

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**ELEVATOR INSPECTOR**

**JOB DESCRIPTION**

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

**Position Code Title - Elevator Inspector-E**

Elevator Inspector 10

This is the intermediate level. The employee performs an expanding range of elevator inspection assignments in a developing capacity.

Elevator Inspector E11

This is the experienced level. The employee performs a full range of elevator inspection assignments and exercises considerable independent judgment in making decisions requiring the interpretation of laws, administrative rules, and state codes in specific situations.

**Position Code Title - Elevator Inspector-A**

Elevator Inspector 12

This is the advanced level. The employee functions as a lead worker overseeing the work of lower-level Elevator Inspectors and performing experienced level Elevator Inspector assignments; or as a senior worker performing the most complex assignments.

**NOTE:** Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

**JOB DUTIES**

**NOTE:** Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

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, administrative rules, and codes.

Investigates elevator accidents to collect evidence and determine cause.

Examines, reviews, and approves or denies proposed construction plans and documents to determine compliance with applicable state laws, administrative rules, and codes.

Investigates complaints of hazardous or improper elevator operation.

Issues violation notices to responsible parties.

Inspects noncompliance with violation notices to establish necessary evidence for potential corrective action.

Explains the applicable state laws, administrative rules, and codes to architects, engineers, contractors, trades people, home and building owners, and government officials.

Provides testimony, including as an expert witness, in legal and administrative proceedings.

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

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

Ensures and verifies proper licensure/registration of individuals on jobsites.

Attends meetings, seminars, and conferences.

Performs related work and other tasks as assigned.

### **Additional Job Duties**

#### **Elevator Inspector 10**

Performs permit and routine elevator inspections on elevators for which they are already licensed. Additional devices will be added as training progresses.

#### **Elevator Inspector E11**

Performs routine elevator inspections and new elevator installation inspections on all devices.

#### **Elevator Inspector 12 (Lead Worker)**

Assigns work to lower-level Elevator Inspectors.

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

Prepares and maintains records related to the work.

#### **Elevator Inspector 12 (Senior Worker)**

Regularly performs the most complex and difficult assignments in the work area.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

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

Knowledge of methods, techniques, materials, tools, and equipment used in the work.

Knowledge of the standard practices, materials, tools, and equipment used in the Elevator Inspection field.

Knowledge of elevator inspection techniques and practices.

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

Ability to interpret, apply, and explain to others elevator safety, state laws, administrative rules, and codes related to the work.

Ability to follow blueprints, specifications, and instructions.

Ability to prepare and maintain records related to the work.

Ability to communicate effectively.

Ability to maintain favorable public relations.

## **Additional Knowledge, Skills, and Abilities**

### **Elevator Inspector 12 (Lead Worker)**

Ability to train and oversee the work of others.

Ability to prioritize, organize, and coordinate the work of the unit.

Ability to prepare and maintain records related to the work.

### **Elevator Inspector 12 (Senior Worker)**

Ability to perform the most complex Elevator Inspector assignments.

## **Working Conditions**

The job requires an employee to work in elevator hoistways, pits, and machine rooms; on top of moving elevators and in high voltage areas.

The job requires considerable travel.

Some jobs require an employee to work at extreme heights.

Some jobs require an employee to work in a hostile or hazardous environment.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

## **Physical Requirements**

The job duties require an employee to bend, crawl, reach, stoop in confined spaces, stand, and walk for extended periods.

The job duties require an employee to climb ladders.

The job duties may require an employee to work in confined spaces, trenches, crawl spaces, attics, and on roofs.

The job duties may require an employee to traverse rough terrain.

## **Education**

Education typically acquired through completion of high school.

## **Experience**

### **Elevator Inspector 10**

Five 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 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.

**NOTE:** Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

**Special Requirements, Licenses, and Certifications**

Possession of a valid driver’s license.

Elevator Inspector 10:

Possession of a Class C elevator journeyman license issued by the State of Michigan with at least a Limited Use/Limited Application (LULA) classification; OR equivalent requirements accepted for Class C elevator journeyman licensure with at least a Limited Use/Limited Application (LULA) classification as accepted by the State of Michigan licensing agency.

Elevator Inspector E11/12:

Possession of a Class A elevator journeyman license issued by the State of Michigan; OR equivalent requirements accepted for Class A elevator journeyman licensure as accepted by the State of Michigan licensing agency.

See individual position descriptions for other requirements.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>	
ELEVATISP	ELEVATOR INSPECTOR	
<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Elevator Inspector-E	ELEVISPE	A02-039
Elevator Inspector-A	ELEVISPA	A02-041

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05/12/2024