

**REGIONAL BUILDING DEPARTMENT**  
**Roofing Inspector**  
**Job Description**

**Job Title:** Roofing Inspector  
**Reports To:** Chief Building Inspector  
**Pay Scale:** \$23.75 - \$24.31 D.O.E.  
**Benefits:** Medical, dental, vision, paid vacation, retirement plan.

**Department:** 9803 BLDG Inspections  
**Classification:** Non-Exempt  
**Job Type:** Full Time

**Position Summary:**

Roofing Inspectors examine the application, alteration, or repair of commercial and residential roof coverings to ensure compliance with building codes and ordinances, safety and zoning regulations. Roofing Inspectors make the initial inspection during the first phase of construction as required and follow up inspections throughout the construction project to monitor compliance with the regulations. Work is performed under general direction of the Chief Building Inspector.

**Supervision:** None

**Core Values:**

- Demonstrates ability to work under pressure with minimal supervision.
- Displays dependability through attendance, follow through and completion of tasks.
- Shows teamwork by cooperating with others, exhibiting a positive attitude and communicating openly, consistently and directly. Listens to others.
- Creates satisfied customers by providing exceptional customer service. Takes initiative and acts in a responsible manner. Shows flexibility within established parameters.

**Essential Job Functions:**

- Inspects construction projects to ensure structural and architectural components are in compliance with all building codes.
- Provides assistance and verifies alternate methods of construction to meet the intent of each related code.
- Provides assistance to architects, engineers, and contractors concerning structural and architectural issues and designs.
- Reviews assigned construction plans and engineering calculations for structural and architectural components to ensure compliance with all applicable codes and recommend method of compliance to meet the intent of each related item.
- Reviews all relevant building and energy codes. Provides interpretation and recommendations to ensure compliance with the intent of each code.
- Interprets and applies standards and regulations including ICC and RBC.
- Documents results of inspections.
- Effectively communicates findings to homeowners and contractors.
- Coordinates with and assists other field inspectors. Picks up extra inspections as needed.
- Explains and clarifies code related problems with contractor field personnel.
- Communicates and upholds standards consistently.
- Conducts building damage assessment inspections.

**Qualifications:**

Must possess and maintain a valid Colorado Driver's License. Must possess and maintain a valid Colorado Driver's License. Must obtain ICC B1 Residential within 6 (six) months of hire and B2 Commercial Building Inspector Certification within 12 (twelve) months of hire. Must be computer literate in order to retrieve, update and keep accurate details concerning construction projects, building and occupancy permits and inspection results. Must have considerable knowledge of the principles, practices, materials and tools of the building construction trade. Must have some knowledge of applicable ordinances and codes. Must be able to use laptop computer to enter and update information as well as look up code and standards related to building inspections. Must possess the ability to read plans, blueprints, engineering reports and specifications, and to interpret and work from them.

Must be able to answer phones, write reports and deal with the public. Must have knowledge of human relations. Must be able to communicate effectively, both verbally and in writing.

**Education and Experience:**

Must have a minimum of High School diploma or equivalent and five years of experience in the building construction trades or equivalent combination of education and experience. Prefer progressively responsible experience in code enforcement. Prefer experience in the inspection of building systems. Must have experience in dealing with the public and maintain temperament during difficult situations.

**Physical Demands and Work Environment:**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit or smell. Must be able to drive. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Considerable time is spent in the field inspecting construction work sites, although some time is spent in the office. Inspection sites can be dirty, cluttered with tools, materials or debris. Inspectors may have to climb ladders or many flights of stairs, or crawl around in tight spaces. Inspectors must adhere to safety requirements at constructions sites such as wearing hard hats.

**This job description is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position.**

**Equal Employment Opportunity/Affirmative Action Statement:**

The Department is an Equal Employment Opportunity/Affirmative Action employer. The Department will not tolerate unlawful discrimination against any employee or applicant because of race, color, creed, national origin, ancestry, sex, age, religion, disability, sexual orientation, genetic information, marital status, or retaliation for engaging in protected activity.

**Americans with Disabilities Act Compliance:**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the Department will not discriminate against individuals with disabilities on the basis of disability in its services, programs, or activities. The ADA requires the Department to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**NOTE: A Board of Commissioners independently governs the Pikes Peak Regional Building Department.**

---

**Employee Signature**

---

**Review Date**

---

**Employee Print Name**