



**JOB INFORMATION**

Job Code	NB30A
Job Description Title	Roofer I
Pay Grade	ST08
Range Minimum	\$32,930
33rd %	\$37,320
Range Midpoint	\$39,510
67th %	\$41,710
Range Maximum	\$46,100
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/17/2011

**JOB FAMILY AND FUNCTION**

Job Family:	Production & Skilled Trades
Job Function:	Construction

**JOB SUMMARY**

Maintains and inspects roof structures campus wide and makes repairs to drainage systems.

**RESPONSIBILITIES**

- Maintains roofs and ceilings throughout campus by materials as needed.
- Inspects roofs for water and/or structural damage campus wide for needed repairs.
- Estimates and requests materials and supplies needed to complete job.
- Pressure washes roofs, buildings and sidewalks on campus as needed ensuring proper drainage.
- Coordinates the use of equipment and machinery from other departments.
- Adheres to safety requirements of the job to insure safety of workers and students (barricades, flag men etc.).
- Prepares roofing site by ensuring materials are available and groundcover and equipment is covered.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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**MINIMUM QUALIFICATIONS**

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

**MINIMUM EDUCATION & EXPERIENCE**

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School	High School Diploma or equivalent	And	0 years of	Experience in roofing practices	

Substitutions Allowed for Experience	Yes
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*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

### MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Works under direct supervision and selects from a variety of established procedures to accomplish assigned tasks.

### MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required

### PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

### PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking				X		
Sitting			X			
Lifting	X					
Climbing					X	
Stooping/ Kneeling/ Crouching					X	
Reaching					X	
Talking				X		
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

### WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold					X
Extreme heat					X
Humidity					X
Wet					X
Noise					X
Hazards					X
Temperature Change					X
Atmospheric Conditions					X
Vibration					X

**Vision Requirements:**  
Ability to see information in print and/or electronically.

