

## Job Description

Prepared/Revised: March 2023

Job Title: **Roofing Technician**  
 Job Family: **Trades**  
 Pay Program: **Classified**  
 Typical Work Year: **12 months**

Job Code: **1492**  
 FLSA Status: **Non-Exempt**  
 Shift Differential: **Yes**  
 Pay Range: **G 21**

**SUMMARY:** Repair and maintain all types of roofs and roof-related problems pertaining to District facilities. Perform inspections on all new construction and District roof renovations. Maintain and perform the District preventive maintenance program for all types of roofs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Maintain and repair all types of roofs throughout the District. Seal and repair leaks through all rooftop equipment and HVAC units as needed.	D	35%
2. Respond to emergency roof leaks or roof related problems.	D	15%
3. Use the computer to check work orders and E-mail, perform other tasks.	D	5%
4. Perform the roof preventative maintenance program.	M	20%
5. Assist in building audits on existing schools for bond issue purposes (one-third of District schools audited each year). Advise roof consultants.	M	5%
6. Assist other trades employees with installs, new curbs, and pipe jacks, pitch pans, etc. Assist plumbers with new roof drains and drain repairs.	M	5%
7. Review plans, attend construction meetings and perform walk-through inspections for new roof and construction projects.	A	10%
8. Perform other job-related duties as assigned.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent plus vocational school or short-term courses in roofing technology, roofing repair and roofing maintenance.
- Minimum of five (5) years of experience in roofing.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
  - Successful completion of a post-offer physical examination is required prior to commencement of job duties.
  - Valid Colorado driver’s license.
  - A copy of an individual Motor Vehicle Record must be submitted at time of application.
- Training or certification from Colorado Roof Association, (CRA), National Roofing Contractors Association (NRCA), or similar is preferred.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Critical thinking and problem solving skills.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to respond to departmental emergencies.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of man lift and hand and power tools.
- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Carpenter, Lead	5048

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	This job has no supervisory responsibilities.		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Responsible for ordering and purchasing materials using the District credit card and properly documenting those purchases.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands and fingers to handle and/or feel			X	
Reach with hands and arms			X	
Climb or balance				X
Stoop, kneel, crouch, or crawl				X
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds				X
Up to 50 pounds		X		
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills		X		
Compile		X		
Negotiate		X		

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places				X
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions				X
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	