

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Roofing Inspector	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance and Operations	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	048 OSS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Conduct surveys of all district roofs to determine needed maintenance, repair, or replacement; and coordinate roofing work performed by district staff and private contractors.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Schedule and conduct surveys of all district roofs to determine need for maintenance, repair, or replacement. **E**

Estimate useful life of existing roofs and prepare tentative replacement schedules. **E**

Determine labor and material costs and prepare annual roofing budget recommendations. **E**

Assist in the preparation of roofing bid specifications and recommend bid awards. **E**

Coordinate the work of private roofing contractors and inspect work in progress and completed work for proper application, quality, and quantity of materials used. **E**

Contact school managers and roofing contractors to schedule roofing repair and replacement. **E**

Direct the work of district Roofers. **E**

Perform emergency roof repair during or after normal working hours. **E**

Maintain records on the condition of and repairs to all roofs on district property. **E**

Notify the carpentry shop, painting shop, and other maintenance shops regarding the need for maintenance and repair. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, training, or experience equivalent to completion of a roofer apprenticeship training program and one year of experience as roofing crewleader or supervisor.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Roofing repair and replacement methods and procedures.
Tools, materials, and equipment common to large-scale roofing projects.
Safety practices related to the roofing trade.
Reading and writing English communication skills.

ABILITY TO:

Establish and maintain effective working relationships with others.
Direct the work of district Roofers and coordinate the work of contract personnel.
Plan and organize work.
Meet schedules and time lines.
Develop and maintain detailed records on roofs throughout the district.
Locate and identify the cause of leaks in roofs and building structures.
Make emergency and temporary roof repairs.
Estimate labor and material costs and in estimating serviceable life of various types of roofs

WORKING CONDITIONS:

ENVIRONMENT:

Indoor or outdoor setting, working with tools and equipment.

PHYSICAL REQUIREMENTS:

Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting heavy objects.

Revised 3.26.04—PeopleSoft

Job Code 8282

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