



**JOB DESCRIPTION**  
**Carpenter Roofer - Maintenance**

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The Carpenter Roofer, under the direct supervision of the Maintenance Director, performs general carpentry tasks and repairs or constructs any projects that require carpentry skills, repairs minor roof leaks on built-up, metal/standing seam, and composition shingle roof systems, identifies source of water leaks associated with roof systems and makes appropriate repairs or report findings for contract repairs.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High school diploma or GED
- Four or more years experience as a carpenter
- Valid Texas Drivers License, insurable with Judson ISD insurance carrier, and a good driving record

**ADDITIONAL REQUIREMENTS:**

- Ability to pass Human Performance Exam (HPE)
- Skills testing will be required

**KNOWLEDGE / SKILLS / ABILITIES:**

- Knowledge of various roof and roof drainage systems
- Knowledge of equipment, materials, methods, practices, and tools used in roof repairs
- Ability to use hand and power tools
- Ability to follow written and verbal instruction
- Ability to read blueprints and diagrams
- Ability to measure and perform mathematical computations
- Ability to work independently

**DUTIES AND RESPONSIBILITIES:**

1. Complies to District policies and Maintenance Policies and Procedures and follows all safety procedures.
2. Constructs and/or repairs a sundry of items needed in the district.
3. Is able to read and follow drawings for construction projects.
4. Prepares a bill of materials to construct or repair district jobs related to carpentry and roof repair work.
5. Responsible for proper maintenance and accountability of tools and equipment assigned.
6. Completes required paperwork for maintenance requests and work orders on a daily basis.
7. Helps maintain a clean and safe work environment.
8. Insures proper roof repair materials are available and stored in a neat and orderly manner.
9. Performs occasional work after normal duty hours as required and authorized.
10. Keeps all painting equipment clean and properly stored.
11. Performs other duties as may be assigned by the maintenance supervisor or the Director of Maintenance.
12. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

**WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to concentrate, communicate (verbal and written), interpret procedures, understand verbal instructions, analyze, differentiate, memorize, read, coordinate, compile, compute and maintain emotional control under stress.

**PHYSICAL DEMANDS:** Ability to lift and/or carry moderate weight (15-44 pounds) often, sit, stand, walk, climb stairs, ladders, and ramps; balance, stoop, kneel, crouch, push, pull reach, repetitive hand motions, speak, maintain visual acuity, and drive a vehicle. Ability to work outside and inside, sunlight, temperature and humidity extremes, extreme vibration and noise, slippery and/or uneven surfaces, subject to chemical and biological exposure, work around moving machinery and equipment, and work around electrical power supply.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Power saw, planer, drill press, sander, band saw, table saw, radial arm saw, nail gun, air compressor, other power equipment, measuring devices, and light truck or van.

**Manual Trades Pay Grade: 5**

**Days: 260**

**Wage/Hour Status: Nonexempt**

**Updated: March 3, 2009**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*