

## **TENTATIVE**

**Occ. Code 7120130**

### **TRADES SPECIALIST (ROOFING), GRADE 12**

**New York State Department of Civil Service**

#### **Classification Standard**

#### **BRIEF DESCRIPTION OF CLASS**

A Trades Specialist (Roofing) performs journey level roofing and tinsmith work as a member of a maintenance team. An incumbent inspects, repairs and installs all types of roofs found on State buildings, and manufactures and repairs tin ware and sheet metal ware such as heating ducts, steam kettles, gutters, roof flashing, and metal containers.

#### **DISTINGUISHING CHARACTERISTICS**

A Trades Specialist (Roofing) is characterized by the performance of all roofing and tinsmith work, including the planning and laying out of outdoor and shop work in an entire facility or an assigned area of a facility and the repair and construction of roofs, flashing, gutters, heating ducts, and metal containers. All positions are in the non-competitive jurisdictional class.

A Trades Specialist (Roofing) frequently supervises others in this work including semiskilled and unskilled workers. In facilities found in the Department of

Corrections and Community Supervision, incumbents lead and provide practical training in the trade to inmates while completing a job. They are responsible for the whereabouts and safety of the inmates assigned to them, the tasks performed, and the security of the tools and materials used.

### **RELATED CLASSES**

Maintenance Assistant (Roofer and Tinsmith) as a semiskilled employee performs the more routine repetitive tasks of the roofing and tinsmith trade under the guidance of a skilled tradesperson. Such tasks include repairing and rebuilding metal, slate and built-up roofs and manufacturing items such as pails, dippers, and garbage cans.

Facility Operations Assistants 1, assigned to a Trades Specialist (Roofing), perform manual tasks involving the elementary skills of the trade and the learning of practical techniques of the trade.

Trades Specialists (Carpenter) and Trades Generalists within the framework of their trade may also be involved in the repair and installation of roofs at a State facility. Similarly Trades Specialists (Sheet Metal) manufacture and repair such items as metal cabinets, pails, tubs, and special laboratory equipment.

Employees engaged in the other building and maintenance trades are

classified under a variety of other commonly used titles descriptive of their work, e.g., Trades Specialist (Plumber & Steamfitter), Trades Specialist (Electrician), Trades Specialist (Painter).

### **ILLUSTRATIVE DUTIES**

Repairs, maintains, and installs roofs and roof drainage systems at a State facility.

- Sets up a maintenance schedule according to age of buildings, season of year and present condition of buildings.
- Inspects roofs and drainage systems periodically or in response to a problem.
- Based on extent of the problem determines type of repair, maintenance or replacement work necessary.
- Plans work to be performed, by estimating materials and staff needed and by preparing necessary sketches and layouts.
- If entire roof or drainage system needs to be replaced, recommends type of replacement material and method of replacement either by facility staff or private contractor by estimating cost of material, staff needed and difficulty

of work.

- May requisition material from storehouse.
- Utilizing the tools of the trade repairs, replaces, or constructs roofs of all types; cuts and assembles materials to specifications; applies roofing cement, tar or asphalt; caulks joints, flashing and brickwork; removes snow, ice and other debris from roof and drainage system; paints metal areas of roof; repairs or replaces flashings and repairs or replaces drainage systems.

Repairs, maintains, and installs a variety of sheet metal ware such as heating and ventilating ducts, gutters, downspouts, flashing, etc.

- Inspects sheet metal wear to determine necessity of replacement or repair.
- According to blueprints and layouts determines gauge and type of material necessary and dimensions of material.
- May requisition material from storehouse.
- Marks dimensions and reference lines on metal.
- Uses shears, brakes, bending tools and welding and soldering equipment

to cut, bend, straighten, and join metal.

- Installs manufactured products using punch and drill, welding equipment, and grinders.
- Manufactures a variety of metal utensils such as cans, dippers, tables, and steam kettles.
- May manufacture unusual devices from sheet metal needed for special purposes such as experimental laboratory use.

As assigned supervises and instructs others in the repair, maintenance and installation of roofs and sheet metal ware.

- Assigns work to a maintenance staff which may consist of skilled workers, semiskilled workers, and relatively unskilled workers.
- Assembles materials, tools, and equipment required to perform work.
- Provides verbal instructions, layouts, sketches, and demonstrates proper method of performing work.
- Observes and inspects work while in progress to ensure that work is done

properly and safely.

### **INDEPENDENCE OF OPERATION**

Trades Specialists (Roofing) are supervised by higher level building trades positions such as Trades Supervisors (Carpenter) or Maintenance Supervisors. Generally, work priorities are prescribed, material is furnished, the nature and extent of work to be performed are given and detailed plans, diagrams and specifications may be provided. However, in the absence of such direction, they set priorities, requisition materials, determine work to be performed and lay out work without any plans, diagrams or specifications. The work of Trades Specialists (Roofing) is periodically inspected by the supervisor but incumbents are expected to work with considerable independence that is typical of a skilled tradesperson.

### **COMMUNICATION**

The nature of a Trades Specialist's (Roofing) activities generally restricts relationships to other employees within the maintenance force at the facility. On occasion, incumbents may be expected to orally communicate with administrators and others in the agency or facility concerning specifications and descriptions of articles to be manufactured, locations of leaks or other problems with a roof and reasons why work is being accomplished in the manner selected.

A Trades Specialist (Roofing) frequently directs and supervises a maintenance staff in the performance of roofing and tinsmith work. The relationship is characterized by frequent oral communications in assigning work and providing instructions. Communications with the general public are not typical of this class.

The activities of this class are basically thing-oriented and communication with others is not a classification factor.

### **SUPERVISION EXERCISED**

A Trades Specialist (Roofing) frequently supervises subordinate maintenance employees and/or inmates; making assignments, giving instructions and observing and inspecting work performed to ensure instructions have been followed and that the quality of the work is satisfactory.

### **MINIMUM QUALIFICATIONS**

**Non-competitive:** four years of full-time experience in the roofing and tinsmith trade under a skilled journey level roofer and tinsmith which would provide training equivalent to that given in an apprenticeship program. Apprenticeship training in the roofing and tinsmith trade or training gained by completion of technical courses in the roofing and tinsmith trade at a school, institute, or branch of the Armed Services may be substituted on a year-for-year basis.

**NOTE:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.