

ROOFER SERIES

| <u>Code No.</u> | <u>Class Title</u> | <u>Occ. Area</u> | <u>Work Area</u> | <u>Prob. Period</u> | <u>Effective Date</u> |
|-----------------|--------------------|------------------|------------------|---------------------|-----------------------|
| 3222 | Roofer | 14 | 023 | 6 mo. | 12/24/92 |
| 1936 | Roofer Sub-Foreman | 14 | 023 | 6 mo. | 12/24/92 |
| 1796 | Roofer Foreman | 14 | 023 | 6 mo. | 12/24/92 |

Promotional Line: 214

Series Narrative

Employees in this series are responsible for performing and/or supervising the repair, maintenance, and installation of roof systems.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Roofer

3222

Employees at this level perform skilled work involving the repair, maintenance, and installation of roof systems. They work under direct supervision from a designated supervisor.

A Roofer typically--

1. repairs existing roof systems resulting from roof inspections or emergency service requests
2. installs new roof systems (such as bituminous, thermoplastic, non-vulcanized elastomers, vulcanized elastomers, slate, tile, asbestos and non-asbestos shingles, and other unconventional roofing materials)
3. installs waterproofing materials on roofs, foundations, footings, and tunnels
4. removes hazards (such as snow blockages, ice dams, and icicles) from roofs, gutters, and adjacent structures
5. installs and erects proper scaffolding and climbing aids
6. erects hoisting equipment and operates hoist to raise and lower equipment and material
7. selects and transports equipment and materials to job site
8. sets up barricades, warning line systems, and trash chutes to protect public from falling or flying materials
9. removes equipment, materials, and debris from the job site upon project completion
10. repairs and applies roofing primers and coatings

11. is responsible for the proper use and care of roofing equipment, tools, and material
12. complies with accepted safety standards
13. performs related duties as assigned

Level II: Roofer Sub-Foreman**1936**

Employees at this level direct and/or lead and assign work to Roofers and other assigned personnel who perform skilled work in the roofer trade. They work under general supervision from a designated supervisor.

A Roofer Sub-Foreman typically--

1. assists in the direction and assignment of work to journeymen and apprentices
2. assists in training roofers in new roofing applications and safety procedures
3. checks job sites for material and equipment
4. enforces safe working habits, including safe operation and handling of materials and equipment
5. approves time cards
6. performs duties common to the roofing trade as necessary
7. may act for supervisor during absences
8. performs related duties as assigned

Level III: Roofer Foreman**1796**

Employees at this level supervise the work of Roofers and other assigned personnel. They work under direction from a designated supervisor.

A Roofer Foreman typically--

1. directs and supervises the work of Roofers, apprentices, and other assigned personnel
2. schedules work assignments for personnel, considering available funding, priorities, and seasonal demands
3. controls work flow, tools, materials and equipment, transportation, and information to craftsmen as necessary
4. works with project coordinators to verify scope and scheduling of roofing projects and tracks job progress at the job site
5. enforces safe working habits, including safe operation and handling of materials and equipment

6. verified time cards and material requisitions of employees
7. maintains records and prepares reports on repairs, maintenance needs, and installations
8. conducts training for new roofing application procedures, new materials, and proper safety procedures
9. may perform roofer duties as necessary
10. performs related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Roofer

3222

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. experience sufficient to qualify as a roofer, with a minimum of four years of actual work experience at the trade, including apprentice or vocational training
2. valid State of Illinois driver's license

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of accepted roofing practices
2. knowledge of safety standards common to the roofing trade
3. skill in the use of roofing tools and equipment, including hand- and power-operated machinery

Level II: Roofer Sub-Foreman

1936

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possesses the credentials required for Level I of this series
2. three additional years of experience in the roofing trade

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. possesses the attributes listed for Level I of this series
2. knowledge of safety practices common to the roofing trade
3. oral and written communication skills

4. supervisory ability

Level III: Roofer Foreman

1796

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possesses the credentials required for Level II of this series
2. two additional years of experience in the roofing trade

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. extensive knowledge of safety practices common to the roofing trade
2. skill in inspecting and trouble shooting roofing systems and roofing tools and equipment
3. ability to make rapid, independent decisions during emergency conditions
4. ability to maintain records
5. ability to prepare reports

Roofer
Roofer Sub-Foreman
Roofer Foreman

(REVISED)
(NEW)
(REVISED)