Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Roofer - Foreman**

Qualifications:

Credentials: Valid Oklahoma Drivers License and acceptable driving record.

Education: High School, GED and specialized vocation training in roofing required.

Training or Experience Required: Between 3 to 5 years of directly related experience or training in roofing. Must have 2 years experience, in hot tar kettle roofing and other phases of flat roofing with Moore Public Schools.

Special Skills, Knowledge, Abilities:

Communication Skills: (oral, written, or business). Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as basic blueprints, charts, diagrams, maps or instructional material.

Tools and Equipment Usage (other than keyboards, or office machines): Uses tools or equipment in a manner requiring competence and must meet certain performance standards which normally would be gained by on the job exposure or training.

The most complex tools or equipment necessary to perform satisfactory include knowledge of and proper use of hot tar kettling.

Site: **Various**

Reports To: **Director of Maintenance**

Job Goal (Purpose of Position): Performs semi-skilled to skilled level duties under general supervision to help maintain or repair damage to roofs to school buildings in the district.

An incumbent in this position will follow generally standardized operating policies and procedures.

Contact with Others: an incumbent in this position has regular contact with members of own staff or district. Some interpersonal interaction or communication is required.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to resolve problems. It requires following safety guidelines and policies to reduce accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Some initiative, self discipline and effective problem solving are necessary for the success of the position.

Essential Job Functions:

1. Locates and patches leaks in roof. Applies roof coating to protect roofs. Applies hot tar roofing process as necessary.

2. Replaces roofs as necessary.

3. Fixes skylights.

4. Informs supervisor of parts, equipment and other supplies that are necessary to do job.

5. Cleans work area and maintains roofing storage room and tools, including assigned vehicle.

6. Performs other duties as assigned

Supervision Exercised: An incumbent will supervise one or more.

Physical/Mental Requirements and Working Conditions:

In a work day, the employee must stand/walk 7-8 hours per day. Employee=s job requires frequent to continuous bending/stooping, squatting/crouching, crawling/kneeling, pushing/pulling, climbing and reaching.

Employee's job requires frequent carrying/lifting of up to 75 pounds loading material, lifting supplies and material to do work. Job requires employee to use both feet for repetitive movements; both hands for such repetitive actions requiring simple to firm grasping and/or fine manipulation.

Employee must possess manual dexterity/visual ability to operate hand and power tools, and ladders safely. Employee must possess hearing/speaking ability to provide instructions and communicate. Employee must be able to hear sufficient to know if there

is an equipment malfunction. Employee must be able to work on roofs all day and have mobility to avoid danger.

Employee=s job requires working on unprotected heights; Use of/close to machinery; working in the outdoors with temperature change; driving motorized equipment; exposure to toxic gas, solvents, hot tar, and working on uneven surfaces with dangerous equipment and heavy/bulky material.

SUBJECT TO BE ON CALL 24 HOURS

TERMS OF EMPLOYMENT:	261 Days per year
SALARY:	Category F
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved: June 14, 1999
Revised 01-16-01
Revised 2019-20 Negotiated Contract