**CLASS SERIES CONCEPT AND ACCOUNTABILITIES**

The ELEVATOR INSPECTOR inspects elevators, escalators, and other mechanical devices of the elevator industry for compliance with safety standards. Positions investigate safety issues, enforce regulations, stop operations of unsafe installations, and provide technical information to owners, operators, and manufacturers.

**ESSENTIAL JOB DUTIES**

The responsibilities within the Concept and Distinguishing Features are characteristic of the type and level of work associated with the classification. Individual positions may do all or some combination of the responsibilities listed as well as other related responsibilities.

**Inspection:** Perform commercial, industrial, and residential inspections of all elevator equipment and various types of mechanical and electrical devices, including escalators, dumbwaiters, manlifts, and handicap lifts. Inspections are performed for new installations, major alterations, escalator clean-down, and modernizations to ensure compliance with applicable codes, laws, rules, and regulations. Inspect to ensure compliance in construction methods, hoistways, clearances, switching devices, controls, motors, loads, car enclosures, frames, and other mechanisms. Perform plan reviews to ensure compliance. Evaluate alternate methods for compliance to meet intent of the code in unusual circumstances. Complete and sign inspection reports indicating approval of elevator operations.

**Investigations:** Investigate code and licensing violations, injurious accidents, and complaints reported by industry or the public to determine cause of incident and whether regulations and statutes have been violated. Compile evidence pertaining to investigations for use at hearings.

**Enforcement:** Determine and communicate minor (non-life-threatening) or major (life-threatening) violations by issuing a corrective or remove from service order. Follow up on violations and determine compliance. Verify construction activity is properly authorized and the elevator tradesperson is properly licensed. Issue notices and citations for permitting and licensing violations. Appear as court witness when necessary.

**Education and Information:** Respond to inquiries on the requirements of the elevator safety codes, laws, rules, and regulations. Provide technical training relevant to elevator codes, laws, rules, and regulations to owners, operators, and other industry representatives. Stay informed of new and emerging technology and equipment. Review and apply changes in laws and codes to inspections and investigations.

**DISTINGUISHING FEATURES**

This is a single-level class and not part of a series of classes.

**RELATIONSHIP WITH OTHERS**

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

**SUPERVISION RECEIVED**

Employees in this class receive general supervision from a program manager. Employees exercise independence in judgment and action to complete the work. Work is reviewed through periodic reviews of daily reports, compliance reports, review of permit and license activity, observation, and communication with the industry being served, and by spot-checking inspections for accuracy.

Work performed is governed by state law, statute, rule, and safety codes for elevators and escalators established by the American Society of Mechanical Engineers (ASME) and the American National Standards Institute (ANSI).

**KNOWLEDGE AND SKILLS**

Knowledge of theory, principles, and practices of elevator technology, installation, and maintenance.

Knowledge of ASME/ANSI elevator installation standards.

Knowledge of laws, statutes, codes, regulations, and procedures of the elevator industry.

Knowledge of the Oregon Structural Specialty Code (OSSC) and the Oregon Electrical Specialty Code (OESC).

Knowledge of ANSI accessibility requirements and material lift and belt conveyance performance standards.

Knowledge of hydraulic, traction, and electromechanical systems.

Knowledge of fire alarm devices and systems.

Knowledge of Americans with Disabilities (ADA) guidelines.

Skill problem solving and making independent decisions.

Skill organizing and prioritizing workload.

Skill reading elevator plans, technical drawings, and diagrams.

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

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

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

Skill performing elevator safety inspections.

Skill working cooperatively with a wide variety of people.

Skill inspecting with missing or limited information available.

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

**MINIMUM QUALIFICATIONS**

Three years as an elevator inspector;OR

Three years as a journey-level elevator mechanic installing, repairing, and maintaining elevators or escalators; OR  
  
Possession of a current American Society of Mechanical Engineers (ASME) Qualification of Elevator Inspector (QEI) or QEI Supervisor Certification;OR

An equivalent combination of training, certification, and experience.  
  
**NOTE:** The successful candidate is required to obtain the state elevator inspector certification within 30 days of hire.

**NOTE:** Driving state vehicles on a regular basis is required to accomplish this work. Incumbents must possess a valid driver's license, issued by the state where the employee resides, and possess and maintain an acceptable driving record throughout the course of employment.