POSITION DESCRIPTION

TITLE: Skilled Craftsman - Roofing-Structural
LOCATION: Maintenance
REPORTS TO: Manager, Maintenance Department
DEPARTMENT: Maintenance Department

SUMMARY STATEMENT:
Under the general supervision of the Maintenance Manager, the Skilled Roofing/Structural Craftsman will perform general and preventive maintenance at all District facilities specifically in the area of Roofing. This position will also be responsible for assisting with structural issues as necessary.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public.
2. Perform all roofing functions, including general maintenance, preventive maintenance, repair and alteration.
3. Assist with structural issues as requested.
4. Order supplies as necessary.
5. Give estimates on work projects.
6. Perform first aid/CPR when necessary.
7. Establish and maintain records of work performed.
8. Read blue prints as necessary.
9. Track warranty repairs and establish lifecycle costs.
10. Travel from location to location to accomplish tasks.
11. Successfully complete all required district training within a timely manner.
12. Must comply with all district and government safety regulations.

OTHER RESPONSIBILITIES:
1. May carry a pager and be called back to work after regular hours to perform special service as needed.
2. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Hearing (66-100%)
Walking (66-100%)
Bending/Stooping (66-100%)
Lifting/Carrying Up to 75 lbs. (33-66%)
Use of hands and/or arms for repetitive motion (66-100%)

Acceptable Attendance
Standing (66-100%)
Acceptable Attendance
Pushing/Pulling (33-66%)
May be required to work outdoors in inclement weather

Vision (66-100%)
Driving (66-100%)
Climbing (33-66%)
Exposure to noise

MENTAL DEMANDS REQUIRED:
Reading Documents (66-100%)
Verbal Communication (66-100%)
Customer Contact (33-66%)
Math (33-66%)
Problem Solving (33-66%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a
disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  
(33-66%) = Frequently  
(Up to 33%) = Occasionally

**TOOLS AND EQUIPMENT NECESSARY:**
Heat guns, nail guns, and all other tools and equipment necessary to perform the essential functions as listed above.

**MINIMUM QUALIFICATIONS:**
1. Possess a current Journeyman Roofer card, or have four full-time years of applicable experience. Same trade vocational training may be substituted on a year-for-year basis up to two years.
2. Working knowledge in the repair and maintenance of all commercial roof systems.
3. Willingness to be called back to work after regular hours to perform special service as needed.
4. Demonstrated ability to communicate effectively with staff and general public.
5. Demonstrated organizational skills and the ability to follow through.
6. Demonstrated ability to operate the tools and equipment as listed in the tools and equipment area above.
7. Must be able to understand both oral and written communications and carry out directions as specified.
8. Must be able to acquire a first aide/CPR card within 30 days of employment.
9. Must have the ability to read and understand blue prints.
10. Must possess a good math aptitude.
11. Must be able to travel from location to location to accomplish tasks.
12. Must possess a valid driver’s license and must be able to provide a current driving abstract.
13. Must be able to obtain a Commercial Driver’s License (CDL - A or B).
14. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

**260-262 Days Per Year (Includes Holidays)**

8 Hrs. Per Day

PSE: ____________________________ Date: _______________

District: ____________________________ Date: _______________

Revised Date: 05/13/2014
Classification: Maintenance
Class: Skilled Crafts
Display on Web? Yes

Skilled Craftsman - Roofing-Structural