JOB DESCRIPTION

Roofing and Sheet Metal Worker

Definition of Class
This is a non-supervisory position in which the incumbent is responsible for performing all tasks necessary to repair and maintain the roofs and sheet metal products on the University campus. The incumbent reports directly to the Assistant Superintendent of Maintenance Services.

Examples of Work Performed
Maintains and repairs roofs of University buildings.
Locates leaks and repairs them.
Maintains orderliness and cleanliness of work area.
Maintains roofing equipment.
Designs layout, builds, and installs sheet metal work.
Performs carpentry work as requested.
Coordinates repair and construction work with other related departments.
Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Maintains and repairs the roofs of University buildings.
2. Designs layout, builds, and installs sheet metal work.
3. Maintains roofing equipment and work area.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may
be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 100 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; walk; stand; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to climb or balance.

**Experience/Educational Requirements:**

**Education:**
Graduation from a standard four-year high school or equivalent (GED).

AND

**Experience:**
Four (4) years of experience related to the above described duties.

**Licensure:**
Must possess a valid driver’s license.

**Background Check Requirements**
This position requires a background check upon hire.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/02/2015

*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Title VI/Title IX /504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment*