

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**ROOFING SUPERVISOR - 1818**

**DEFINITION:**

Under direction, to plan and supervise the work of skilled roofing installers and helpers in roofing installation and repair work; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Supervises and assigns the work of skilled roofing installers, apprentices, and helpers in performing skilled roofing installation, maintenance, and repair work such as: applying various types of roofing paper, roofing insulation, wood and composition shingles and shakes, tile, slates, metal, hot liquid tar, modified bitumen, thermo-plastic, vulcanized and non-vulcanized elastomers, and other roofing materials; applying roof coatings, caulking, adhesives, sealants, solvents, primers, and patching compounds; stripping old roofing, replacing sheathing, and cleaning eaves troughs; and installing rain gutters and down spouts;
- Inspects associated carpentry work;
- Assists in preparing specifications;
- Reviews plans and specifications, and prepares sketches of work to be done;
- Inspects contract work for compliance with specifications;
- Inspects buildings and formulates an annual preventative maintenance roofing program;
- Estimates costs for each job;
- Plans work procedures and schedules;
- Enforces safety regulations;
- Keeps records and makes reports;
- Orders supplies and equipment.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a State accredited three-year Roofer Apprenticeship Program, **AND** two years of full-time experience in all phases of work as a journey-level Roofer; **OR** five years of full-time experience in all phases of work as a journey-level Roofer. Qualifying experience must include installing roofs, rain gutters and down spouts, stripping old roofing, hot roofing work such as built-up roof application, torch-on single-ply roof application, application of various types of shingles, and location and repair of roof leaks; **OR**

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

an equivalent combination of experience and apprenticeship training which equals five years. One year of supervisory experience that must reflect responsibility for the full range of supervisory duties including planning and scheduling the work of employees, employee selection, training, evaluation, commendations, and discipline. Possession of a valid California Class C Driver's License.