

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

ELEVATOR INSPECTOR

JOB DESCRIPTION

Employees in this job serve as elevator inspectors conducting inspections of new and existing elevator installations to ensure compliance with state laws, rules, codes, and standards for elevator safety.

There are two classifications in this job.

Position Code Title – Elevator Inspector-E

Elevator Inspector E11

This is the experienced level. The inspector performs a full range of elevator inspection assignments and exercises considerable independent judgment to interpret and apply guidelines to specific situations.

Position Code Title – Elevator Inspector-A

Elevator Inspector 12

This is the advanced level. The employee either functions as a lead worker overseeing the work of others or as a senior worker. Senior-level employees consistently perform complex assignments beyond those expected at the experienced level that have been approved by Civil Service.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Inspects the operating condition of new, existing, and altered elevating equipment, using visual observation and mechanical testing equipment to ensure compliance with state elevator safety laws, rules, codes, and standards.

Investigates all elevator accidents within a defined area to gather evidence and determine cause.

Reviews proposed construction plans and documents to determine compliance with applicable laws, regulations, and codes.

Investigates complaints of hazardous or improper elevator operation.

ELEVATOR INSPECTOR

PAGE No. 2

Issues correction orders to responsible parties stating elevator safety violations and required correction date.

Investigates noncompliance with correction orders to establish necessary evidence for potential legal action.

Advises contractors, architects, state, and local building officials in the proper design, construction, installation, alteration, maintenance, and operation of elevators.

Instructs fire department personnel in the proper procedures for removing passengers from stalled elevators and the operation of elevators during emergency situations.

Testifies as an expert witness at hearings and formal proceedings to interpret and evaluate records pertaining to elevator design, construction, installation, maintenance, and operation.

Seals elevators out of service when inspection reveals serious code violations making continued service hazardous.

Prepares and/or maintains reports, files, and correspondence related to the work.

Performs related work as assigned.

Additional Job Duties

Elevator Inspector 12 (Senior Worker)

Performs on a regular basis the most complex and difficult investigations, projects, accident investigations, evaluations and complaints, and issues of a sensitive nature.

Elevator Inspector 12 (Lead Worker)

Determines work priorities, assigns work, and oversees the work of Elevator Inspectors.

Provides instruction and training in the proper methods and processes necessary to carry out elevator inspector assignments.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the experienced level and thorough knowledge is required at the advanced level.

Knowledge of the state elevator safety laws, rules, codes, and standards.

Knowledge of the standard practices, processes, tools, equipment, and materials related to the construction, installation, maintenance, repair, and operation of elevators.

ELEVATOR INSPECTOR

PAGE No. 3

Knowledge of elevator inspection techniques and practices.

Knowledge of the occupational hazards and safety precautions applicable to the work.

Knowledge of basic investigative techniques and procedures.

Ability to interpret, apply and explain to others the elevator safety codes, laws, rules, and standards relative to the work.

Ability to read and interpret elevator plans and specifications.

Ability to observe critically, obtain accurate data, and prepare reports.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Ability to operate a motor vehicle.

Additional Knowledge, Skills, and Abilities

Elevator Inspector 12 (Senior Worker)

Ability to perform the most complex elevator inspector assignments.

Elevator Inspector 12 (Lead Worker)

Ability to prioritize and evaluate the work of others.

Ability to train and instruct others in the work.

Ability to organize and coordinate the work of the unit.

Ability to assign work.

Working Conditions

Considerable travel by automobile may be required.

Work is performed in elevator hoistways, pits, and machine rooms; on top of moving elevators and in high voltage areas.

Physical Requirements

None.

Education

Educational level typically acquired through completion of high school.

ELEVATOR INSPECTOR

PAGE No. 4

Experience

Elevator Inspector E11

Six years of experience in the construction, installation, repair, or maintenance of elevators, including two years equivalent to a journey-level, elevator, skilled trades worker.

Elevator Inspector 12

Seven years of experience in the construction, installation, repair, or maintenance of elevators, including two years equivalent to a journey-level, elevator, skilled trades worker **and** one year equivalent to an Elevator Inspector E11.

Special Requirements, Licenses, and Certifications

Possession of an elevator journey person or elevator contractor's license issued by the Michigan Department of Labor and Economic Growth.

Possession of a valid Michigan driver's license.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
ELEVATISP

Job Code Description
Elevator Inspector

Position Title
Elevator Inspector-E
Elevator Inspector-A

<u>Position Code</u>	<u>Pay Schedule</u>
ELEVISPE	A02-022
ELEVISPA	A02-024

ECP Group 1
Revised 6/1/06
TeamLeaders