



**OFFICE OF HUMAN CAPITAL**

| <b>Job Information</b>  |   |
|---|---|
| <b>Job Title:</b><br><i>Roofer Crew Leader</i>  | <b>Last Revised/Approved:</b> <i>Entered by Compensation</i>            |
| <b>Job Code:</b> <i>Entered by Compensation, Office of Human Capital<br/>MTN00FSHFZESTM3938</i> | <b>Reports To:</b><br><i>Supervisor of Shop 925</i>                     |
| <b>Office:</b><br><i>Operations</i>   | <b>Department:</b><br><i>Facilities and Maintenance Services (DFMS)</i> |

| <b>Compensation Information</b>                 |   |
|---|---|
| <b>Pay Grade:</b><br><i>Does not apply</i>      | <b>Pay Range:</b>                                   |
| <b>FLSA Status:</b><br><i>Overtime Eligible</i> | <b>Term of Employment:</b><br><i>Full Time (FT)</i> |

**Position Summary/Purpose:**

1. Plans, organizes, directs, evaluates, monitors and manages District and contracted personnel in;
  - a. Removing, replacing, and repairing damaged roof and flashing systems
  - b. Installing new roof and flashing systems
  - c. Maintaining and implementing the district's inspection and preventive roof maintenance program
2. Develops and maintains the district's capital roof replacement program
3. Gathers and maintains pertinent information
4. Assists in the creation and review of the plans and specifications for projects
5. Develops annual budgets related to the shop materials, labor, equipment and training
6. Estimates roof projects; materials, labor, etc.
7. Assists in employee performance evaluations
8. Maintains control of shop related stock and equipment
9. Operates and maintains equipment related to the trade.
10. Navigate and monitor Computerized Maintenance Management Software system (preferably AssetWORKS) for trade related work orders, budget targets, etc.
11. Performs other duties as assigned.

**Essential Functions/ Core Competencies:**

1. Demonstrates professional conduct and leadership at all times.
2. Committed to continuous improvement within trade and the organization in whole
3. Displays quality work through accuracy and attention to detail.
4. Effective written, verbal, and communication skills.
5. Works effectively and productively as a member of a team.
6. Demonstrates skills as required by job responsibilities.
7. Excellent attendance and punctuality.

**Job Requirements:**

**Education Requirements:**

1. High school diploma or equivalent (GED)

**Certifications and Licensing Requirements:**

1. Valid driver's license and availability of a properly insured personal automobile for use on the job at time of and throughout employment (car allowance provided).
2. Certification in the EPA Asbestos Abatement Training Program within 5 months of appointment <sup>Note 1</sup>
3. Certification in the Lead Safe Renovator Training Program within 5 months of appointment. <sup>Note 1</sup>
4. Fall Protection Training and Certification within **first month** of appointment. <sup>Note 1</sup>
5. Scaffold Erector/User Training **within 3 months** of appointment. <sup>Note 1</sup>
6. Silica Awareness Training within **first month** of appointment. <sup>Note 1</sup>
7. Completion of Baseline Medical Surveillance Exam; Respiratory Protection Training; Respiratory Fit Testing and Hearing Conservation Training within first month of appointment. <sup>Note 1</sup>

Note 1 – Training and/or testing will be provided by MPS but employee must obtain the certification within the time allotted.

### **Experience Requirements:**

1. Three years of experience with Milwaukee Public Schools
2. Two years of experience as Roofer at the Journey level on various roofing and flashing systems
3. Experience as indicated previously indicated in the Essential Functions/ Core Competencies.

### **Knowledge, Skills and Abilities:**

1. Knowledge of
  - a. Construction terminology and practices, construction materials, safe working practices, basic math including basic geometry
  - b. Various kinds, sizes, and applications of roofing materials and systems.
  - c. Construction administration; planning, budgeting, scheduling, organizing, inspecting, etc.
2. Skill in
  - a. Microsoft Office Suite software programs
  - b. Installing, removing, replacing, repairing and maintaining all types of roofs.
  - c. Using the hand tools required in the roofing profession (spud bars, shingle and slate pry bars, knives, shovels, etc.)
  - d. Removing ice and snow from roofs.
  - e. Estimating
3. Ability to:
  - a. Navigate and monitor Computerized Maintenance Management Software system (preferably AssetWORKS) for trade related work orders, budget targets, etc.
  - b. Safely operate equipment used in the roofing trade including but not limited to; tar kettles, sweepers, felt layers, etc.
  - c. Work safely with hot and dangerous materials, smoke, dust, and blown aggregate
  - d. Work safely from bucket lifts and scaffolding.
  - e. Climb and work at heights
  - f. Organize, prioritize, in order to effectively to accomplish assigned work
  - g. Maintain equipment related to the trade.
  - h. Gather data, compile information and prepare field reports as required.

### **Working Environment:**

1. Exposure to dust, dirt, general construction debris, hazardous materials, etc. that may require the use of an air purifying respirator.
2. Exposures loud noise that will require the use of hearing protection devices.
3. Work at heights on various types of support equipment, including scaffolding, swing stages, bosons chairs, extension and step ladders, needle beam scaffolding, etc. that may require special harnessing.
4. Essential physical requirements, such as climbing, standing, stooping, crawling, etc.

### **Physical Demands:**

1. Exposure to work environments as previously indicated
2. Ability to climb and work at heights at or above 70 feet in all weather conditions
3. Ability to move objects weighing 100 lbs. or more
4. Ability to be conduct work while wearing an air purifying respirator

## **Equal Opportunity:**

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Capital.