



*"Building a  
Foundation for  
Lifelong  
Learning"*

## CECIL COUNTY PUBLIC SCHOOLS

### DEPARTMENT OF HUMAN RESOURCES

GEORGE WASHINGTON CARVER EDUCATION LEADERSHIP CENTER  
201 Booth Street • Elkton, MD 21921

410-996-5555

• FAX 410-996-1051

• [www.ccps.org](http://www.ccps.org)

D'Ette W. Devine, Ed.D.  
*Superintendent*

Dawn K. Branch  
*President, Board of Education*

**PLEASE POST**

**April 30, 2015**

**PLEASE POST**

**CLOSING DATE: May 15, 2015**

### **MAINTENANCE VI / LEAD ROOFER**

#### **General Purpose of Position**

Under the supervision of the Supervisor of Facilities and the Assistant in Facilities, the Lead Roofer using the proper supplies and techniques, maintains, installs and replaces as necessary all roofing surfaces. Also provides all coordination for the maintenance and repair of roofing surfaces as well as the highest level of technical expertise.

#### **Essential Duties and Responsibilities of Position**

1. Assesses the condition of all roofs, drains, gutters, down spouts, splash blocks, fittings and associated storm water piping on an ongoing basis, initiates maintenance and repairs as necessary.
2. Inspects and evaluates all roofs every (6) months identifying areas requiring repair or replacement and recommends order of priority.
3. Monitors inventory of roofing supplies and materials, initiates requisitions as necessary to replenish required materials.
4. Using proper supplies and techniques, repairs and maintains roofs, drains, gutters, down spouts, splash blocks, fittings and associated storm water piping.
5. Assists in the budget development by priority and cost of projects.
6. Assists in the evaluation of utility workers under his supervision.
7. Provides leadership, assigns and assists with job productivity of utility workers.
8. Assumes the responsibility of purchasing supplies and materials (at supervisor's discretion) and keeps inventories of same.
9. Able to lift 100 pounds.
10. Assumes willingness to work beyond an 8-hour day and responds to after hour's emergency calls.
11. Reacts to change productively and performs other duties as assigned.
12. Maintains regular, on-time attendance.

#### **Minimum Requirements of the Position**

1. Has graduated from high school or has equivalent reading and mathematics skills.
2. Has at least five years of roofing experience or equivalent knowledge of the repair, installation and maintenance of all types of roofing and associated components.
3. Has at least two years of supervisory experience in the field.
4. Has knowledge of roofing and associated components supplies and techniques.
5. Has met the minimum AHERA training requirements.
6. Has good interpersonal communication skills.
7. Holds a valid driver's license.
8. Available to begin employment on/or about May 15, 2015.

(over)

**Our mission is to provide an excellent Pre-Kindergarten through graduation learning experience that enables ALL students to demonstrate the skills, knowledge and attitudes required for lifelong learning and productive citizenship in an ever-changing, global society.**

### **SALARY**

The current salary range for this Maintenance VI Lead Roofer position for the year 2014-2015 is \$40,926 - \$47,888, depending upon creditable experience and training.

### **APPLICATION PROCEDURE**

Persons meeting the minimum qualifications of the position must submit an application with two professional references with valid e-mail addresses in the reference section of the application. All completed applications must be submitted thru AppliTrack at <http://www.applitrack.com/cecil/onlineapp>. Information requested must be received no later than **4:00 p.m. on Friday, May 15, 2015.**

*“The Cecil County Public School System does not discriminate in admissions, access, treatment or employment in its programs and activities on the basis of race, color, sex, age, national origin, religion, or disability.”*