

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Roofing Technician

JOB CODE: 6356

DEPARTMENT: Facilities Operations, Maintenance

SCHEDULE: HO

DATE: 10/16/06

BASIC OBJECTIVES

The Roofing Technician works under the general supervision of a Roofing Coordinator/Project Manager and in accordance with the general standard practices applicable to the roofing trade. The Roofing Technician is a technical specialist in the roofing trade and assists the roofing Coordinator/Project Manager as a technical resource in all aspects of design, specifications, installation, and monitoring of projects performed by contractors.

JOB TASKS/RESPONSIBILITIES

1. Under general supervision, and operating within established policies and procedures, performs job site monitoring for roofing construction and term bid projects.
2. Assists roofing construction Coordinators/Project Managers in the interpretation of roofing contract documents and technical specifications.
3. Ensures that roofing deficiencies identified by the Miami-Dade County Public Schools (M-DCPS) Division of Facilities Design and Quality Control/UBCI inspectors are corrected.
4. Assists roofing Project Managers in planning, estimating, laying out, troubleshooting, and monitoring small roofing repair projects executed under the term bid process.
5. Performs temporary emergency repairs to preclude internal building damage as needed.
6. Performs roof condition surveys on all M-DCPS roofs as directed.
7. Prepares technical reports, records, documentation and other written correspondence as required.
8. May operate M-DCPS or personal vehicle for functions outlined in job description and to locations specified by work orders or as otherwise directed.
9. Performs other related tasks as instructed.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, balancing, bending, stooping, kneeling, crouching, crawling, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed indoors and outdoors and the worker is subject to noise, vibration, hazards and atmospheric conditions. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Written evidence of graduation from high school or equivalent.
2. Ability to communicate effectively in both oral and written forms.
3. Acceptable written evidence of a minimum of six (6) years of diversified experience in the roofing trade, including two (2) years of documented foreperson experience directing work of roofing Journeypersons.
4. Knowledge of roofing plans, materials, specifications and construction.
5. Possession of a valid Florida Class E driver's license.
6. Satisfactory completion of a physical examination prior to hire date.

Prior revision date(s): 07/27/94, 05/28/99, 12/11/00, 08/22/06