

Career Service Authority

Roofing Inspector

Revised Date

Revised By

FLSA Code

Est. Date

Janell Flaig

Non-Exempt

09/16/95

General Statement of Duties

Inspects roofing construction, including alteration and repair, to enforce the Denver Building Code.

Essential Duties and Knowledge, Skill, and Ability Requirements

1. Inspects all aspects of roof construction including joists trusses, bracing, beams, gable-framing, skylights, sheathing placement and nailing, roof decks, guard-rails, and parapet walls for compliance with the Denver Building Code.
 - *Skill in gathering and reviewing appropriate and adequate information to determine compliance with Denver Building Code standards.*
 - *Knowledge of standard practices, methods, and materials used in the roofing trade sufficient to be able to identify appropriate construction, installation, alternation of roofs.*
2. Inspects for fire-retardant roofs, roof coverings, attic ventilation and all other portions of ceiling-roof installations for compliance with the Denver Building Code.
 - *Skill in gathering and reviewing appropriate and adequate information to determine compliance with Denver Building Code standards.*
 - *Knowledge of standard practices, methods, and materials used in the roofing trade sufficient to be able to identify appropriate construction, installation, alteration of roofs.*
3. Performs on-site inspections of gutters, siding, soffit and fascia, fences, and blown insulation.
 - *Skill in performing field investigations.*
 - *Skill in exercising initiative, judgment, and decision making in solving problems and meeting organizational objectives.*

- *Skill in independently adapting, interpreting, and applying written guidelines, precedents, and standardized work practices to a variety of unprecedented and problematic situations.*
- 4. Investigates complaints of roofing code violations, recommends appropriate corrective or enforcement action, may issue “stop work” orders and/or cancel permits, and reinvestigates to verify code compliance.
 - *Skill in analyzing findings and determining effective and appropriate remedy and resolution of non-compliance to Denver Building Code standards.*
 - *Skill in performing field investigations*
- 5. Inspects completed work and ensure that work conforms with requirements of local building and safety codes.
 - *Knowledge of common safety hazards and necessary precautions for self and others sufficient to be able to maintain a safe work environment and ensure compliance with safety and building codes*
- 6. Interprets and explains rules and regulations, ordinances and standards to property owner, contractors, and the public.
 - *Skill in establishing and maintaining effective working relationships with employees, policy making bodies, various representatives of public or private entities, and the public.*
 - *Skill in utilizing the principles and practices of effective and persuasive communication to elicit information negotiate problem resolution, and/or garner support for various programs or policies.*
 - *Skill in independently adapting, interpreting, and applying written guidelines, precedents, and standardized work practices to a variety of unprecedented and problematic situations.*
- 7. Prepares written reports and maintains records of inspections performed.
 - *Skill in maintaining and organizing files, records and documents.*
 - *Skill in writing, clearly expressing ideas and facts and utilizing good grammatical form.*
- 8. Assists in training and checking the work of other employees on various projects.
 - *Knowledge of supervisory principles and practices sufficient to be able to establish priorities, assign and review work and resolve problems.*

9. Performs other related duties as assigned or requested

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Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.
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Job Requirements

Level of Supervision

May perform lead work on a job by job or rotating basis.

Guidance and Decision Making

Guidelines are generally but not always clearly applicable , requiring the employee to exercise judgment in selecting the most pertinent guidelines, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in unprecedented situations Work assignment is performed within an established framework under general instructions. Employee is responsible for determining time, place and sequence of action to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before initiated. completed work is reviewed for soundness of judgment, conclusions, adequacy, and conformance to policy.

Interpersonal Communications

Contacts of a non prescribed nature involving the negotiation and resolution of non routine problems encountered and where exceptional degrees of discretion and judgment are required in carrying out the programs and policies of the organizations.

Physical Demands

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot

Carrying: transporting an object, usually by hand, arm, or shoulder.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Crouching: bending body downward and forward by bending legs.

Reaching: extending the hand (s) and arm (s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand (s)

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body

Eye/hand/foot coordination: performing work through using two or more.

Physical Strength

Lifting: Raising or lowering an object more than 50 pounds

Vision Requirements

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less

Depth Perception: ability to judge distance and space relationships

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Mental Demands

Mathematical Reasoning

Memorization

Oral Comprehension

Spatial Orientation

Written Comprehension

Environmental Conditions

Extreme Cold: temperature cold enough to cause marked bodily discomfort

Extreme Heat: temperature hot enough to cause marked bodily discomfort

Temperature Changes: variations in temperature from hot to cold

Wet: frequent contact with water or other liquid

Humid: conditions with high moisture content to cause bodily reactions

Hazards: conditions where there is danger to life, body, and/or health

Atmospheric Conditions: conditions that affect the skin or respiratory system

Working Conditions

Makes home visit

Pressure due to multiple calls and inquiries

Subject to varying and unpredictable situations

Works in precarious or high locations (ladders, scaffolding, etc.)

Minimum Education

Graduation from high school or GED certificate desired.

Minimum Experience

Two years experience as a journey level roofer.

Licensure and Certification

Possession of a valid Colorado Class “R” Driver’s License at the time of application.

Possession of a valid Supervisor’s Certificate Construction D-2 issued by the City and County of Denver at time of appointment.