

Durham Public Schools

Job Description

Maintenance Services

Roofer

JOB TITLE: Roofer, Level 8

REPORTS TO: Structural Supervisor

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 12 months, Classified, Nonexempt

SUMMARY: Under general supervision, assists in the general maintenance work required to maintain the roofing systems of the various facilities of the Durham Public Schools System in an efficient and safe manner. Work involves performing a variety of repair tasks in roofing, guttering, roofing maintenance, parking lot paving, resurfacing, and concrete surface maintenance. Duties require the application of skills in roofing preparation, tar roofing, shingle, sheet metal guttering, and maintenance. Employee must exercise independent judgment and initiative in performing assigned duties. Reports to the Structural Supervisor

RESPONSIBILITIES & DUTIES

1. Plan, organize and administer the procedures pertaining to roofing.
2. Provide technical advice to upper management.
3. Present reports as directed by the supervisor and/or Director of Maintenance Services.
4. Establish objectives, procedures and schedules for the performance of all roofing assignments.
5. Maintain appropriate communications within area of responsibility.
6. Coordinate activities with maintenance personnel and outside contractors as needed.
7. Inspect roofs to locate deteriorating areas to be repaired or replaced.
8. Cover roof with roofing materials such as composition shingles or sheets, asphalt and gravel, tarpaper and tar, etc. to waterproof roofs.
9. Align roofing material with edge of roof and overlap successive layers.
10. Fasten composition shingles to roof with asphalt, cement or nails.
11. Cut strips of flashing and fit them into angles formed by walls, vents and intersecting roof surfaces.
12. Repair or replace roof base as required.
13. Mop hot asphalt or tar onto roof base.
14. Apply alternating layers of hot asphalt or tar and roofing paper until roof covering is as specified.
15. Apply gravel or pebbles over top layer.
16. Clear gutters and downspouts.
17. Repair flashing.
18. Maintain a preventative maintenance program on all roofing and structures pertaining to our facilities.
19. Other related duties as assigned by supervisor and/or the Director of Maintenance Services.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS

1. High School Diploma or equivalent.
2. Valid NC Driver’s License.
3. Two or more years experience in construction or maintenance trade pertaining to roofing structures.
4. Good skills with hand and power tools.
5. Good written and verbal communication skills.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to read and interpret blueprints.
2. Ability to troubleshoot problems and make appropriate decisions.
3. Ability to interact with diverse personnel at all levels.
4. Ability to interact with contractor pertaining to this trade.
5. Ability to feel comfortable with heights.
6. Ability to lift 50 pounds, handle and move materials and tools to perform duties.
7. Ability to use all assigned equipment in a safe manner per manufacturer’s specifications.
8. Ability to be on-call after hours as part of routine department procedure.
9. Listed are the frequencies of each physical activity required in the performance of the essential functions associated with this job.

PHYSICAL REQUIREMENTS: (what is required to perform the job? Climbing, lifting, standing, twisting, etc. How many pounds: Duration of exertion, etc.)

1. Ability to exert over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
2. Listed are the frequencies of each physical activity required in the performance of the essential functions associated with this job.

F -Frequently From 1/3 to 2/3 of the time	O- Occasionally Up to 1/3 of the time	R- Rarely Less than 1 hour per week	N- Never Never occurs
PHYSICAL ACTIVITY		NON-PHYSICAL DEMANDS	
Climbing/Balancing	F	Time Pressure	O
Crawling/Kneeling	F	Emergency Situation	O
Walking	F	Frequent Change of Tasks	O
Running	R	Irregular Work Schedule/Overtime	O
Standing	F	Performing Multiple Tasks Simultaneously	F
Sitting	O	Working Closely with others as part of a Team	F
Bending/Stooping	F	Tedious or Exacting Work	F
Lifting/Carrying	F	Noisy/Distracting Environment	F
Grasping/Twisting	F	Other (see 2 below)	F
Reaching	F		
Pushing/Pulling	F		
Fingering/Typing	O		
Others			

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	C
Chemical Hazards	F
Electrical Hazards	C
Fire Hazards	O
Explosives	R
Communicable Diseases	O
Physical Danger or Abuse	O
Other (see 1 below)	R

-Environmental Factors-	
Respiratory Hazards	S
Extreme Temperatures	S
Noise and Vibration	M
Wetness/Humidity	S
Physical Hazards	D

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
School/Administrative Buildings			

RESOURCE REQUIREMENTS: (Place an X by what is required)

Laptop Desktop computer (may be docking station with laptop) e-mail address
 Outlook VPN Cell phone Pager
 Two-way radio iPad Office phone Fax Printer
 5 digit extension 10 digit telephone number District vehicle AS400
 SharePoint Software (list Microsoft office, Adobe) Audio recording device
 Website access Building access key/code (for necessary building access during non –
 traditional hours)

PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED:

Hard hat gloves flash protective equipment suit occasionally
 steel toe shoes safety glasses safety vests

MACHINES, TOOLS, EQUIPMENT:

retrieving devices Ladder fork lift, crane truck hoist
 scissors lift pipe benders metering devices

OPTIONAL: Wi-Fi hotspot to access VPN while away from their workstation (the person may already have his/her own access)

DISCLAIMER:

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

Signature

Date