

GENERAL DESCRIPTION OF CLASS

The ELEVATOR INSPECTOR inspects elevators, escalators, and other mechanical devices of the elevator industry for compliance with safety standards, investigates safety issues, enforces regulations, stops operations of unsafe installations, and provides technical information to owners, operators, and manufacturers.

DISTINGUISHING FEATURES

This position is a single classification and not currently part of a series.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may perform all or some combination of the duties listed below as well as other related duties.

1. Inspection

Inspects all elevator equipment annually, and any new installations, major alternations, or modernizations for compliance with applicable codes, laws, rules, and regulations for various types of mechanical devices of the elevator industry including escalators, dumbwaiters, manlifts, handicapped lifts. Examines construction methods, hoistways, clearances, switching devices, controls, motors, loads, car enclosures, frames, and other mechanisms. Witnesses safety tests.

Approves or rejects elevator plans, shop drawings, and other pertinent data for proposed elevator installations or alterations to verify compliance with applicable codes, laws, rules, and regulations.

Reinspects installations after corrections have been made.

Documents inspections on daily activity logs.

Consults with agency code experts for interpretation and application of code to unusual situations or for higher level judgment in unusual circumstances.

2. Enforcement

Analyzes information obtained from inspections and compares with applicable codes, laws, rules, and regulations to determine if all safety and code requirements have been met.

Completes and signs inspection reports indicating approval of elevator operations. Communicates minor or non-life threatening violations which need correction by written notice. Communicates major or life threatening violations by issuing a red tag and/or stop work order. Appears as court witness when necessary.

Drives through assigned geographical area to verify that construction activity is properly authorized by the applicable laws, rules, codes, and regulations, and that tradespersons are properly licensed.

3. Investigations

Investigates reported violations, injurious accidents, and complaints reported by industry or the public to determine whether regulations and statutes have been violated; accumulates evidence pertaining to investigations for use at hearings.

4. Education and Information

Answers general inquiries from the public and contractors on the requirements of the elevator safety codes, laws, rules, and regulations.

Reviews and applies changes in laws and codes to inspections and investigations.

Gives technical training relevant to elevator codes, laws, rules, and regulations to owners, operators and other industry representatives.

Participates in conferences and training sessions to learn new rules and changes in codes.

RELATIONSHIPS WITH OTHERS

Employees in this class communicate several times per day with elevator owners, operators, repair firms, manufacturers, and contractors by telephone and in person to schedule and conduct inspections, provide code and regulation information, receive and resolve complaints, and make recommendations.

Employees in the class have occasional telephone contact with agency code experts to obtain direction on unusual circumstances and interpretation of vague areas of the code language.

SUPERVISION RECEIVED

Work performed by employees in this class is governed by the State laws, statutes, and rules, and the Safety Codes for elevators and escalators established by the American Society of Mechanical Engineers and the American National Standards Institute.

Employees in the class receive work assignments and general direction through periodic contact by telephone and in person with the lead worker or supervisor. Work is reviewed by the lead worker or supervisor by reading daily reports, compliance reports, reviewing permit and license activity, occasional observations, occasional communication with the industry being served, and by spot-checking inspections for accuracy. The supervisor conducts a formal evaluation of the work at least annually through the performance appraisal process.

GENERAL INFORMATION

Employees in this class crawl, stoop, and ride on top of moving elevators, and climb ladders while making inspections. There is daily travel by motor vehicle to inspection sites within assigned geographical areas.

KNOWLEDGE AND SKILLS (KS)

Extensive knowledge of theory, principles, and practices of elevator technology, installation, and maintenance.

Extensive knowledge of ASME/ANSI elevator installation standards.

General knowledge of laws, codes, regulations, and procedures of the elevator industry.

General knowledge of the Uniform Building Code (UBC) and the National Electric Code (NEC).

General knowledge of ANSI handicap accessibility requirements and material lift and belt conveyance performance standards.

General knowledge of hydraulic systems.

General knowledge of Americans With Disabilities (ADA) guidelines.

General knowledge of individual performance standards for continuous operation of equipment.

Skill in recognizing noncompliance and procedural irregularities.

Skill in reading elevator plans, shop drawings, and diagrams.

Skill in communicating elevator codes, regulations, and laws verbally and in writing.

Skill in preparing technical narrative reports, and in preparing and maintaining records.

Skill in compiling data, and in consolidating notes and observations into final reports.

Skill in performing elevator safety inspections.

Skill in inspecting where former documentation is missing.

Skill in public relations to work well with the public and professionals.

Skill in writing legibly.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 11/92

Revised