

Code: **4578**

Operation and Construction Service

Building Maintenance and Operation Group  
Miscellaneous Building Trades Series

CLASS TITLE: **Roofer**

**CHARACTERISTICS OF THE CLASS:** Under supervision, performs journey level roofing work in the installation, repair and maintenance of flat and pitched roofs on municipal buildings; and performs related duties as required.

**ESSENTIAL DUTIES:** Receives and reviews work orders to assess repair or installation work required; examines condition of existing roof to identify source of water leaks and to determine proper repair and roofing methods to use; removes and tears down damaged shingles and roofing materials; measures area to be repaired and estimates quantity of roofing and installations materials needed to complete jobs; lays, cuts and nails roofing materials such as shingles, insulation and roofing felt to cover roofs; applies materials such as hot asphalt, hot coal tar pitch, molten bitumen and thermoplastic compounds over roof insulation to build layers, seal seams and make the surface watertight; build up desired number of layers; measures and cuts felt and shingles to fit intersecting roofs and to fit around vent pipes and chimneys; cements or nails flashing strips of metal or shingle over joints created by vents and intersecting roof surfaces to make them watertight; ensures repaired and replaced roofs are watertight and comply with established quality standards; uses equipment such as cutting tools, saw, hot tar buckets and kettles and propane torches to apply roofing materials; prepares work activity reports.

**RELATED DUTIES:** Loads, transports and unloads equipment and supplies; cleans equipment and work site after repairs; may waterproof and damp proof masonry and concrete walls and floors.

**MINIMUM QUALIFICATIONS:**

Training and Experience. Successful completion of a US Department of Labor registered roofing apprenticeship training program and journeyman status, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of the principles, work methods and techniques of the roofing trade. Good knowledge of safety practices and procedures. Good knowledge of the various types of roofing materials and applications.

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CLASS TITLE: **Roofer (Cont'd)**

Ability to read work orders and estimate needed materials. Physical ability to use the tools and equipment of the trade. Ability to access work area above ground level. Ability to prepare work activity reports.

Skill in the installation, repair and maintenance of flat and pitched roofs. Skill in the use of tools and equipment of the roofing trade. Basic math skills. Basic oral and written communications skills.

Physical Requirements. Ability to lift and carry tools and equipment weighing up to 30 pounds continuously and up to 75 pounds occasionally.

Working Conditions. Unavoidable exposure to extreme temperatures and exposure to fumes, dust and noise. Work is performed at high levels using ladders and scaffolding.

Equipment. Standard tools and equipment of the roofing trade including cutting tools, saws, hot tar buckets and kettles. Safety equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

November, 2004  
City of Chicago  
Department of Personnel