in roofing related work. Devise work schedules and alternative plans in cases of inclement weather.
- 8) Apply and oversee work crews in observing safety precautions for the roofing process.
- 9) Perform routine preventative maintenance on district roof systems.
- 10) Perform related work as required.

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KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Thorough knowledge of roofing procedures, legal codes associated with the roofing trade, and roofing materials, coatings, and equipment.

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Skills/Ability to:

- Use hand and power tools such as staple gun, air compressor, power snake, skill saw, and hand drill.
- Assign, direct, supervise and review the work of maintenance personnel.
- Diagnose roofing problems, compute repair costs, and estimate time required for repair.
- Read blueprints of roof layouts and designs.
- Physical ability to perform job requirements
- Prioritize importance of roof repair requirements.
- Familiar with OR-OSHA and asbestos rules and regulations as they apply to roofing and construction work environments.

EDUCATION AND EXPERIENCE:

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

- Journey level experience in roofing and the diagnosis and repair of roofs, including certification for Tremco roofing systems

LICENSING/SPECIAL REQUIREMENTS:

- Possession of or ability to obtain, a valid Oregon or Washington driver's license

WORKING CONDITIONS:

Work may be performed indoors or outdoors. Travel is required. Incumbent must be able to stand, walk, drive, sit, push, pull, lift up to 60lbs, bend, stoop, kneel, reach, climb, work in awkward or tiring positions, write, speak, and hear. Incumbents may be required to perform emergency repairs during evening or weekend hours.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.