

**SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES****ROOFER/SHEET METAL  
BUILDING EXTERIOR REPAIR PERSON****Position Summary**

Under the direction of the Director of Operations and the Supervisor of Maintenance, the roofer/sheet metal/building tradesperson will perform related duties to the buildings in the Seven Oaks School Division.

**Duties**

- Operates and maintains various power tools, hand tools and mechanical equipment.
- Operates trucks and other vehicles.
- Establishes and follows safe equipment operation procedures.
- Orders and prepares costing and repair reports.
- Inspects roof installation work by outside contractors for the Maintenance Department.
- Repairs and maintains all divisional roofs, fences and other exterior metal surfaces as required, e.g. rust prevention, air infiltration.
- Supervision and/or liaison with assistant(s), contractor(s) and other division personnel.
- Keeps roofs free of excessive winter snow loads, water, etc.
- Maintains, repairs and installs equipment, e.g. drains, siding, flashing, heating, insulation, duct work, eavestroughing.
- Other duties as assigned within skillset.
- May be required to assist other trades as required.

### **Education**

- Grade XI.
- Licensed Red Seal journeyperson's roofer/sheet metal worker.
- Valid driver's license.
- Good oral and written communication skills.
- Ten years experience in flat roof maintenance.
- Well-developed knowledge of products and building code requirements.
- Basic understanding of mechanical heating and ventilation systems.

### **Experience**

- Over 4 years experience.

### **Physical Demands**

- Lifting heavy objects, working in awkward cramped spaces, continuous physical activity through climbing, bending and stretching.

### **Working Conditions**

- Exposure to dust and fumes and adverse weather conditions.
- Occasional shift work requirement or extended hours.