

MAINTENANCE ROOFER/CARPENTER

DEFINITION

Under supervision of assigned supervisor/manager, provide skilled craftsmanship as a journeyman roofer in analysis, repair, and replacement of all types of roofing membranes, coverings, and related components; and perform rough and finish journeyman level carpentry in the construction and repair of building components.

TYPICAL DUTIES

Incumbents maintain and repair/replace roof coverings and assemblies including clay and concrete tile, asphalt shingles, sheet metal, built-up asphalt roofs, foam, PVC single ply, and torch down single ply; inspect, maintain and repair any roof penetrations such as skylights, heating, ventilation, and air conditioning (HVAC) ducts and curbs, conduits, pipes, antennas, and mechanical stands; provide emergency services for leak repairs; inspect and repair roofing sub-structures, sheeting and framing; maintain watertight integrity of entire building envelope, including windows, doors, parapets, and sub grade construction; replace water damaged insulation, sheetrock, and ceiling tiles; construction and repair of building components including foundations, framing, floors, siding, doors, ramps, cabinets, windows, and hardware; perform demolition tasks on roofing and construction projects; obtain quotes from vendors on equipment, repairs or services to be contracted out, and schedule and monitor the installation of these services; manage/prioritize work orders. Perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Completion of apprenticeship in roofing or carpentry, plus two years of experience as a journey-level roofer or carpenter; **OR**, six years of experience as a journey-level roofer or carpenter.

SPECIAL REQUIREMENTS

Employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343, including possessing and maintaining a valid California Driver's License. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Within six months of hire, obtain and maintain a valid forklift operator certificate. Any offer of employment is contingent upon the successful completion of a medical evaluation.

KNOWLEDGE OF

Methods, practices, and standards of the roofing trade; various types of roof construction and fasteners; quality and utility of different roofing materials and their associated costs; demolition and disposal of roofing materials; applicable policies, regulations, procedures and processes, and federal, state, and local laws and regulations; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for correspondence and report writing at the level required to effectively perform the duties of the position; principles and practices of effective communication; how to train others to perform specific tasks; arithmetic at the level required to effectively perform the duties of the position; administrative and clerical procedures and systems, such as filing and recordkeeping

techniques in a complex business environment; modern office practices, procedures and equipment; safety procedures and safe work practices related to the duties of the position.

ABILITY TO:

Perform the essential functions of the position; assist in development of re-roofing specifications in accordance with accepted industry standards; interpret shop drawings and blueprints; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state and local laws and regulations, District policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use technology to effectively perform responsibilities; adapt to changing technologies; work successfully with diverse populations; effectively and safely use and maintain equipment and tools required in the performance of the job duties, including assigned vehicles.

Physical and Environmental Factors: Perform physically demanding labor that may include standing and maneuvering for long periods of time; work in an outside environment subject to inclement weather conditions, possible and/or frequent exposure to sun, humidity, and high or low temperatures; exposure to dust and allergens; work around loud machinery, noise and/or pronounced vibration; regularly work with or exposed to hazardous materials such as oils, grease, solvents, glues, adhesives, cleaning and de-greasing solutions and other chemicals; reach, grasp, pull, push, and carry various equipment and furniture across various types of surfaces; frequent maneuvering, stooping, crouching, bending at waist and knees; frequent stretching, reaching and kneeling while operating tools and equipment; using proper bending and lifting techniques, lift and/or carry heavy objects up to 50 pounds, with or without assistance, from floor level to above shoulder level; climb and descend 8 to 16 foot ladders and/or stairs with heavy objects, with or without assistance; work on multiple surfaces more than 12 feet above ground level; work on wet, slippery and icy surfaces; wear personal protective and safety equipment when appropriate and/or required, including a respirator; operate and manipulate hand, electric and all types of structural tools and equipment; exposure to sharp blades from tools and equipment.

TYPICAL EQUIPMENT USE (May include, but not limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.