

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE Roofer II

JOB CODE 6331

Temp: 6056

DEPARTMENT: Facilities Operations, Maintenance

SCHEDULE HO, H1

DATE 10/16/06

BASIC OBJECTIVES

The Roofer II (Journey person) will work independently under the guidance of a foreperson or other supervisory personnel and in accordance with the standard practices of the roofing trade. Journey person level work includes, but is not limited to:

- installing, altering, maintaining, and repairing all hot and/or cold roofing systems and their related components;
- using knowledge and experience of the trade to determine a method or to devise a means to accomplish the assigned job; and
- interpreting technical data from sketches, blueprints, schematics and service manuals.

JOB TASKS/RESPONSIBILITIES

1. Performs tasks by utilizing the standard tools, materials, codes, methods and safe practices of the roofing trade.
2. Oversees use of and operates power driven and manually operated equipment and tools.
3. Inspects roofs and determines areas requiring immediate attention.
4. Detects potential roof problems.
5. Cleans roofs of debris to prevent possible roof punctures and to eliminate hazards prior to hurricanes.
6. Corrects problems by the use of appropriate materials to repair or correct cracks in membranes, ridges and blisters, exposed felts, ponding water, lateral tears or splits in membrane flashings, open expansion joints, voids in over-lapping membranes, punctures, pitch pans, seals around equipment, skylights, access panels, roof drains, vent pipes, and seals for special installations on roof tops.
7. Repairs flashing, drip strips, roofing vents, and ridge caps.

8. Determines materials and equipment required. Oversees their use, security and disposition; maintains records.
9. Directs work of assigned staff.
10. Ensures that assignments are completed in conformance with instructions and applicable codes in a timely and cost effective manner.
11. May operate M-DCPS or personal vehicle for functions outlined in job description and to locations specified by work orders or as otherwise directed.
12. Performs other related tasks as instructed.

PHYSICAL REQUIREMENTS

This is very heavy work which requires the following physical activities: climbing, balancing, bending, stooping, kneeling, crouching, twisting, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The worker is exposed to heat, noise, hazards, atmospheric conditions and oils. The work is performed outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Written evidence of graduation from high school or equivalent.
2. Ability to read, write and understand oral and written instructions.
3. Acceptable written evidence of a minimum of four (4) years of diversified experience in the roofing trade, including either two (2) years experience as a Journey person or successful completion of the Miami-Dade County Public Schools (M-DCPS) Trainee Career Development Program or successful completion of an acceptable formal training program.
4. Successful completion of the applicable trade M-DCPS skills test. (6331)
5. Possession of a valid Florida Class E driver's license.
6. Satisfactory completion of a physical examination prior to hire date.