

## ROOFING INSPECTION SUPERVISOR

### DEFINITION

Plans, directs, and supervises the inspection of contract work to repair and replace roof coverings on District buildings.

### TYPICAL DUTIES

Schedules, assigns, inspects, and is responsible for completion of contract roofing work that involves the use of roofing materials, such as shingles, composition felt, gravel, slate, tile, and metal.  
Provides input for job specifications and work drawings.  
Supervises the start of contractors' work and recommends acceptance of the completed contract job.  
Confers with other supervisors and administrators to coordinate the work of roofing contractors.  
Prepares job tickets for inspection estimates.  
Instructs inspectors on District roofing specifications and requirements.  
Investigates problems and acts as technical expert in legal cases and hearings.  
Schedules roofing work and makes reports concerning job progress.  
Maintains employee records and evaluates employee performance.  
Enforces safety regulations and follows through on instructions pertaining to safety.  
Reviews technical literature, evaluates new products, and procures tools, materials, and equipment.  
Prepares a variety of reports.  
Attends prebid meetings, job start meetings and final inspections.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Roofing Inspection Supervisor organizes and directs the inspection of contract roofing work on District projects.

A Roofing Supervisor schedules, directs, supervises, and inspects the maintenance, repair, and replacement of roof coverings on District buildings.

A Facilities Project Manager I directs, implements, and monitors deferred maintenance projects and coordinates project activities with State and District personnel for the Maintenance and Operations Branch. In the Project Management and Construction Branch, a Facilities Project Manager I performs the same duties as a Facilities Project Manager II except that a Facilities Project Manager I is not involved in land acquisition activities and manages less complex projects than those managed by a Facilities Project Manager II.

A Senior Roofer plans, estimates, and orders materials, and may provide work direction and provide inspection and control for roofing maintenance, repair and replacement.

### SUPERVISION

General supervision is received from the Chief Construction Inspector. Supervision is exercised over Roofing Inspectors.

## CLASS QUALIFICATIONS

### Knowledge of:

Practices, processes, materials, and tools of various roofing systems  
Proper use of fuel-burning kettles, power hoists, scaffolding, and rigging  
Federal and State Occupational Safety and Health Administration safety orders pertaining to roofing work

### Ability to:

Prepare inspection estimates  
Plan and supervise the work of others  
Read and interpret blueprints, drawings, specifications and codes  
Recognize conditions that may present asbestos safety hazards or require the attention of skilled craft personnel  
Work effectively with school administrators, personnel, and contractors  
Maintain records and prepare reports  
Operate a computer

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in supervision, organization, management, and communications.

### Experience:

Four years of journey-level roofing experience.

### Special:

A valid California Driver License.  
Use of an automobile.

## SPECIAL NOTES

Prior to employment, all successful candidates will be required to pass an asbestos medical examination in compliance with the General Industry Safety Orders, Section 5208, Title 8, of the California Code of Regulations.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised  
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HV