

JOB TITLE  
ROOFING INSPECTOR

DIVISION  
ADMINISTRATION

REPORTS TO  
DIRECTOR FACILITY PLANNING

SALARY SCHEDULE & GRADE  
II, GRADE 5

LENGTH OF WORK YEAR  
260 DAYS

DATE  
FEBRUARY 11, 2008

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

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

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. 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

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

DESIRABLE QUALIFICATIONS

1. Bachelor's degree in field related to assignment
2. Drafting experience

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