

**CLASSIFIED JOB DESCRIPTION**

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**GENERAL MAINTENANCE ROOFER/FLOORER**

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**JOB SUMMARY:**

Under general supervision of the Lead General Maintenance, performs a variety of skilled jobs in the maintenance of equipment, buildings, and grounds, and performs other duties as assigned. Performs journeyman-level emergency and general repairs for a vast variety of roofing and flooring systems.

**ESSENTIAL JOB FUNCTIONS:**

- Builds and assembles playground equipment, lunch tables, and office equipment, structures, interwalls/additions; retaining walls, sidewalks, and other masonry projects, and brackets/braces.
- Installs various items, such as playground equipment, office partitions, and portable classroom foundations.
- Repairs and maintains items vandalized and deteriorated, fences, tables, exterior and interior walls, flooring, and roofing within the District.
- Replaces defective parts, such as hydraulic hoses, filters, tie downs, clamps, and accessories on District equipment.
- Assists and supports other trades as needed.
- Transports self, equipment, materials, and outside helpers.
- Operates hand powered and heavy equipment, trucks, and vans.
- Communicates with school officials, supervisors, coworkers, and vendors.
- Documents job and work orders, costs, work activities estimates, and problems or issues.
- Directs other less experienced employees and temporary employees/helpers.
- Procures materials, supplies, and equipment.
- Prepares time, materials, cost estimates, and purchase orders.
- Installs and repairs flooring, roofing, terrazzo, and ceiling tile.
- Assists in creating specifications, scope, and inspections related to outside contracts for the flooring and roofing complete replacements.
- Completes periodic inspections of all roofs and keeps accurate records for compliance of warranties.
- Proficient with specialized tools and procedures as it relates to the types of roofing and flooring systems within the District.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Evidence of four years' successful skilled construction and maintenance experience, or four years as an entry level within the District, including four successful years of evaluations.
- Evidence of four years' successful recent experience as a journeyman or under the supervision and training of a skilled journey-level employee in roofing and/or flooring.

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- Ability to read blueprints, estimate time and materials for job orders; train and direct efforts of others effectively, and drive light truck or van to and from jobs.
- Ability to follow oral and written directions; mechanical ability; physical strength and agility; drive mechanized equipment; and read blue prints and specifications.
- Knowledge of the practices, tools, equipment, and materials used in the maintenance of equipment, buildings, and grounds.
- Knowledge of specialized methods, tools, equipment, materials, and means of transportation for the journey-level tasks for roofing/flooring
- High school diploma or GED required.
- Must possess a valid California driver's license. Must have a good driving record. Must be insurable under the District's insurance program and must maintain insurability.
- Must be willing to complete asbestos and lead training and perform asbestos and lead removal.
- May be required to work weekends.
- Must be willing to carry a phone and respond to off-hour calls.
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*Classified Salary Schedule: Range 36*

*BOARD APPROVED: 04/12/17*

*REVISION DATES: 07/17/23*

*08/09/2023*