

Job Title: Maintenance Roofer

Wage/Hour Status: Hourly

Reports to: Regional Supervisor

Pay Grade: 404

Dept/School: Maintenance, Building and Grounds

Date Revised: May 23, 2019

Primary Purpose

Install, maintain, and repair roofs for District schools.

Qualifications

Education/Certification

High school diploma or GED

Valid Texas Driver's License

Special Knowledge/Skills

- Ability to speak, read, and write English
- Ability to follow verbal and written instructions
- Ability to work independently

Experience

Three (3) years experience installing and repairing roofs

Major Responsibilities and Duties

1. Maintain and repair roof covering in existing school buildings.
2. Cut roofing paper to size and form a base for roofing materials.
3. Fasten composition shingle or sheet to the roof with asphalt, cement, or nails.
4. Cut strips of flashing and fit them into angles formed by walls, vents, and intersecting roof surfaces.
5. Scrape existing gravel from areas requiring repairs.
6. Apply roofing cement and gravel to the existing roof.
7. Remove and replace worn shingles.
8. Clean rain gutters.
9. Replace wood roof boards, as needed.
10. Determine the nature and extent of repair work required.
11. Ensure vehicle and equipment is in safe operating condition.
12. Operate equipment and use tools following established safety procedures.
13. Follow established safety procedures and techniques to perform job duties, including lifting and climbing.
14. Correct unsafe conditions in the area and reports any conditions that are not correctable to the supervisor immediately.
15. Maintain tools and equipment and perform preventive maintenance as required.

Supervisory Responsibilities

None

Equipment Used

Hand and power tools, roofing equipment, light truck or van.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Work indoor and outdoor. Exposure to extreme temperatures, dust, fumes, odors. Frequent heavy lifting and carrying; climbing, stooping, bending, kneeling, and reaching. Must be able to lift 45 pounds and over. Frequent districtwide travel.

Terms of Employment

238 days; hourly rate to be established by the Board of Trustees
Flexible work schedule may include Saturday and Sunday as regular workdays.

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.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Patricia Cortez, at 230-2033; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Patricia Cortez al 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.