

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: ROOFING/PAVING FOREMAN MAINTENANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under occasional supervision, supervises and participates in the general maintenance work required to maintain the roofing and roofing systems, and maintaining and repairing paved surfaces of the various facilities of the Guilford County Schools in an efficient and safe manner. Work involves performing a variety of repair tasks in roofing, guttering, roofing maintenance, parking lot paving, resurfacing, and concrete surface maintenance. Duties require the application of skills in pest control, roofing preparation, tar roofing, shingle roofing, sheet metal guttering, tar paving, concrete paving, and maintenance. Employee must exercise independent judgment and initiative in performing assigned duties. Tact and courtesy are required in frequent contacts with co-workers and school officials and department heads. Reports to the Program Administrator II- General Services.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises and coordinates the roofing and paving work for the district.

Performs a variety of repair tasks in roofing and roofing repairs.

Performs a variety of repair tasks in concrete, black top or cement paved surfaces.

Demonstrates special skills in a specific work area and/or performs in a lead position.

Reviews work orders; assesses work to be completed; obtains needed supplies and equipment; and completes tasks.

Repairs various roofing types from shingles to tar or black top roofing.

Troubleshoots and diagnoses problems and makes repairs; performs preventive maintenance.

Solicits bids and supervises work of sub-contractors in roofing related projects.

Performs skilled roofing work associated with the renovation and construction projects.

Supervises the contracting of pest control.

Conduct periodic inventory of all tools and equipment assigned personnel of the trade; maintain a

ROOFING/PAVING FOREMAN

computerized listing of such inventory; ensure each technician conduct a quarterly inventory of tools and equipment assigned and submit the required report to the director within two weeks of completing such inventory.

Possesses considerable knowledge of the operational capabilities of the District's computerized work order system and is able to provide assistance as needed to subordinates working in the trade.

Considerable knowledge of all department operating procedures to include but not limited to the work order procedures, credit card procedures, International Standard Organization (ISO) procedures, and other departmental procedures developed and implemented.

Responsible for the ensuring all trade personnel are trained in the proper use of all materiel handling and heavy operating equipment assigned to the section.

Responsible for the ensuring all automotive equipment assigned the section is operated and maintained as outlined in applicable district's procedures.

ADDITIONAL JOB FUNCTIONS

Will possess and maintain a pager and Nextel for 24-hour on call service support. Every eight weeks, takes an emergency pager for on call service for one week for additional trades.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent, 3 to 5 years of experience in roofing maintenance and or construction, and general knowledge of building trades; or any equivalent training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

ROOFING/PAVING FOREMAN

Physical Requirements: Must be physically able to operate a variety of equipment and machinery including tar kettles, roof cutters, roof sweepers, ladders, drills, saws, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or 10 pounds of force constantly to move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to assistants or subordinates.

Language Ability: Requires the ability to read work orders, logs, diagrams, etc. Requires the ability to prepare activity logs, simple reports, etc., according to prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize simple mathematical formulas; to add and subtract; multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting

ROOFING/PAVING FOREMAN

under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of various types of roofing and paved surfaces in the School System and how to repair them.

Considerable knowledge of approved roofing repair methods, practices, code requirements and safety standards.

General knowledge of the tools and equipment used in the installation and repair of roofs and paved surfaces.

General knowledge of the principles of supervision, organization and administration.

Skill in the use and care of hand tools and equipment necessary to perform roof and pavement installations and repair tasks.

Ability to estimate manpower and material requirements for individual projects.

Ability to develop and implement work schedules.

Ability to troubleshoot and prevent roofing problems.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.