Roofing Foreman

Plant Services

Supervisor for Maintenance Services

Non-exempt

SUMMARY
Covers roofs with roofing materials other than sheet metal, such as composition shingles or sheets, wood shingles, or asphalt and gravel, to waterproof roofs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:
Inspects and maintains roofs on all district facilities.
Investigates and repairs roof leaks on all district facilities.
Works with membrane build-up roofs, composition shingle roofs, and metal roofs.
Performs other duties as may be assigned by the Supervisor for Maintenance Services.

SUPERVISORY RESPONSIBILITIES
Directly supervises one general maintenance worker. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work, and appraising performance.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High school diploma or general education degree (GED), and five years prior experience in commercial roofing, roof maintenance and preventive maintenance, and roof inspection and condition assessment.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and climb or balance. The employee frequently is required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand, walk, sit, and talk or hear. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.
WORK ENVIRONMENT  The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to high, precarious places and outside weather conditions. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.

Prepared By:  John Paradice, Auxiliary Staffing Specialist
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Reviewed/Revised By:  Tom Schatte, Professional Standards Administrator
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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.