

**CLASS SPECIFICATION**

1/13/2022

ROOFER, 3476

Summary of Duties: A Roofer does skilled work in the application and repair of composition, asphaltic, and other types of roofing, such as tile, modified roll roofing, and single-ply systems; inspects roofs; prepares estimates; and may assume lead duties in the absence of the supervisor.

Class Characteristics: A Roofer is a skilled worker who lays, maintains, and repairs a variety of types of roofs. Details of work methods are left to the discretion of the Roofer. A Roofer may direct one or more helpers. An employee of this class may be responsible for inspecting work of contractors, for estimating time and materials, for ordering supplies and materials, and for distributing them safely on the roof during operations. The work of a Roofer is outdoors. It may involve considerable physical effort, and may involve some hazard due to height, the handling of hot asphalt and other roofing materials, and the proximity to energized electric lines and equipment.

Examples of Duties:

- Supervises the heating and melting of tar and pitch and the raising of roofing materials to roof level;
- Spreads hot tar or cold liquid asphalt cement or fiberglass over roof surfaces;
- Places composition roofing, felt roofing paper, or insulating board on a roof;
- Cuts roofing material to fit around pipes, chimneys, and other obstructions;
- Applies layers of hot tar and roofing paper until roof is built up to specified depth;
- Cuts strips of heavy tar paper, fits them into the angles between the walls and the roof surface, and cements with hot tar or cold liquid asphalt cement or fiberglass;
- Applies a heavy coat of hot tar over top layer of roofing paper;
- Spreads gravel over tar with rake, shovel, or stiff-bristled broom;
- Nails metal flashing along edges of the roof;
- Occasionally lays, sets, and repairs wood or composition shingles or slate, tile, transite, and terra cotta roofing materials;
- Repairs leaks and other defects, using roofing cement and regular roofing materials or coating;
- Occasionally applies waterproofing material to masonry surfaces and asphalt parking areas, and waterproofs walls and floors by building them up with hot asphalt and roofing felt or fabricated membrane;
- Erects or assists in the erection of hoists and scaffolding for the raising of materials to roof level;
- Makes emergency repairs to leaking roofs in rainy weather;
- May use spray equipment necessary in applying cold roof coating;

- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

REQUIREMENTS:

1. Completion of a recognized apprenticeship as a roofer; or
2. Five years of full-time paid experience in the application of composition shingle, tile, modified roll roofing, single-ply systems, or "built-up" roofing.

License: A valid California driver's license is required.

Physical Requirements : Strength to perform average lifting over 70 pounds; body agility and equilibrium involved in activities such as climbing and balancing under precarious conditions; and back and leg coordination involved in activities such as stooping and kneeling to an unusual extent.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As indicated in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.