



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Roofer	Exemption Status:	Non-Exempt
Reports to:	Director of Maintenance	Pay Grade:	05
Works with:	Maintenance Personnel	Days:	260
Dept./School:	Maintenance Dept.	Date Revised:	07/29/2020

Primary Purpose:

The Roofer, under the direct supervision of the Director of Maintenance, performs general carpentry tasks and repairs or constructs any projects that require carpentry skills, repairs minor roof leaks on built-up, metal/standing seam, and composition shingle roof systems, identifies source of water leaks associated with roof systems and makes appropriate repairs or report findings or contract repairs.

Prerequisites:

- High school diploma or GED; and
- Valid Driver's License, insurable with San Benito CISD insurance carrier, and a good driving record
- Four or more years' experience as a roofer

Special Knowledge/Skills:

- Knowledge of various roof and roof drainage systems
- Knowledge of equipment, materials, methods, practices, and tools used in roof repairs
- Ability to use hand and power tools
- Ability to follow verbal and written instructions
- Ability to read blueprints and diagrams
- Ability to measure and perform mathematical computations
- Ability to work independently
- Skills testing will be required

Major Responsibilities and Duties:

1. Complies with District directives and maintenance Policies and Procedures and follow all safety procedures.
2. Constructs and/or repairs a sundry of items needed in the district.
3. Is able to read and follow drawings for construction projects.
4. Prepares a bill of materials to construct or repair district jobs related to carpentry and roof repair work.
5. Responsible for proper maintenance and accountability of tools and equipment assigned.
6. Completes required paperwork for maintenance requests and work orders on a daily basis.
7. Helps maintain a clean and safe work environment.
8. Insures proper roof repair materials are available and stored in a neat and orderly manner.
9. Performs occasional work after normal duty hours as required and authorized.
10. Keeps all painting equipment clean and properly used.
11. Performs other duties as may be assigned by the maintenance supervisor or the Director of Maintenance.

12. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Power saw, planer, drill press, sander, band saw, table saw, radial arm saw, nail gun, air compressor, other power equipment, measuring devices, and light truck.

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____