

PROPOSED STATEMENT OF WORK (PSOW)

TEMPORARY ROOFING QA INSPECTOR

Federal Department/Agency: Department of the Interior, Bureau of Reclamation	ESF #: 3 (Public Works & Engineering)	Tracking No.:
Title: Roofing (Quality Assurance Inspector) – EM 2019		Date: (Date Submitted)

II. Description of Requested Assistance

Roofing Quality Assurance Inspector (EM2019)

- (1) The incumbent will be assigned to an emergency mission under the supervision of the Roofing Quality Assurance Supervisor (RQAS). His responsibilities will include:
- Representing the Resident Engineer as an on site inspector.
 - Maintaining a daily accountability of quality assurance.
 - Performing routine inspections of the site conditions, material and equipment should occur.
- The incumbent will be required to maintain the daily production schedules that are established.
- (2) The temporary roofing mission includes, but is not limited to development of temporary roof repair materials, storage and distribution of materials, quality assurance and construction management of roofing repair contractors. Construction management includes contracts, staging areas, production rates, scopes of work, etc. Each emergency is unique. Therefore, some modification of general duties may occur.
- (3) The Roofing Inspector will be required to assure the successful execution of a realistic plan to certify that the required standards of quality control are met precluding problems which result from poor quality. The Roofing Inspector will assure on a daily basis that the Contractor Quality Control (CQC) is working effectively, and that the end product complies with the quality established by the contract. Quality assurance duties include completing a daily record of work progress, proper installation of material, safety violations or accidents, adverse weather, manpower & equipment usage, rate of progress. Have an awareness of all instructions issued to the contractor, agreements reached with contractors, general working conditions. Review and submit all reports submitted by the contractor prior to submission to the RQAS. Ensure compliance with all provisions of the contract.
- (4) The Roofing Inspector will assist with or perform inspections of all electrical and mechanical equipment. Incumbent refers technical questions/issues to the Roofing Quality Assurance Supervisor (RQAS) or appropriate technical element. The Roofing Inspector participates in the final operating tests and recommends final acceptance or rejection of installed equipment. The incumbent is also responsible for insuring that all items, imbedded or otherwise, are properly placed and located as specified in plans.
- (5) The Roofing Inspector is responsible for ensuring full compliance of the EM 385-1-1 (Safety Manual) and the safety program in general by the contractor. The inspector advises personnel on safety requirements and makes necessary follow-up contact with contractors to ensure correction of violations. Takes appropriate action to correct any conditions that:
- appear to be potential accident hazards
 - impair the safety of the worker or other individuals
 - might cause damage to Government or contractor property.
- (6) When pertinent, ensures construction operations do not interrupt traffic or present safety hazards to the public.
- (7) Assists the RQAS by providing estimated quantities for lump sum contract payment items of work performed and compilation of data for reports including written descriptions, photographs, sketches charts, etc. Be familiar with the contract requirements.
- (8) Some assignments require coordination and continuing proper relations with local and state agencies. When assigned other inspectors on a shift or phase, make assignment, check inspection efficiency, resolve problems and provide advice and guidance.
- (9) Performs other duties as assigned.

III. Training & Qualifications

- (1) Qualifications:
- Must be prepared to work long hours in adverse conditions. Employees with diabetes, circulatory or respiratory problems, back

conditions, hypertension, or other known serious illnesses must be medically cleared for the anticipated hardships to which the employees may be exposed.

(2) Training:

- On Site orientation and qualification training will be provided.

IV. Justification/Statement of Work

(1) Provide justification of the work to be accomplished including a description of how the work will be accomplished. *To be completed upon disaster declaration (situational specific).*

(2) Resources: (personnel, equipment, supplies) required to accomplish the work. Please indicate if the performing agency must purchase accountable or personal property (other than identified deliverables) to carry out the work.

- Must possess valid Government identification and State driver's permit to operate motor vehicles in accomplishing assigned duties.
- Must possess a valid Government credit card for use during travel.
- Required Equipment: Incumbent must possess safety hard hat, steel toe shoes, Bureau Issued visual identity clothing and appropriate work attire.
- Equipment provided on site: Cell phone, safety equipment, work equipment.

(3) Projected period of performance for accomplishing the work is 30 days. If the work is expected to require a long-term commitment, i.e., longer than 60 days, include milestones for completion of work. *To be completed upon disaster declaration (situational specific).*

(4) Other: