

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

MAINTENANCE MECHANIC, Roofer

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Five (5) years verifiable roofing experience to include built-up, single ply membrane, asphalt shingle, standing seam metal and gutter work.
- Florida class "D" or "E" driver's license required upon start date.
- Ability to read and comprehend construction roof plan drawings and specifications.
- Ability to perform the essential physical job functions/responsibilities of this position.
- Knowledge of technology as related to specified job functions

REPORTS TO Division Supervisor

SUPERVISES No supervisory duties

POSITION GOAL

To ensure roofing systems throughout the District are repaired and maintained in a manner as District needs demand with minimal service disruption.

PERFORMANCE RESPONSIBILITIES

1. * Recognize and locate roof deficiencies and leaks.
2. * Replace or repair roofs, decking, flashing, insulation, asphalt shingles, metal, , built up, membrane, or other roof related items
3. * Perform regular maintenance inspections of District roof Systems and complete repairs when noted.
4. * Oversee and ensure the proper completion of work when performed and assisted by assigned Helpers and/or Laborers.
5. * Able to safely operate and work from ladders, scaffolding, platforms and personnel lifts.
6. * Assist in the specification of roofing systems on new projects and verifying the performance of work completed under purchase order contracts.
7. * Assist in estimating and planning roofing maintenance and construction projects.
8. * Accurately and promptly document labor hours and materials expended on assigned tasks
9. * Assist in planning for the replacement of roof systems.
10. * Identify and report to Supervisor repair needs and safety discrepancies when observed at facilities.
11. * Maintain accountability and inventory for assigned tools and equipment.
12. Perform other duties as assigned by the Division Supervisor.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
D-06 \$34,401 - \$61,091
M-12 D-258 H-2064

POSITION CODES

PeopleSoft Position **Multiple**
Personnel Category **17**
EEO-5 Line **53**

Function **Vary**
Survey Code **81034**
Job Code **1639**

ADA CODES

2 **Very Heavy Work**
3 **B through V**
4 **C through K**

BOARD APPROVED

April 8, 1997