

ROOFER, 3476
SENIOR ROOFER, 3477
ROOFER SUPERVISOR, 3478

Summary of Duties : Performs skilled work in the application and repair of composition, asphaltic, fiberglass and other types of roofing; inspects roofs; prepares estimates; or supervises while working with a crew of skilled workers and helpers; plans an annual work program; and does related work.

Distinguishing Features : 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.

A Senior Roofer works with and supervises a crew of skilled Roofers and helpers in laying, maintaining, and repairing various types of roofing. A Senior Roofer is responsible for the safe operating practices of the crews, their use of proper methods and materials, and for inspection of the work upon completion. A Senior Roofer is distinguished from a Roofer Supervisor in that a Senior Roofer is in immediate charge of a crew of skilled workers and helpers while a Roofer Supervisor supervises more than one crew working at various locations, does more independent inspection and is responsible for the entire roof maintenance and construction function in the group.

A Roofer Supervisor supervises the work as described above, makes inspection of roofing work done by contractors, and recommends and orders roofing materials. An employee of this class estimates roofing needs and costs from which an annual work program is planned within budget appropriation. A Roofer Supervisor may be responsible for determining the amount of material a roof can support, and receives only general supervision from a supervisor who is responsible for the activities of more than one trade.

Examples of Duties : Roofer : 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; and may use spray equipment necessary in applying cold roof coating.

Senior Roofer : Supervises and performs skilled roofing work; estimates time and materials necessary for a job and orders necessary supplies; coordinates work with other City construction forces, prepares sketches and brief reports regarding job problems and plan changes; and occasionally inspects work done by contractors for compliance with specifications.

Roofer Supervisor : Supervises a group of Roofers and Senior Roofers and other employees performing roofing duties; estimates time and materials necessary to perform a job of roof construction or repair; inspects condition of roofs and prepares an annual roofing program; orders materials and supplies; and inspects work done by contractors for compliance with specifications.

Employees in these classes may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications :

<u>Knowledges</u> :	<u>Roofer</u>	<u>Senior Roofer</u>	<u>Roofer Supervisor</u>
The terminology, tools, equipment, materials, methods, and practices employed in the preparation and application of composition or "built-up" roofing;	Good	Good	Good
Division of Industrial Safety Orders relative to roofing, scaffolding, buckets, and kettles;	Working	Good	Good
The provisions of the			

Los Angeles Municipal Code pertaining to roof coverings;	Working	Working	Good
The equipment and methods used for transite, tile, fiberglass, and metal roofing;	Working	Good	Good
Knowledge of the laws and regulations related to equal employment opportunity and affirmative action;		Good	Good
City personnel rules, policies, and procedures;		General	Working
Memoranda of Understanding as they apply to subordinate personnel;		Working	Good
Budgetary and administrative practices and procedures;			General

Skills:

The use of the tools and equipment of the trade;	X	X	X
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Abilities:

Determine the reasonable amount of roofing materials which can be safely placed on roof areas;	X	X	X
Determine whether surfaces are in condition to receive roofing and waterproofing application;	X	X	X
Detect and patch flaws and leaks in roofs;	X	X	X
Estimate time and materials for construction and application of roofs;	X	X	X
Keep records and make reports;	X	X	X

Deal effectively with subordinates, other City employees, and the public;

X

X

X

Plan and supervise the work of one or more crews.

X

X

X

Completion of a recognized three-year apprenticeship as a roofer, attainment of journey level rank as a roofer, or five years of experience at the helper level in the application of composition or "built-up" roofing is required for a Roofer.

Two years of experience as a journey roofer is required for Senior Roofer.

Four years of journey level experience as a roofer is required for Roofer Supervisor.

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

Physical Requirements: Roofer and Senior Roofer: 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.

Roofer Supervisor: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; the body agility and equilibrium involved in activities such as climbing and balancing while making field inspections; and supervising roofing and roof repair operations.

Persons with handicaps may be capable of performing the duties of some of the positions in these classes. Such determination must be made by the medical examiner on an individual basis.

As provided 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 the duties and responsibilities of any position shall be.