

SENIOR ROOFER

DEFINITION

Assists in overseeing the overall roofing and waterproofing operations in a designated maintenance and operations area.

TYPICAL DUTIES

Surveys sites, plans, schedules, inspects, and certifies completion of operations performed by District and contract personnel involving the construction, maintenance, repair, waterproofing and alteration of facilities.

Prepares job estimates, scope of work, and sketches of work required.

Obtains contracts from private vendors and interacts with, coordinates, and inspects the work of contractors.

Plans, coordinates, and schedules projects with District personnel, community representatives, contractors, vendors, and the public.

Confers with supervisors on job requirements, plans, and schedules.

Coordinates resolution of construction project issues in accordance with District policy, applicable laws, and regulations.

Provides work direction to craft personnel.

Ensures compliance with procurement procedures.

Develops, reviews, and revises work schedule.

Prepares correspondence, reports, instructions, description of tasks and related documents.

Provides emergency responses and related services to minimize safety hazards to students, employees, and the public.

Orients work crews in the proper and safe use of tools, equipment and materials, and implements safe work practices.

Performs journey-level duties as needed.

May act in place of the supervisor during absences.

Enters work order and requisition data utilizing computer systems.

Applies provisions of collective bargaining agreements.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A senior craft person assists a supervisor in overseeing the overall respective operations in a designated maintenance and operations area.

An area craft supervisor oversees the overall craft operations in a designated maintenance and operations area by supervising, assigning, inspecting, and evaluating the work of the assigned staff; providing technical work direction to site-based staff; and monitoring, inspecting, and reviewing work performed by contractors.

A craft person performs the journey-level work within their specific unit in a designated maintenance and operations area.

SUPERVISION

General supervision is received from a higher-level supervisor. Work direction is exercised over lower level employees.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of organization and personnel management
- Pertinent employee health and safety laws, regulations, and District policies and procedures
- Pertinent provisions of labor contracts
- City, County, State, Federal, and other codes pertinent to roofing and waterproofing work
- Practices, processes, materials, and tools used in construction, maintenance, and repair of low and steep sloped roofing systems as well as waterproofing
- Microsoft Word, Excel, and Outlook

Ability to:

- Read and interpret blueprints, plans, drawings, and specifications
- Operate a computer and associated peripheral equipment
- Recognize, analyze, and deal effectively with problems and issues
- Estimate cost of materials and labor
- Communicate effectively both orally and in writing
- Work effectively with administrators, other District personnel, and the public
- Manage and direct multiple projects simultaneously
- Maintain confidentiality

Special Physical Requirements:

- Manual dexterity and strength to use tools of the trade
- Ability to stand, walk, bend, crawl, reach overhead, crouch, kneel, balance, push, pull, and safely lift up to 100 pounds in inspecting or assisting when needed
- Ability to work safely at heights including the use of ladders, scaffolds and other related equipment
- Ability to work safely in confined spaces
- Ability to perform all of the above at extreme temperatures, occasionally amid noxious odors
- Normal vision

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

One year of experience as a Los Angeles Unified School District Roofer or six years of experience in roofing installation, maintenance, and repair, of which two years must have been at the journey-level.

Special:

Employment is subject to medical clearance.

Positions in this classification are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead.

A Facilities Planner Training Program certificate is required by completion of the probationary period.

A valid California Driver License.

Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities or requirements. Entrance requirements are representative of the minimum level of knowledge, skill and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of the position at any time, as long as such addition or change is reasonable related to existing duties.

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