

## Roofing Foreperson

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### **DEFINITION**

This is foreperson level work in directing the journey person and non-journey person aspects of roofing maintenance and repairs.

Work of this class involves planning, coordinating and supervising the activities of subordinates and contractors engaged in the maintenance and repairs of roofs; inspects work progress for adherence to trade standards and safety regulations; conduct inspections to determine deferred roofing maintenance and repairs; prepares applicable drawings, specifications and tender documentation; directs, assigns and evaluates work performance; coaches and counsels employees.

Incumbents receive oral and written instructions and exercise independent judgement in planning and coordinating the work, determining priorities; ensuring standards and operating efficiencies are achieved in accordance with City policies and procedures and departmental guidelines. Work is subject to review upon completion, by a superior who determines the acceptability of results for adherence to guidelines.

### **TYPICAL DUTIES** \*

Consult and liaises with clients, contractors, structural maintenance planners and other trade professionals to discuss roofing repairs and replacements; evaluates and inspects current roof conditions and identifies and prioritizes roof replacements for the capitol budget profile; set priorities for planned maintenance and demand orders; ensure all work is performed in accordance with all applicable codes, acts, and safety regulations; and meets with contractors on completion of projects for final inspections.

Prepares applicable specifications and drawings for contract work; investigates maintenance problems and prepares cost estimates for planned maintenance projects; provides input into the maintenance operational deferred budget; conducts site meetings with contractors to obtain estimates or quotations.

Meets with contractors and in house staff to discuss specifications, work requirements and job expectations (not scheduling); arrange and provide access to work sites; coordinates contractors and other trade professionals.

Inspects projects to ensure deficiencies have been completed satisfactorily; follow up on warranty work; meet with contractor on completion of projects for final inspections; evaluates work orders to ensure they are completed and correct.

Monitors and evaluates job performance; provides employee feedback and initiate coaching/mentoring opportunities, provides performance reviews for subordinates; participates in disciplinary issues; prepares daily time sheets and work assignments.

Evaluates work orders and tender specifications for completeness and accuracy; prepares purchase requisition for contractors and supplies; prepares change orders for contractors and suppliers; processes invoices for both materials and contractor jobs.  
Perform other related duties as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of supervisory foreperson practices and principles and the ability to effectively plan, assign, supervise and evaluate the work of subordinates.

Ability to diagnose maintenance repairs and determine effective corrective measures.

Ability to prepare a variety of reports such as costs estimates, manpower requirements and accident investigations.

Considerable knowledge of the standard methods, practices, materials, tools and equipment used in the trade of roofers.

Ability to estimate and calculate the quantities and best types of materials required for a given job assignment.

Knowledgeable of all applicable codes, acts, and safety regulations.

Ability to learn and operate computer systems and related programs in support of the business activities.

Good communication and interpersonal skills to effectively interact and maintain working relationships with clients, peers, contractors, suppliers and others.

**TRAINING AND EXPERIENCE REQUIREMENTS**

Job Level

- Completion of the twelfth (12th) school grade or GED.
- Certified Journeyperson in the trade of Roofing with a minimum of five (5) years progressively responsible experience in roof construction or maintenance including experience in the supervision of the trade and non trade staff.
- Required to take relevant supervisor courses by the City of Edmonton in accordance to the respective timeframes.
- Must possess a valid Class 5 Alberta Vehicle Operator’s License.

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10D</u>
Job Code	3221			
Salary Grade	069			

Last Updated:  
Previous Updates:  
Originated: 2011