

**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/GED  
Valid Texas Driver's License

**Special Knowledge/Skills**

- Ability to communicate effectively
- 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 report any conditions that are not correctable to the supervisor immediately.
15. Maintain tools and equipment and perform preventive maintenance as required.
16. Perform other duties as assigned by supervisor.

**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, Rosa Ramos at 230-2031; 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.