



## **ROOFING INSPECTOR, SENIOR**

**Occupational Code:** 2101

**Salary Range:** 29A

**Status:** Classified

**FLSA:** Exempt

**Established:** 1/06

**Revised:** 4/06

### **NATURE OF WORK:**

This is highly skilled inspections, enforcement and supervisory work to ensure compliance with the Florida Building Code and Miami Dade County Code and other applicable codes and regulations as it relates to installation of roofing components, roofing systems, roofing assemblies and the waterproofing thereof.

An employee in the classification shall supervise and conduct inspections and ensure compliance with laws and regulations pertaining to installation of roofing components, roofing systems, roofing assemblies and the waterproofing thereof; evaluating substandard roofing applications to determine the extent of plans reviews for errors and omissions. An employee in this position works independently on field inspections and office duties, consulting with a technical superior on more difficult or unusual problems. This position is supervised by the Section Chief or designee through periodic conferences.

**ESSENTIAL FUNCTIONS:** (The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment for the position. Examples of work performed are not to be used for allocation purposes.)

Supervises and conducts inspections of roofing installation for possession of permits; inspects for compliance with building code and approved plans and specifications requirements.

Maintains records of every roofing examination and inspection of all violations of the code.

Records all corrections or dispositions of violations through data entry, written or other means.

Reviews and checks for appropriate permits for all alterations, major or minor roofing construction or repairs to buildings or other structures to ensure conformity with building codes.

Conducts investigations for possible non-compliance with City ordinances or other roofing codes.

Documents evidence of violators and ensures that the appropriate warrants or arrests are made and provides assistance in the prosecution of violators.

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Examines more complex plans, blueprints, tracings, sketches and specifications.

Approves and/or disapproves proposed plans in accordance with codes and other regulatory requirements and discusses disapproved items with architects, engineers, contractors and/ or owner builders to obtain plan changes necessary for approval.

Supervises and performs the more complex roofing inspections and enforces Florida Building Code and Miami Dade County Code and other applicable codes.

Reviews roofing applications for compliance with Florida Building Code and Miami Dade County Code and other applicable codes.

Investigate and follow-up with complaints.

Prepares monthly reports for management.

Assists with the administration of collective bargaining agreements and exercises judgment and discretion in their applications to bargaining unit employees.

Issues "Stop Work Orders".

Trains and supervises subordinates.

Performs other related work as required.

**DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:** (The knowledge, abilities and skills identified in this class specification represent those needed to perform the duties of the class. Additional knowledge, abilities and skills may be applicable for individual positions in the employing departments.)

Thorough knowledge of structural elements, building defects and flaws; knowledge of corrective measures related to installation of roofing components, roofing systems, roofing assemblies and the waterproofing thereof.

Thorough knowledge of the Florida Building Code and Miami Dade County Code and all other applicable codes, standards and regulations pertaining to building construction and related activities.

Thorough knowledge of general construction methods and procedures, as they pertain to roofing.

Thorough knowledge of laws and regulations governing construction, more specifically roofing.

Ability to make decisions recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems.

Ability to establish and maintain effective working relationships with subordinates and other employees, building owners, contractors, architects, engineers and the general public.

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Ability to prepare and maintain complete and accurate records and to make effective reports concerning work performed.

Ability to detect and locate defective workmanship and materials; and to ascertain the stage of construction when defects are most easily found and remedied.

Ability to supervise the work of others in a manner conducive to full performance and high morale.

### **REQUIREMENTS:**

Must meet the requirements as stipulated under the Miami Dade County Code and the Florida Statutes, if applicable, as Building Roofing Inspector (commercial roofing), considerable (2 - 4 years) experience performing roofing inspections and (6 months – 2 years) supervisory experience in the roofing industry. A Valid Driver's License from any state (Equivalent to a State of Florida Class E) may be utilized upon application, however prior to appointment a State of Florida Driver's License (Class E or higher) must be presented to the Department of Employee Relations.

Note: Special requirements may be necessary depending upon needs of the City; however, they must be in accordance with the requirement of the Miami Dade County Code, and Florida Statutes, if applicable.

### **TOOLS AND EQUIPMENT:**

Personal computer, including word processing and permit software; calculator; noise meter, pencil; ruler; drills; hand tools; copy machine; phone; and two-way radio.

**PHYSICAL DEMANDS:** (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily outdoors. Frequent outdoor work involves inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office and technical equipment.

While performing the duties of this job, the employee maybe required to move up to 50 lbs; frequently required to sit, stand, talk, hear, use hands to finger; handle, feel or operate objects, tools or controls; and reach with hands and arms; read and write in English. The employee is required to climb stairs or ladders, reach above and below shoulders, work outside, high temperatures, walk and bend.

**WORK ENVIRONMENT:** (The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field. Occasionally required to work at considerable heights and at night.