

PLANO INDEPENDENT SCHOOL DISTRICT
Job Descriptions

Job Title:	Roofer III	Wage/Hour Status:	Non-exempt
Reports To:	Manager Facilities	Pay Range:	47B
Dept./School:	Facility Services Facilitator	Date Revised:	5/21/2021

Primary Purpose:

Under general supervision, perform skilled work in the preventive maintenance and repairs of district roofing systems and other activities assigned.

Qualifications:

Education/Certification:

- High School diploma or equivalent
- Ability to read and understand English
- Valid Texas driver's license
- Driving record that is insurable with Plano ISD's insurance carrier
- Manufactures approved certification on repairs of commercial roofing system (preferred)

Special Knowledge/Skills:

- Knowledge of equipment, materials, methods, practices and tools used in commercial roofing
- Knowledge of commercial construction, routine maintenance and repair procedures
- Ability to use hand and power tools
- Ability to follow written and verbal instructions
- Ability to communicate effectively
- Ability to read blueprints and diagrams
- Ability to measure and perform mathematical computations
- Ability to work independently and with other district maintenance workers
- Leadership qualities that will set a positive role model in the department

Experience:

Must have at least five years of experience in commercial roofing systems and be able to perform maintenance, repairs and other roofing-related services.

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Major Responsibilities and Duties:

- Plan and complete the scheduled preventive maintenance and repairs of district roofing systems
- Select materials needed to make time and material estimates
- Detect needed repairs on roofing systems by following established inspection procedures
- Receive and complete work orders
- Maintain accurate records on material and labor used
- Inspect jobs upon completion and ensure area is clean
- Work with Managers and Facilitators to complete repairs
- Respond to emergency calls as needed
- Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- Correct unsafe conditions and report them to Facilitator immediately
- Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor
- Follow attendance policy as assigned by supervisor
- Perform other functions that may be assigned by the Administration and/or supervisor

Equipment Used:

Uses tar pot, torch, crane, ladders, wheel barrel, spud bar, shovel, rake, broom, tar mops, blowers, knife; operates Plano ISD vehicles

Working Conditions:

Physical Demands:

Frequent lifting and carrying 15-50 pounds; twisting, reaching, bending, climbing, and moving awkward objects; manual dexterity to complete projects in a craftsman fashion; awareness of surrounding area due to working at high levels and with hot products

Environment:

Work outside under conditions of inclement weather with exposure to excessive heat and cold; fumes, smoke, or gases; grease and oils; solvents (degreasing agents); work around moving objects or vehicles; work on ladders or scaffolding

Mental Demands:

Reading; Ability to communicate effectively (verbal and written); Ability to maintain emotional control under stress.

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Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 5/21/2021

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____