

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: ROOFING/PAVING SPECIALIST I MAINTENANCE DIVISION**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, assists in the general maintenance work required to maintain the roofing systems of the various facilities of the Guilford County Schools System 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 roofing preparation, tar roofing, shingle, sheet metal guttering, and maintenance. Employee must exercise independent judgment and initiative in performing assigned duties. Reports to the Roofing/Paving Specialist II and/or Roofing Foreman.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

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

Assists in repairing various roofing types from shingles to tar or black top roofing.

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

Request, maintain and is responsible for the inventory and accountability of material, tools, repair parts and equipment assigned and that is issued for use.

Inventory all tools and equipment quarterly and submit results via the appropriate supervisor(s) to the Director for consideration .

Responsible for having a general working knowledge of the departments work order system and the document flow associated with that system.

Must have general 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 assigned automotive equipment is operated and maintained as outlined in applicable district's procedures.

##### **ADDITIONAL JOB FUNCTIONS**

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Performs other related work as required.

### MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent and some 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. Possession of a valid driver's license issued by the State of North Carolina. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of equipment and machinery

including hot 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 receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read logs, diagrams, etc. Requires the ability to prepare activity logs, 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

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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 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**

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

General knowledge of building trades.

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

Some knowledge of the tools and equipment used in the installation and repair of roofs.

Some skill in roof repair and maintenance.

## **ROOFING SPECIALIST I**

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

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.