

ROOFING TECHNICAL SUPERVISOR

DEFINITION

Provides technical direction over roofing and waterproofing work operations of the District, including control of specifications, procedures, scheduling, and new products and equipment evaluations.

TYPICAL DUTIES

Provides technical advice to District designers, craft supervisors, inspectors, and contracting architects and engineers regarding the fabrication, installation, and maintenance of roofing systems, including pedestrian and automotive coating decks and below grade waterproofing. Establishes, directs, and participates in the development and maintenance of quality standards for procedures, tools, materials, and equipment used in roofing and waterproofing work fabrication and installations.

Supervises and participates in the development of task standards, job specifications, working drawings, and guides for work methods and procedures.

Develops and maintains the District roofing database.

Provides oversight and direction to District roofing personnel as well as contractors.

Ensures adherence to established standards by performing inspections and meeting with craft supervisors and seniors to inform them of deviations from standards and corrective action required.

Monitors deferred maintenance projects by establishing long-range priorities and adjusting schedules as required, determining the unit to prepare designs, maintaining status records, coordinating projects with construction units, and maintaining expenditure records.

Devises and conducts tests of materials, tools, and equipment to measure durability and assure conformance to building codes, fire regulations, industry standards and District specifications.

Confers with governmental and District personnel regarding fire safety, environmental, structural, and other design requirements.

Coordinates and assists in planning, scheduling, and equipment selection for installation or renovation projects with school personnel, sales representatives, and government officials.

Reviews contracts and designs for roofing and waterproofing work for conformance with approved standards and specifications.

Prepares cost estimates for work projects.

Assists in the preparation of the annual maintenance budget for regular and deferred maintenance projects.

Approves requisitions for stock and nonstock materials and reviews low-value purchase orders for compliance with established standards.

Coordinates installation and changes in roofing services with other school departments, contractors, engineers, architects, and utility companies.

Arranges and conducts in-service training programs related to roofing and waterproofing work for District employees, including craftsmen and inspectors.

Provides information to current and potential contractors, community representatives, vendors, and the public concerning District standards and specifications for roofing and waterproofing fabrication and installation.

Analyzes problem situations and develops solutions by adapting techniques and materials.

Reviews new products and methods and evaluates new products for efficiency and practicality.

Investigates roofing problems and acts as technical expert in courtroom cases and hearings.

Assesses and makes recommendations for craft-related Facility component life-cycle replacements.
Develops craft-related preventative maintenance programs for Facility components.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Roofing Technical Supervisor is responsible for the technical direction of roofing personnel and determines and controls standards and specifications for equipment, materials, and workmanship for work, including roofing and waterproofing, performed by District personnel.

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 craft supervisor oversees the overall craft operations 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.

SUPERVISION

General direction is received from a higher-level supervisor or manager. General supervision is exercised over Senior Roofers. Technical supervision is exercised over District procedures, standards, methods, and materials related to roofing and waterproofing systems.

CLASS QUALIFICATIONS

Knowledge of:

- Current practices related to the design, fabrication, installation, and maintenance of roofing and waterproofing systems
- Testing and inspection methods for roofing and waterproofing work and equipment
- Strength and other characteristics of roofing and waterproofing
- Vendors, materials, and services provided in the roofing and waterproofing work field
- Terminology, phrases, and conditions used in contracts and specifications
- Government building codes, orders, and ordinances
- Fire and safety regulations pertinent to the construction industry
- Methods and procedures used in planning and estimating job projects
- Pertinent provisions of labor contracts
- Principles of supervision
- Principles of organization and personnel management
- Microsoft Word, Excel, Outlook, and PowerPoint

Ability to:

- Plan and organize roofing and waterproofing fabrication, installation, and maintenance programs
- Develop techniques for defining job and project costs
- Estimate cost of labor and materials
- Read, interpret, and prepare preliminary drafts of blueprints, plans, and drawings
- Write clear, concise instructions and reports
- Communicate effectively, both orally and in writing
- Compile and analyze data from surveys, studies, and inventories

Work effectively with administrators, District personnel, government authorities, and the public
Operate a computer and associated peripheral equipment
Ability to stand, walk, climb, crouch, and kneel
Ability to work safely at heights including the use of ladders and fall protection

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency and two adult school or college-level courses in supervision, business management, personnel management, construction technology, or craft-related subjects. Successful completion of the LAUSD's Organizational Excellence Branch's Exceptional Supervisor Certificate Program I may be substituted for the required courses.

Experience:

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

Special:

A Facilities Planner 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/or 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 reasonably related to existing duties.

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