

ROOFING SUPERVISOR

DEFINITION

Oversees the maintenance, repair, waterproofing and replacement of roof coverings on District buildings.

TYPICAL DUTIES

Supervises, plans, schedules, assigns, inspects, and certifies completion of roofing operations performed by District and contract personnel involving the construction, maintenance, repair, waterproofing, and alteration of facilities roofing.

Directs the fiscal management of the unit.

Develops, reviews, and revises work schedules with the concurrence of other craft supervisors, principals, and administrators.

Plans, coordinates, and schedules projects with community representatives, contractors, vendors, and the public.

Prepares correspondence, reports, procedures, and policies.

Provides emergency responses and related services to minimize safety hazards to students, employees, and the public.

Trains and orients work crews in the proper and safe use of tools, equipment, and materials, and implements safe work practices.

Evaluates staff performance and conducts progressive discipline procedures when needed.

Allocates resources for projects.

Interprets and applies provisions of collective bargaining agreements.

Investigates accidents and develops and implements corrective and preventative measures.

Identifies and evaluates equipment, supplies, techniques, and systems.

Ensures compliance with procurement procedures.

Coordinates resolution of construction project issues in accordance with District policy and applicable laws and regulations.

Enters work order and requisition data utilizing computer systems.

Communicates effectively with District staff, consultants, and the public using District communication applications.

Prepares a variety of reports.

May act in place of a higher-level supervisor in case of absence.

May participate or assist in obtaining contracts from private vendors.

May interact with, coordinate, and inspect the work of contractors.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A craft supervisor oversees the overall craft operations in a designated maintenance and operations area by supervising, assigning, inspecting, and evaluating the work of assigned staff; providing technical work direction to site-based staff; and monitoring, inspecting, and reviewing work performed by contractors.

An Area Facilities Services Director is the administrative head of personnel assigned to perform routine and preventative maintenance, smaller construction projects, and custodial operations for a Maintenance and Operations area.

A senior craft person assists a craft supervisor or manager in overseeing the overall respective

operations in a designated maintenance and operations area.

SUPERVISION

General supervision is received from a designated supervisor or manager. Supervision is exercised over lower level employees.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of organization, personnel management, and progressive disciplinary procedures
- Practices, processes, materials, and tools of the roofing trade
- Use of fuel-burning kettles, power hoists, scaffolding, and rigging
- Costs of roofing materials
- Pertinent employee health and safety laws, regulations, and District policies and procedures
- Pertinent provisions of labor contracts
- City, county, state, federal, and other codes, laws, and ordinances pertinent to the roofing trade
- Microsoft Word, Excel, and Outlook

Ability to:

- Estimates costs of labor and materials
- Plan and supervise the work of others
- Read and interpret blueprints, plans, drawings, and specifications
- Recognize, analyze, and deal effectively with problems and issues
- Work effectively with administrators, other District personnel, and the public
- Communicate effectively, both orally and in writing
- Operate a computer and associated peripheral equipment
- Work well under pressure of multiple priorities and short deadlines
- Manage through direct reporting personnel
- Supervise, train, and evaluate the work of direct and nondirect reporting personnel
- Promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment
- Maintain confidentiality

Special Physical Requirements:

- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, pull, and lift up to 100 pounds in inspecting or assisting when needed
- Ability to work safely at heights including the use of ladders, scaffolds and other related equipment
- Ability to work safely in confined spaces
- Ability to perform all of the above at extreme temperatures, occasionally amid noxious odors

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Four years of journey-level experience as a roofing worker in the fabrication, installation, and maintenance of roofing systems or two years of experience as a Los Angeles Unified School District Senior Roofer.

Special:

Employment is subject to medical clearance.

Positions in this classification are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead.

A Facilities Planner Training Program Certificate is required by completion of the probationary period.

A valid California Driver License.

Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonable related to existing duties.

Revised
02-22-16
VR