

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 7120130

Trades Specialist (Roofing), Grade 12

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

Trades Specialist (Roofing): non-competitive; 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.

A Trades Specialist (Roofing) may supervise others in this work including semiskilled and unskilled workers.

Related Classes

A 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 Tasks

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 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; and repairs or replaces flashings and drainage systems.

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

- 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.

May supervise and instruct 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 the work to be performed is given, and detailed plans, diagrams, and specifications are provided. In the absence of such direction, the Trades Specialist (Roofing) sets priorities, requisitions materials, determines the work that must be done, and lays out the work.

Although the work of a Trades Specialists (Roofing) is inspected periodically by the supervisor, 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 same organization unit, including skilled

tradespersons in other trades. However, 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.

Trades Specialists (Roofing) may supervise a maintenance staff. Such relationships are characterized by frequent oral communications in assigning work and providing instructions. Written and oral communications with the general public are not typical of this class. Although incumbents may have frequent verbal relationships with others, the tasks of this class are predominantly thing-oriented and involvement with others is not a factor in determining its classification.

Supervision Exercised

A Trades Specialist (Roofing) may supervise subordinate maintenance staff and/or individuals for whom the State had custody or responsibility by 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 tradesperson which would provide training equivalent to that given in a training, apprenticeship, or equivalent program; or an equivalent combination of experience and training gained by completion of technical courses in the roofing and tinsmith trade at a school, institute, or branch of the Armed Services.

When required to operate motor vehicles, candidates must possess a valid New York State driver's license appropriate for the type of vehicle to be operated.

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.

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