



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	INSPECTOR ROOFING
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
Completes all trainings and other compliance requirements as assigned and by the designated deadline

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 of successful construction experience in field related to assignment
Experience reading and understanding contract documents, i.e., drawings, specifications, contracts, etc.
Experience applying project administration processes (construction management)
Knowledge of applicable building codes and regulations
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's degree in field related to assignment
Drafting experience
Experience in a diverse workplace