Leon County Public Schools Classification Specification

Salary Grade 28
Summary Information:

Classification Title: Roofer Date Prepared: 2/2008, 4/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name		
435	Building Operations - Roofing	Covers/repairs roofs using such materials as composition shingles or sheets, wood shingles, asphalt and gravel or metal roofs. Perform preventative maintenance on equipment and building components within area of expertise district wide.
415	Minor Building Maintenance	Check boilers and other equipment. Fix lights, electrical devices, glass, etc. Minor construction. Assist central maintenance with large repairs.
416	Building Inspections	Inspect facilities for cleanliness, disrepair, and general housekeeping. Inspect work of contractors. Inspect work of central maintenance crew.
407	Safety Inspections	Inspect facilities, vehicles and entire property for safety problems.
474	Acquisition Analysis - Materials and Supplies	Issue and evaluate bids, and place orders for materials, supplies, business equipment, food and services.
473	Purchase Specifications	Prepare (or assist in preparing) specifications for purchases of materials, supplies, and equipment. Evaluate products. Vendor liaison.
425	Building Operations - Emergency or Other	Operations not covered by bid and/or not covered by other activity definitions. Perform preventative maintenance on equipment and building components within area of expertise district wide.
410 A	Disaster/Emergency Services	On call to report to any District school or facility to provide any emergency required services.
381	Facilities Design	Design new facilities and renovations. Work with architects and users on design issues.
427	Building Operations - Records	Record work and cost effectiveness on maintenance and repairs performed. Perform preventative maintenance on equipment and building components within area of expertise district wide.
999	Assigned Duties	Perform other duties as assigned.

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General Classification Specification Factors:

Education/Experience: A.A. Degree with three years related experience; or

High School diploma or equivalent with five years related experience

Supervisory Responsibility: Yes

Type of Supervision: Supervision is typically part-time with respect to instructing, assigning, and

checking the work of others. Most time is typically spent performing the same work as members of the group. There is little or no responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 02/2008, 07/2003