**Position Title:** Roofer

**Contract Length:** 12M

**Date:** 04/30/09  
**Date of Last Revision:** 04/30/09

**Job Code:** CF0865  
**Pay Grade:** 22  
**FLSA Exemption Status:** NE

**Job Family – Construction & Facility Services**

**Job Summary**
Repairs roofs and prevents roof leaks throughout the school district. Roof types may include shingles, slate, asphalt, aluminum, wood, and related materials.

**Major Duties & Responsibilities**

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<thead>
<tr>
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<th>List most important duties first</th>
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<tr>
<td>1.</td>
<td>Inspects problem roofs to determine the best procedures for performing repairs. Determines the different types of roof material needed to repair roofs. Orders material needed for roof repairs.</td>
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<td>2.</td>
<td>Repairs roof leaks and drains; cleans roof gutters.</td>
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<td>3.</td>
<td>Sets up scaffolding to provide safe access to roofs.</td>
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<td>4.</td>
<td>Aligns roofing materials with edges of roofs; cleans and maintains equipment.</td>
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<td>5.</td>
<td>Repairs retaining wall and drip edging.</td>
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<td>6.</td>
<td>Performs other job-related duties as assigned.</td>
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### EDUCATION
High School Diploma or GED

### WORK EXPERIENCE
1 to 3 years

### TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION
Hand tools (e.g., hammer, shovel, screwdriver), Power tools (e.g., radial saw, reciprocating saw, drill, pneumatic hammer), Vehicles (e.g., automobile, truck, tractor, forklift)

### LEADERSHIP RESPONSIBILITIES
No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice and training to staff.

### WORK COMPLEXITY/INDEPENDENT JUDGMENT
Work involves the application of moderately complex procedures and tasks that are quite varied. Independent judgment is often required to select and apply the most appropriate of available resources. Ongoing supervision is provided on an "as needed" basis.

### BUDGET AUTHORITY
No budget development activity is required.

### PROBLEM SOLVING
Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures or services.

### IMPACT OF DECISIONS
Follows rules and procedures. Decisions can have minimal or no impact to HISD. Errors can be readily detected, usually by the employee, and, if made, would result in minor expense for correction.

### COMMUNICATION/INTERACTIONS
Basic communication - very little communication required such as receiving basic instructions. Interactions are mostly with customers, own supervisor and co-workers in own department.

### CUSTOMER RELATIONSHIPS
Follows through with customer inquiries, requests and complaints. Forwards difficult and non-routine inquiries or requests to appropriate level for resolution.

### WORKING/ENVIRONMENTAL CONDITIONS
Work involves frequent exposure to unpleasant elements, such as extreme temperatures, dirt, dust, fumes, smoke, loud noise, chemicals, etc. Ability to carry and/or lift 45 pounds or more.