

SAN JUAN UNIFIED SCHOOL DISTRICT  
CLASSIFIED PERSONNEL

CLASS TITLE: ROOFER  
CLASS TITLE: LEAD ROOFER

CLASS TITLE: 681  
CLASS TITLE: 677

CHARACTERISTICS OF THE CLASS:

This series describes two classes performing skilled tasks in the repair and replacement of a variety of roofing surfaces.

ROOFER Under general supervision, applies roofing materials; patches, repairs and otherwise maintains roofs and exterior drainage fixtures; performs related duties as assigned.

LEAD ROOFER This is the working lead level. In addition to the duties described below, incumbent establishes priorities; develops schedules for roof replacement and repair; orders materials; tests roofing samples; assists in the development of bid specifications; assigns, inspects and directs the work of other employees; computes time and material costs; performs on-site survey of work to be performed; estimates man hours and orders materials.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do all of the listed examples include all tasks which may be found in positions of this class.)

Applies roofing materials including composition and wood shingles, asphalt and gravel, mineral cap, clay and cement tiles; scrapes gravel or removes materials to locate leaks; applies wet patch, flashing/caulking/sealing compounds or other materials for repair; replaces broken tiles or shingles; applies aluminum coatings to reflect heat and prevent deterioration of roofing felts; repairs metal roofs with seam caulking, emulsion and/or fiberglass screen; removes worn roofing materials; cuts roofing paper to size and staples or nails to roof in overlapping strips to form base for roofing materials; applies insulation board or other underlayment; cuts strips of flashing and fits them into angles formed by walls, vents and intersecting roof surfaces; pours and mops cold tar on to roof surface; applies paper, gravel or mineral cap; cleans, clears, repairs or replaces gutters and down spouts; repairs or replaces outlet boxes; may perform minor carpentry and sheet metal forklift, small truck, hand and power tools and equipment.

QUALIFICATIONS:

Education and Experience:

Completion of a formal apprenticeship or on-the-job training program. Experience as a journeyman roofer.

Knowledges and Abilities:

Knowledge of methods, materials, and tools used in replacement and repair of variety of roof surfaces and drainage systems;  
Knowledge of applicable safety practices and procedures;  
Ability to 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 work harmoniously with other employees;  
\*Ability to plan and direct the work of subordinate employees;  
\*Ability to keep records and prepare reports.

Physical Characteristics:

With or without the use of aids: Sufficient vision to read printed materials; sufficient hearing for safety purposes; sufficient dexterity to manipulate tools; sufficient body movement and mobility to drive automobile, climb, bend, and kneel; sufficient strength to lift up to 75 pounds; physical capability to tolerate working at heights up to 36 feet; sufficient stamina to perform heavy physical labor in hot, cold and inclement weather.

Licenses and Certificates:

Possession of, or willingness and ability to obtain a valid California Class C Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving equipment/vehicle requiring this license.

Other Characteristics:

Willingness to occasionally respond to emergency calls at night or on weekends.

Board Approved:

Roofer: 9/25/73  
Lead Roofer: 10/13/81  
Revised: 6/29/82  
Revised: 3/17/95 (License Only)