

Job Description

Job Title: Roofing Shop Supervisor
Position Code:
Job Classification: Exempt

Supervisor: Supervisor of Plant Services
Pay Grade: 33
Contract Length: 245 Days

Job Summary

Position is responsible for the planning, scheduling, and overall leadership and guidance of the Roofing Shop.

Essential Duties

1. Supervises assigned roofing staff.
2. Interacts with building occupants at all levels of management.
3. Reviews outstanding roofing work orders, prioritizes them and assigns roofers as necessary to complete assigned jobs. Ensures that necessary materials and equipment are on the job sites.
4. Oversees the repairs on several different types of roofs throughout the school system, including built-up, modified, bitumen, metal and shingle roofs.
5. Provides guidance regarding the best procedure for roof repairs.
6. Provides training and oversight on various repair procedures pertaining to roof blisters, buckles, wrinkles, fish mounts and other deteriorated roof areas.
7. Inspects areas to include fascia, flashing, coping, roof expansion joints and roof ventilators for proper operation and repairs.
8. Inspects roof leaks and other roof intrusion issues as needed.
9. Schedules roof repairs and monitors potential problem areas.
10. Inspects roof drains to ensure they are not stopped up and are free flowing.
11. Performs roof inspections to meet annual warranty requirements. Acts as school division liaison on all warranty related issues with the roof manufacturers; oversees warranty repairs.
12. Oversees sheet metal layout and fabrication procedures and installations.
13. Provides guidance and technical support to subordinates for professional growth and development.
14. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs other related duties as assigned by the Supervisor of Plant Services or appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of a standard high school diploma, GED or trade school and ten (10) years of experience as a journey level roofer or any equivalent combination of training and experience which would provide the required knowledge, skills and abilities. Some supervisory experience is preferred. Thorough knowledge of proper use and maintenance of tools and equipment; ability to estimate material requirements; ability to read work requests and submit written reports. Must possess a valid Virginia Driver's License and be able to operate a motor vehicle

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Demonstrates ability to climb ladders and work in confined spaces

above and below ground. Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak English in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift 50 pounds; to bend, stoop and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed outside. The noise level in the work environment is sometimes loud but usually moderate.

Supervision Exercised: Roofer I, Roofer II & Roofer Crew Leader

Supervision Received: Supervisor of Plant Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Roofing Shop Supervisor will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Plant Services or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 9/2021 CR

Updated 03/2026 LS