

CLASS TITLE: CHIEF ELEVATOR INSPECTOR

Class Code: 02754400
Pay Grade: 30A
EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize, supervise and review the work of a staff engaged in insuring the promotion of and compliance to all state safety laws, regulations, standards and codes relating to new and existing elevators; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise of independent judgement; work is reviewed upon completion for conformance to laws, regulations, standards, codes and policies.

SUPERVISION EXERCISED: Plans, organizes, supervises and reviews the work of technical personnel engaged in the inspection of elevators.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To schedule, assign and review the work of technicians performing initial inspections, annual inspections, accident investigations and complaint investigations regarding elevators, moving walks, dumbwaiters, escalators and their related machinery in order to determine if there is compliance to all appropriate state safety laws, regulations, standards and codes.

To provide ongoing training for inspectors in the methods and techniques of inspecting elevators and technical assistance in regard to complex problems, equipment and inspections.

To develop materials for and conduct tests of potential private inspectors, and to review all reports submitted by authorized insurance company inspectors.

To insure a thorough investigation of all accident and complaint reports received by the office in order to determine the cause of an accident or the veracity of the complaint.

To be responsible for the inspection and approval of all new elevator installations including examination of the blueprints and review of the actual installation.

To insure that frequent field inspections are conducted to determine if building contractors and owners are complying with all applicable codes and regulations.

To answer questions from the public, contractors and owners in regard to the laws, regulations, standards and codes governing elevators.

To review applications for waivers and variances, and to recommend approval or rejection.

To stay abreast of changes in the technology and uses of elevators and related equipment.

To prepare various reports and proposed revisions to the codes as necessary.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of and the ability to interpret state safety statutes, regulations, codes and standards as they relate to the inspection of elevators, escalators, dumbwaiters and moving walks; a thorough knowledge of and the ability to apply standard methods, principles, practices and techniques of safety inspections of elevators and related equipment; a working knowledge of the various components and their function in elevators; the ability to plan, organize, supervise and review the work of a staff engaged in the inspection of elevators and related equipment; the ability to prepare reports containing findings, conclusions and recommendations; the ability to establish and maintain effective working relationships with building owners, contractors, subordinates and the public; the ability to understand the mathematical, mechanical and electrical

principles in the design of elevators and related equipment including the reading of blueprints; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school or a vocational training school;

Experience: Such as may have been gained through: employment as a skilled worker in the installation or inspection of elevators and related equipment.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment, must be certified by the National Association of Elevator Safety Authorities and must maintain such certification as a condition of employment.

Class Revised: December 22, 1985

Editorial Review: 3/15/03