

ROOFER

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.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Manager or designee. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

A Roofer 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 in that incumbents of the latter perform general property maintenance, repair, and improvement tasks on a routine basis.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

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.

Specifies, coordinates, and inspects work performed by outside contractors.

Maintains a computerized record of City roofs.

Performs 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.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The methods, materials, tools, and equipment used in roofing and weatherproofing.

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

Skill/Ability to:

Properly use the tools and materials of the roofing and weatherproofing trade.

Prepare and present clear and concise oral and written reports.

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

Follow oral and written instructions and work from plans and specifications.

Maintain detailed maintenance and repair records.

Learn to operate a computer based maintenance and record keeping system.

Establish and maintain effective working relationships with the public, contractors, clients, and fellow employees.

MINIMUM QUALIFICATIONS

Education:

Possession of a High School Diploma or equivalent GED completion.

Experience:

Two (2) years of journey level experience in the installation, maintenance, and repair of various types of roofs.

SPECIAL REQUIREMENT(S)

Possession of a valid California Class C Driver's License is required at the time of application and continued maintenance throughout the entire term of employment in this classification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that are necessary to safely, effectively, and efficiently perform the essential functions of this job with or without reasonable accommodation.

This classification's physical demands involve heavy work exerting up to 100 pounds of force occasionally with assistance, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical demands may be required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking.

APPROVED: Signature on File
Director of Personnel Services

DATE: 10/20/2025