



REVISED:  
07/01/2012

JOB TITLE:	ROOFING INSPECTOR
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8411
BARGAINING UNIT:	CLAP

**SCOPE OF RESPONSIBILITIES**

Performs on-site field inspection of contract work under Facility Planning and/or Capital Improvements Program. The areas of assignment are general contracting, mechanical engineer, and architectural engineering.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Inspects all new or replacement roof installations on new or existing buildings installed by contractors
- Reviews plans for new and replacement roofs to ensure compliance with district standards
- Coordinates roof repairs done by contractors
- Coordinates and supervises the in-house crew when working on in-house projects
- Provides periodic review and inspection of district's roofs to assess condition and priority for repair or replacement
- Makes recommendations to Director Facility Planning for roof replacement and repair priorities
- Provides training to in-house roofers on a regular basis
- Updates and coordinates district roofing files for age, type, brand of materials, contractor and warranty information
- Advises Director Facility Planning on validity of contractor pay requests and change order requests
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

**MINIMUM QUALIFICATIONS**

- High School Diploma or G.E.D.
- Three (3) years successful construction experience in field related to assignment
- Experience reading and understanding contract documents, i.e., drawings, specifications, contracts, etc.
- Experience applying construction law and project administration processes (construction management)
- Knowledge of applicable building codes and Department of Education regulations
- Valid driver's license
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Bachelor's degree in field related to assignment

Drafting experience