

# **Tory's Roofing & Waterproofing Inc.**

## **Job Title: Apprentice Roofer**

Employment Type: Full-Time

FLSA Status: Non-exempt

Department:

Reports To: Project Superintendent, Foreman

## **Job Summary**

The Apprentice Roofer is an entry-level position designed to train individuals in all aspects of commercial and residential roofing systems. Over a two-year structured apprenticeship program, the Apprentice Roofer will work under the guidance of Journeyman Roofers and Foremen, gaining practical field experience and technical knowledge required to become a certified Journeyman Roofer. After this period, and at the discretion of the instructor and Project Superintendent, apprentice will be evaluated for a journeyman.

## **Essential Duties**

- Assist with the installation, repair, clean up and maintenance of various roofing systems (asphalt, metal, tile, single-ply, etc.)
- Carry materials, tools, and equipment to and from work areas
- Learn and apply safety protocols and job site procedures
- Operate hand tools and power tools under supervision
- Remove old roofing materials and prepare surfaces for new installation
- Assist with cleanup and organization of job sites
- Follow instructions from senior roofers and supervisors

## **Secondary Duties**

- Attend scheduled apprenticeship classes and training sessions
- Maintain tools and equipment in clean and working order
- Record daily activities and hours worked as part of apprenticeship tracking
- Assist with staging materials and setting up safety barriers

## **Supervisory Responsibilities**

This job has no supervisory responsibilities.

## **Education**

Some high school education is preferred.

## **Behavioral Characteristics**

- Cooperation -- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Dependability -- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Attention to Detail -- Job requires being careful about detail and thorough in completing work tasks.
- Integrity -- Job requires being honest and ethical.
- Time Management -- Managing one's own time and the time of others.

## **Language Skills**

- Oral Comprehension -- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Written Comprehension -- The ability to read and understand information and ideas presented in writing.
- Oral Expression -- The ability to communicate information and ideas in speaking so others will understand.
- Written Expression -- The ability to communicate information and ideas in writing so others will understand.
- Reading Comprehension -- Understanding written sentences and paragraphs in work related documents.
- Active Listening -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

## **Reasoning Ability**

- Deductive Reasoning -- The ability to apply general rules to specific problems to produce answers that make sense.
- Spatial Orientation -- The ability to know your location in relation to the environment or to know where other objects are in relation to you.
- Problem Sensitivity -- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Active Learning -- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Troubleshooting -- Determining causes of operating errors and deciding what to do about it.

## **Physical Demands**

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- frequently required to stand; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, crouch, or crawl; talk or hear.

The employee must:

- frequently lift and/or move up to 50 pounds.