

# MORGAN STATE UNIVERSITY

## JOB SPECIFICATON



### **ROOFER**

Class Code:  
Pay Range: 09

FLSA Code: N/E (Non-Exempt)

### **JOB SUMMARY**

Under general supervision, performs roofing work at the journey level. Installs, maintains and repairs all types of roofing systems to assure water tight integrity.

### **PRIMARY DUTIES**

1. Inspects roof systems and identifies existing and potential deficiencies; recommends corrective action.
2. Performs preventive maintenance and repairs to existing roofing systems using accepted industry standards.
3. Installs new roof systems using manufacturer specifications or compliance with industry standards.
4. Prepares estimates of time, labor, and materials to be used. Prepares reports on daily operations and project status. Maintains record keeping systems pertinent to roofing operations.
5. Operates and maintains tools and equipment of the roofing trade. Cleans work area upon completion of project.
6. Provides guidance and training in roofing work to other maintenance personnel. May have lead responsibility for special projects.

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**Note:**

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

**MINIMUM QUALIFICATIONS**

**EXPERIENCE:** Four years progressively responsible experience in the roofing trade.

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

Comprehensive knowledge of and skill in the methods and techniques used in the installation and repair of roofing systems. Thorough knowledge of and skill in basic mathematics including area, volume, weights, and the practical application of fractions, percentages, ratios, and proportions; of OSHA regulations related to the roofing trade. Skill in the use and maintenance of the tools and equipment of the roofing trade. Ability to read, interpret, and work from blueprints, drawings, and specifications; to lay out work; to prepare summaries and reports; to communicate effectively and follow directions; to work in, on, around, over and under fixed equipment and machinery; to work from ladders, rigging, scaffolding, and sloped roofs; to manipulate heavy equipment, tools, and supplies and/or exert force up to 70 lbs.; to concurrently manipulate multiple controls on equipment and machinery; to work in hazardous or irritating environments, confined spaces, and adverse weather or temperature conditions; to wear and work in personal protective equipment.

**OTHER:**

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

**CONDITIONS OF EMPLOYMENT**

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Valid Maryland Non-commercial Class C or equivalent driver's license may be required. Candidates selected for employment may be required to be trained to work with asbestos.

