



Classification Summary

Install, maintain, and repair district facilities and building with specialization in roofing repairs and maintenance. Train and oversee the work of roofers and otherwise assist in the coordination of roof maintenance projects. Perform other roofing and maintenance related work as required.

Distinguishing Characteristics

1. This classification is distinguished from other maintenance classifications by the specialization in the area of roofing repairs and maintenance.
2. It is distinguished from the Roofing Specialist by the emphasis on performing roofing repairs and lack of requirement for developing contract specification and inspection of contracted work. It is further delineated from the Roofer classification by the journey level skills and knowledge required in the roofing specialization, and by the leadership's responsibilities in training and overseeing the work of staff roofers.

Supervisory Relationships

Reports to a maintenance department supervisor and works closely with the Roofing Specialist pertaining to overall project designs and scheduling. Oversee the work of, and provide technical instructions to, roofers engaged in roofing repairs and maintenance.

Examples of Duties

(Any one position may not include all of the duties listed nor do the listed examples include all tasks found in positions of this classification.)

1. Repair and replace deteriorated roofs and roofing materials; remove old roof, insulation, and sheet metal flashing; determine structure damage; replace dry rotted areas such as plywood, tongue and groove decking, and other water damaged materials.
2. Determine and apply appropriate roofing materials.
3. Oversee and assist the work of roofing crews; determine materials for installation of new or repaired roofs; determine cost.
4. Review roofing plans and determine repair designs such as adequate ventilation and the installation of vents.
5. Install and plumb adequate drain systems from roof to underground; clean and clear plugged drains; measure and install gutters, downspouts and flashings.
6. Train and coordinate roofing helpers. Ensure safe work techniques are practiced.
7. Receive, prioritize, and assist in scheduling repair and installation projects factoring in the severity and urgency of work projects and orders.
8. Ensure materials and supplies are available to the work crews.
9. Perform and oversee the removal of asbestos materials in facility roofs in accordance with established procedures and acceptable practices. Coordinate scheduling of removal, labeling, and disposal of asbestos contaminated materials as regulated by federal and state requirements.
10. Perform general maintenance work and provide leaderships in other maintenance areas.
11. Maintain all records pertaining to roofing, asbestos removal, and other maintenance projects.
12. Maintains regular and prompt attendance.
13. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Ability to assign, direct, train, instruct, and oversee the work of roofers and helpers.
2. Thorough knowledge of roof repair techniques, practices, and procedures.

3. Thorough knowledge of legal and building codes, materials specifications, coating, and equipment used in roof repairs and maintenance.
4. General working knowledge and skills in plumbing and carpentry.
5. Knowledge of maintenance safety and safe work techniques specifically in the area of roofing and handling of roofing materials and equipment; such as hot tar, liquid petroleum gas, and propane tanks.
6. General knowledge of personal protective equipment, clothing, personal air monitoring pumps, respiratory protection and air sampling.
7. Knowledge of techniques and practices in diagnosing roofing problems, cost estimation, project planning and design, and timelines.
8. Ability to use hand power tool such as compressors, skills saws, power snakes, staple guns, hand drills, roto hammer, nail guns, and saber saws.
9. Ability to communicate effectively, both orally and in writing. Maintain appropriate records as required.

Minimum Qualifications for Class Entry

1. Two years' experience in roofing and roofing repair.
2. Asbestos supervisor's state license with one year of documented asbestos experience, successful completion of a 24-hour EPA and AHERA approved training course for asbestos supervisor position preferred.
3. Possession of a valid state drivers, license.

Work Environment

Work is performed outdoors in all types of weather and requires lifting of heavy objects, climbing, and working in awkward or tiring positions. Incumbents are exposed to risk of injury from working at heights, uneven roofs, 500 degree hot tar and working in asbestos contaminated air. Incumbents are required to perform emergency repairs during evening or weekend hours.