

POSITION: ROOF TECHNOLOGIST**JOB POSTING #:**

DEPARTMENT: Asset Planning
POSTING TYPE: Corporate
POSTING STATUS: Regular Full-time
OF POSITIONS: 1
SHIFT WORK REQ'D: No

UNION: 543
JOB CODE: 543534
POSITION #: 00004548
GRADE/CLASS: 0.17
SALARY RANGE: \$30.31 to \$35.68
HOURS PER WEEK: 40.00

DUTIES:

Under the direction of the Manager of Real Property Asset Planning, 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 and 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). Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Performs other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus 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 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 roof related tools and materials.
- Must be proficient in the use of Microsoft Office suite of products and knowledgeable in the use of various computer software programs such as Roof-Pro, Roof-CAD, and Therma-Cam Quick Report software.
- Must have knowledge of budgeting concepts, and cost accounting.
- Must have proven oral and written communication skills.
- Must be able to lift 50 lbs on a regular basis
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle a current valid and lawful driver's licence is required in accordance with the Highway Traffic Act.
- 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.

POSTING SPECIFICS:

- Posting Period:**
- at 8:30 AM to 4:30 PM
 - **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**
- Who May Apply:**
- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
- How To Apply:**
- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.
- Apply To:**
- In person to the Human Resources Department or one of the Customer Care Centres
 - By faxing your Job Transfer Form and resume to the Human Resources Department
- Updated:**
- By Human Resources on September 18, 2012