

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### ROOFER

**SALARY SCHEDULE: SSP10**

**COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of ten (10) years verifiable experience working as a roofer.
- (3) Demonstrate experience and familiarity with roof types and roofing related accessories.
- (4) Commercial Driver's License (CDL) preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of and skill to use all tools of the trade. Knowledge and experience in the use of common roof coating and roofing materials. Knowledge of appropriate safety measures and first aid. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to follow regulations and local codes. Ability to work as a team member. Ability to effectively interface with supervisor, craft employees, vendors and all other department employees.

**REPORTS TO:**

Trade Manager, Facilities Services

#### JOB GOAL

To install, maintain, troubleshoot and repair the roofs of the buildings in the District.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Inspect, identify and repair roof systems, including but not limited to, blisters, cracks and splits, expansion joint repairs, curls, erosion, sliding, coping, open laps, punctures, rusting and breached penetrations.
- \* (2) Apply sound roofing principles to analyzing problems and developing solutions at all times.
- \* (3) Operate all craft associated tools and equipment in a safe and efficient manner, including setting up and operating necessary machinery such as, but not limited to, power saws, continuous gutter machine, sheet metal tools, torches, ladders, scaffolding and all other trade-related equipment.
- \* (4) Perform all general roofing duties relative to new construction, renovations, repair and maintenance needs.
- \* (5) Maintain tools and equipment necessary to perform duties.
- \* (6) Requisition materials and supplies for jobs in progress.
- \* (7) Assist other tradesmen as required.
- \* (8) Carry out assignments to completion with little or no supervision.
- \* (9) Maintain a courteous and professional manner.
- \* (10) Maintain work area in a safe and secure manner.
- \* (11) Use positive, effective interpersonal communication skills.
- \* (12) Maintain positive relationships with staff and vendors.
- \* (13) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- \* (14) Participate in workshops and training sessions as required.
- \* (15) Keep supervisor informed of potential problems or unusual events.
- \* (16) Respond to inquiries and concerns in a timely manner.

**ROOFER** (Continued)

- \*(17) Prepare all required reports and maintain all appropriate records.
- \*(18) Follow all School Board policies and department policies and procedures.
- \*(19) Exhibit interpersonal skills to work as an effective team member.
- \*(20) Demonstrate support for the School District and its goals and priorities.
- (21) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(22) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to be on call around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 01**

\*Essential Performance Responsibilities