

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Roofer	CLASSIFICATION:	Classified Non-Management (SEIU/Operations Support)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0881	WORK YEAR:	12 Months
DEPARTMENT:	Facilities Maintenance	SALARY:	Flat Rate Salary Schedule C1
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	01-01-65
		REVIEW:	05-82
		BOARD REVISION:	04-27-87
		HR APPROVAL:	03-28-12

BASIC FUNCTION:

Perform journey-level skilled roofing work to install, repair, clean, maintain, and replace all types of roofing, materials, flashing, coating, gutters, and downspouts for all buildings and sites.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Install, repair, clean, maintain, and replace asphalt roofs, composition shingles, concrete and clay tile roofs, polyvinyl chloride (PVC) single-ply roofs, torch-down single-ply roofs, and sheet metal roofs; replace gutters; maintain and clear all gutters, valleys, and crickets to ensure proper water drainage in all second-story buildings and sites; spray roof coating on roofs with sprayer to create a protective seal. **E**

Patch and repair all types of roofing materials as needed during acclimate weather to prevent structural and interior damage, and maintain a safe classroom environment for all staff members, parents, and students. **E**

Investigate, identify, and repair any known hazard or potential safety hazard including standing and/or ponding water for all buildings and sites; identify potential problems when conducting preventative maintenance. **E**

Fabricate, install, repair, or replace all types of flashing and/or sheet metal products to protect and improve the life of all roofs for all buildings and sites; repair dry rot on roofing substructures, sheeting, framing, and fascia; repair air ducts; trim back trees that are hanging on roofs to keep away from gutters. **E**

Maintain, repair, remove, and safely handle disposal of any and all known asbestos-containing roofing materials per local and state guidelines and/or governmental agency requirements, such as Asbestos Hazard Emergency Response Act (AHERA) and Cal-OSHA regulations; take asbestos samples; maintain asbestos certification to properly dispose of asbestos. **E**

Prioritize, schedule, and respond to all work orders generated by supervisor, plant operations manager, and site supervisor according to safety concerns or potential hazards; prepare records of work performed and materials used. **E**

Order inventory materials and equipment needed to maintain roofing systems for all buildings and sites; coordinate schedule with other trades if necessary. **E**

Inspect, estimate, and report findings of repairs and re-roof of all buildings and sites; inspect and report on work done by outside entities and/or general contractors. **E**

Maintain, clear, clean, and power wash any and all single-ply roofing systems. **E**

Assist plumbers with downspout installations and repair using steel, three-inch pipe, and galvanized sheet metal. **E**

Utilize soldering, caulking, and heat welding guns, various wrenches, crimpers, screwdrivers, nut drivers, drills, hacksaw, pop-rivet gun/tool, utility knife, and other small tools used in the roofing trade. **E**

Operate scissor lifts, chain saws, forklifts, felt machines, hot asphalt kettles, portable air compressors, staple guns, nail guns, propane-powered soldering iron, blow torches, seam roller, circular saw, leaf blower, and power hand tools related to roofing; drive a district vehicle to conduct work; lift and carry heavy objects. **E**

Perform duties wearing appropriate protective clothing, approved respirator when removing asbestos, and other equipment when necessary. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Assure work completed and in progress comply with applicable laws, rules, and regulations. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Graduation from high school, and four-year roofer apprenticeship program or equivalent. Four years of recent journeyman level experience in the roofing trade preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B driver's license; employee entrance evaluation (lifting test); asbestos material certification and fork lift certification within six months of employment. Medical certification is required every two years according to federal regulations, and state law requires testing for controlled substances.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, tools, and equipment used in the roofing and sheet metal trade.

Building codes, policies, regulations.

AHERA requirements and Cal-OSHA regulations.

Carpentry, HVAC, plumbing, painting, and sheet metal trades.

Basic record-keeping techniques.

Safe working methods, practices, regulations, and procedures.

Technical aspects of field of specialty.

Health and safety regulations.

ABILITY TO:

Perform journey-level skilled roofing work to install, repair, and replace all types of roofing, materials, flashing, coating, and gutters for all buildings and sites.

Lay out work and estimate time, tools, and materials needed.

Understand and follow oral and written directions.

Work from plans and specifications.

Maintain simple records.

Operate a vehicle, observing legal and defensive driving practices.

Lift and carry heavy objects according to safety regulations.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Establish cooperative working relationships with others.

Maintain work pace appropriate to given workload.

Work independently with minimal supervision.
Work efficiently to meet schedules and time lines.
Operate and maintain specialized tools of the roofing trade.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Indoor and outdoor environment; drive a vehicle to conduct work; subject to seasonal extreme heat and cold, or adverse weather conditions.

SAMPLE PHYSICAL ABILITIES:

Climb ladders and work from heights; hear and speak to exchange information; walk over rough or uneven surfaces; stand or crouch for extended periods of time; dexterity of hands and fingers to operate various tools and equipment; see to perform roofing tasks; lift and carry heavy objects; bend, reach overhead, above the shoulders and horizontally.

SAMPLE HAZARDS:

Work on ladders; work from heights; work in hazardous conditions that create slippery and wet surfaces; exposure to vapors and fumes from roofing materials; guard against burns, cuts, flying debris, sharp objects, moving parts from equipment, collapsing roof; repetitive hand motion; potential exposure to asbestos.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date