

CARPENTER/ROOFER *

Function of Job:

Under general supervision of designated supervisor, to perform skilled roofing work in the maintenance, repair and re-roofing of campus properties, and to fabricate and prepare various materials for moisture-proofing.

Characteristic Duties and Responsibilities:

1. Cut, shape and assemble components using hand and power tools.
2. Be responsible for complete maintenance of roofs, gutters and porches.
3. Inspect all roofs, parapets, rain-leaders and gutters.
4. Remove shingles, roof-boards and re-roof campus properties.
5. Install flashing of sheetmetal, jute, fiberglass or other materials.
6. Caulk and coat buildings, window casings, parapet walls and masonry to moisture-proof buildings.
7. Inspect and recommend remedial action for all roof leaks and other water leading into campus properties, on both regular and emergency basis.
8. Prepare material lists and estimates as directed by supervisor.
9. May supervise one or more re-roofing crews and/or student workers.
10. Requisition, through established procedures, materials and supplies necessary to keep campus properties in a moisture-proof condition.
11. Maintain current records of the condition of all buildings as assigned.
12. Complete work order requests or maintenance requests for assistance from other crafts when necessary.
13. Consult with representatives of commercial roofing concerns and manufacturers.
14. Assist with pest control activities where licensing is not required.
15. Report to work as required under emergency conditions, such as before/during/after adverse weather conditions to address roof leaks and other water infiltration problems.
16. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. High school graduation and four years of experience in the building trades, including at least two years of experience in roofing.
2. Knowledge of methods, materials and tools of the roofing trade.
3. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work with exposure to inclement weather conditions for prolonged periods of time.
4. Willingness and ability to climb to the top of any campus building to perform work.
5. Valid motor vehicle operator's license if required.
6. Must be able to wear/use all personal protective equipment required to perform job safely.

11/3/97
System Approval

11/3/97
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

Revised - Original approved 3/5/79 and revised 3/10/82 and 11/3/97.