

JOB DESCRIPTION

POSITION:	ROOF TECHNOLOGIST		
DEPARTMENT:	Facilities		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	40	JOB CODE:	543534
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.17

DUTIES:

Reporting to the Supervisor, Facilities, this position will develop and maintain the roof asset management program. Duties include: assess and evaluate roofs on all corporate owned facilities; maintain data software, drawings, and details with respect to each roof and update continuously; perform preventative maintenance to prolong the life of the roof system and avoid costly repairs; Will occasionally be required to lift and carry job supplies including shingles and step ladders; carry out investigations followed by repairs in response to roof leaks or failures in a timely manner; conduct infrared analysis and reports (for roofing as well as other practical applications for use of infrared technology, i.e. shower leak in wall, window installation, heat loss, pipe locate, etc.); hire contractors/consultants as required to execute work and repairs by preparing informal and formal RFQ's or tenders including specifications and detail drawings as well as execution/administration associated with such contracts including payment authorization; review project plans and specifications for accuracy and compliance; prepare reports to Council and occasionally attend Council meetings; prepare budget submission including 5 year forecast for capital requirements; responsible for emergency roof budget account and capital roof budget; investigate new or alternative products and technology such as solar arrays, photovoltaic's, garden roofs, etc). Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have a three (3) year post-secondary school Diploma from a Community College in Civil Engineering Technology or Ontario Ministry of Education equivalencies;
- Must have over three (3) years of experience in the roofing industry in building and building envelope analysis, use of infrared cameras, setting up ladders, operating power tools and working with roofing tools and materials;
- Must hold and maintain a current, valid and lawful Class 'G' Driver's Licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and must provide a driver's abstract as a condition of employment;
- Must be proficient in the use of the Microsoft Office suite of products;
- Must have knowledge of budgeting concepts and cost accounting;
- Must have proven oral and written communication skills;
- Knowledgeable in the use of various computer software programs such as Roof-Pro, Roof-CAD, and Therma-Cam Quick Report software would be considered an asset;
- The following designations would be considered an asset: Registered Roof Observer (RRO) with the Roof Consultants Institute; Certified Building Code Official (CBCO) with the Ontario Building Officials Association;
- The physical demands analysis associated with this job indicates a light to medium level of work;
- Must complete a post-offer agility test in an effort to assist the successful candidate in completing the position tasks safely and to aid in minimizing injuries on the job.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.