

ROOFER

Class Definition

Under general supervision, performs skilled work installing, maintaining, and repairing roofing and weatherproofing on City buildings and facilities; may perform other skilled and semi-skilled building maintenance tasks.

Distinguishing Characteristics

Roofer is a single position class in the Facilities Management Division of the Department of Administrative Services. Reporting to a supervisor in the Division, the incumbent performs specialized work inspecting, installing, repairing, and performing preventive maintenance on roofs and weatherproofing on City buildings and facilities. Work is generally performed independently and reviewed through inspection. Incumbents are expected to provide lead direction when other maintenance personnel are assigned to assist in the performance of roofing and weatherproofing work. This class is distinguished from the Property Maintenance Worker series in that incumbents of the latter perform general property maintenance, repair, and improvement tasks on a routine basis.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Inspects roofs and weatherproofing on City buildings and facilities to determine the need for repair or replacement.

Applies roofing and weatherproofing material, composition and wood shingles, tile roofing, cold applied asphalt, and sealants as needed.

Installs, repairs, and replaces equipment platforms and curb flashings.

Installs, repairs, or replaces outlet boxes, gutters, downspouts, conductor heads, and flashings.

Installs, repairs, or replaces walk mats and non-skid materials.

Repairs or replaces suspension or conventional type ceilings.

Erects and operates platforms, scaffolds, and hoisting equipment.

Estimates necessary labor, materials, and equipment; submits requisitions; maintains cost records of time and materials.

Performs roofing and weatherproofing preventive maintenance on a scheduled basis; maintains related records.

May be assigned to specify, coordinate, and inspect work performed by outside contractors.

Maintains a computerized record of City roofs.

May perform various semi-skilled and skilled tasks on heating and air conditioning equipment, plumbing, electrical, carpentry, doors, locks, painting, and general maintenance work.

Performs related duties as required.

Knowledge, Skills and Abilities

Knowledge of the methods, materials, tools, and equipment used in roofing and weatherproofing.

Knowledge of the occupational hazards and safety rules and regulations of the trade.

Ability to properly use the tools and materials of the roofing and weatherproofing trade.

Ability to prepare and present clear and concise oral and written reports.

Ability to lay out and estimate time, materials, tools, and equipment needed.

Ability to follow oral and written instructions and work from plans and specifications.

Ability to maintain detailed maintenance and repair records.

Ability to learn to operate a computer based maintenance and record keeping system.

Ability to establish and maintain effective working relationships with the public, contractors, clients, and fellow employees.

Minimum Qualifications

Three years of journey level experience in the installation, maintenance, and repair of various types of roofs.

Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: (Signature on file)
Director of Administrative Services

DATE: 02/23/96