

Job Description

Job Title: Sheet Metal/Rofer Crew Leader

Position Code:

Job Classification: Non-Exempt

Supervisor: Sheet Metal/Roofing Supervisor

Pay Grade: 29

Contract Length: 245 Days

Job Summary

Position is responsible for assisting the Sheet Metal/Roofing Shop Supervisor in assigning, coordinating and supervising work orders for roofers. Acts as Sheet Metal/Roofing Supervisor in their absence.

Essential Duties

1. Supervises subordinate 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. Repairs several different types of roofs throughout the school system, including built-up, modified, bitumen, metal and shingle roofs.
5. Makes decisions on own initiative regarding the best procedure for making roof repairs.
6. Cuts out and repairs roof blisters, buckles, wrinkles, fish mounts and otherwise deteriorated roof areas.
7. Seeks out and repairs roof leaks after finding sources of penetration.
8. Inspects roof areas and repairs potential problem areas before a real problem occurs.
9. Insures that roof drains are not stopped up and are free flowing.
10. Performs roof inspections for warranty requirements.
11. Provides guidance and technical support to subordinates for professional growth and development.
12. Repairs fascia, flashing, coping, roof expansion joints and roof ventilators.
13. 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 any other related duties as assigned by the Sheet Metal/Roofing Supervisor 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, 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 be able to operate a motor vehicle and possess a valid Virginia Driver's License.

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 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 & II

Supervision Received: Sheet Metal/Roofing Shop Supervisor

This job description in no way states or implies that these are the only duties to be performed by this employee. The Sheet Metal/Roofing Crew Leader will be required to follow any other instructions and to perform any other related duties as assigned by the Sheet Metal/Roofing Shop Supervisor or appropriate supervisor. 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 09/2021 CR

Updated 03/2026 LS