



Job Description

POSITION CODE: 681
Classified Group: CSEA
Salary Range: 34
Work Days: 261
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POSITION TITLE: Lead Roofer

DEFINITION: Under general supervision, applies roofing materials; detects leaks; patches, repairs, and otherwise maintains roofs and exterior drain fixtures.

DIRECTLY RESPONSIBLE TO: Supervisor, Building Maintenance

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Applies wet patch, flashing/caulking/sealing compounds, elastic cements, or other materials for repair.
2. Cleans, clears, repairs, fabricates, and replaces gutters and down spouts.
3. Repairs metal roofs with seam caulking, elastic cement, elastomeric coating, and polyester cloth.
4. Applies roofing materials including composition shingles, cement tiles, PVC, TPO, elastomeric acrylic roof coating, and polyester fabric.
5. Pressure washes, cleans, and prepares roofs for coating applications.
6. Replaces broken tiles or shingles.
7. Removes worn roofing materials.
8. Locates and identifies source of leaks.
9. Cuts roofing paper to size and staples or nails to roof in overlapping strips to form base for roofing materials.
10. Applies insulation board or other underlayment.
11. Cuts strips of flashing and fits them into angles formed by walls, vents, and intersection roof surfaces.
12. Performs sheet metal fabrication.
13. Initiates, modifies, and closes work orders in automated system.
14. Applies aluminum coatings to reflect heat and prevent deterioration of roofing felts.
15. Operates aerial lift, powered industrial truck, district vehicle, and a variety of hand and power tools.
16. Repairs or replaces outlet boxes.
17. May remove small branches on and around roof in order to conduct work.
18. May perform minor carpentry tasks.
19. May tow trailer to move equipment.
20. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Completion of formal apprenticeship or on-the-job training program; experience as a journey level roofer.

Licenses and Certificates:

- Valid California Class C Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring the license
- Must possess or attain an Aerial Lift Operator Safety Certification within 12 months of employment
- Must possess or attain a Powered Industrial Truck Safety Certification within 12 months of employment

Knowledge, Skills, and Abilities:

- Knowledge of standard practices, methods, materials, tools, equipment, hazards, and safety precautions of the roofing trade
- Knowledge and skill in use of computers and assorted software programs
- Ability to understand and follow verbal and written instructions
- Ability to read and understand building codes, blueprints, and specifications
- Ability to apply basic mathematical concepts such as computing square footage
- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Outdoor work environment
- Seasonal hot/cold weather
- Moderate noise from equipment
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation)

- Inspect documents and other written materials with fine print
- Hear for safety purposes
- Operate tools and equipment requiring repetitive hand movement and fine coordination
- Move about schools and facilities to conduct work, including climbing, balancing, bending, stretching, stooping, kneeling, crouching and remaining in a stationary position for long periods of time
- Transport, move, and lift objects weighing up to 75 pounds
- Ascend/descend ladders
- Communicate to exchange information in person, with small groups, and/or on the telephone

Hazards:

- Work in high or precarious places with potential for tripping or falling
- Exposure to fumes, airborne particles, and toxic or caustic chemicals
- Exposure to bright, reflective materials
- Risk of electric shock
- Exposure to vibration

Other Characteristics:

- Willingness to respond to emergency calls at night or on weekends

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved:	8/9/2017
Adopted:	9/25/1973
Revised:	10/13/1981
Revised:	6/29/1982
Revised:	3/17/1995
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