

# 2013-2014 LEAD ROOFER/ GENERAL MAINTENANCE WORKER JOB DESCRIPTION

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**Job Title:** Senior Roofer/General Maintenance Worker

**Wage/Hour Status:** Nonexempt

**Reports to:** Supervisor of Maintenance

**Pay Grade:** 306 (Auxiliary Cal.)

**Dept. /School:** Maintenance

**Date Revised:** 09/01/2013

## Primary Purpose:

Under general supervision, perform skilled work in preventive maintenance and repairs of all district roofing systems and other activities assigned.

## Qualifications:

### Education/Certification:

High school diploma or GED

Valid Texas driver's license

Manufacturers approved certification on repairs of commercial roofing systems

### Special Knowledge/Skills:

Knowledge of equipment, materials, methods, practices, and tools used in commercial roofing

Knowledge of commercial construction, routine maintenance and repair procedures

Ability to use hand and power tools

Ability to follow written and verbal instruction

Ability to communicate effectively (verbally)

Ability to read blueprints and diagrams

Ability to measure and perform mathematical computations

Ability to work independently and with other district maintenance workers

### Experience:

Ten years experience in commercial roof installations and repair

## Major Responsibilities and Duties:

### Maintenance and Repair

1. Plan and complete the scheduled preventive maintenance and repairs of district roofing systems using oral instructions, plans, specifications, blueprints, and work orders.
2. Select material and hardware and make time and materials estimates.
3. Detect needed repairs on building roofing systems by following established inspection procedures.
4. Receive and complete work orders.
5. Maintain accurate records on material and labor used.
6. Maintain inventory of district-owned tools, equipment, and materials.
7. Inspect jobs upon completion and ensure areas are clean and remove scraps and materials as needed.
8. Work with building principals and supervisors to complete projects.



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9. Respond to emergency calls as needed.

### Safety

10. Perform preventive maintenance on tools and equipment.
11. Operate tools and equipment according to established safety procedures.
12. Ensure that equipment is in safe operating condition.
13. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
14. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

### Other

15. The Supervisor or his/her designee may assign other duties and accountabilities limited to those consistent with the applicable job function and pay grade.

### Supervisory Responsibilities:

None

### Equipment Used:

Asphalt tar pot and all roofing related tools and equipment, other power equipment, measuring devices, and light truck or van.

### Working Conditions:

#### Mental Demands/Physical Demands/Environmental Factors:

Frequent walking, standing, climbing, stooping, bending, kneeling, reaching, heavy lifting and carrying. Work in tiring and uncomfortable positions, outside and inside; on slippery or uneven walking surfaces, ladders, scaffolding, and around machinery with moving parts. Exposure to hot and cold temperatures, excessive noises, fumes, and toxic chemicals. Frequent districtwide travel.

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

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Employee Signature

Date

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Printed Name

