

CLASSIFICATION: ELEVATOR INSPECTOR

Class Code: 4037-26

Date Established: 07-01-83

Occupational Code: 3-1-3

Date of Last Revision: 01-27-16

Exempt Status: Non-Exempt

BASIC PURPOSE: To inspect elevator and accessibility equipment, and perform safety tests to assure continued safe operation for the general public and compliance with state law and pertinent safety code regulations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Inspects to ensure compliance and maintains knowledge of the State of New Hampshire Elevator and Accessibility lift law, and ASME A17.1 and A18.1 Safety Standards. Prepares reports of inspections to approve or deny authorizing state operating certificates.
- Coordinates, conducts, and performs inspections and safety drop tests of elevators and accessibility lifts.
- Secures safe refuge in the elevator pit and rides on top of the elevator car, utilizing proper safety gear as required during elevator operation.
- Prepares reports of inspections and makes recommendations relative to issuance of a certificate by the Commissioner of Labor.
- Discusses complex technical problems and concerns with business owners and contractors relating to safety hazards and code compliance associated with elevators and accessibility lifts.
- Utilizes computers and portable tablet devices to prepare and maintain inspection reports to be uploaded into the Department of Labor's database; uses specialized equipment as required to complete inspections.
- Suspends elevators or accessibility lifts found unsafe by not meeting safety code requirements or disqualified by legal requirements.
- Appears and testifies in the hearing process for the Department of Labor relating to inspection findings.
- Assists the Chief Elevator Inspector with performing inspections and audits of licensed elevators and accessibility lifts, and during monthly Elevator Advisory Board meetings.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy, and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency program or policies.

Supervision: Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions in an adverse working environment containing a combination of disagreeable elements which impact significantly upon the employee's capacity for completing work assignments. This level includes work-related accidents or assault.

Physical Demands: Requires medium to heavy work, including continuous physical exertion such as frequent bending, lifting, or climbing.

Communication: Requires reviewing summaries and reports and making decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical, and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Associate's degree or its equivalent from a recognized college or university with major study in engineering or trades, or a related field directly involving elevators. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Five years' experience in performing inspections of elevators, maintenance, trade industry manufacturing, buildings, plumbing, machine inspections, or a related field. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Must possess a current valid driver's license. Must hold a valid New Hampshire elevator inspector license or an equivalent inspection license with reciprocal privileges*.

*Candidates that meet the minimum education and experience requirements but do not possess a valid New Hampshire elevator inspector license may be hired at a one-salary grade reduction. Upon hire, these employees must obtain a valid New Hampshire elevator inspector license within the one year probationary period.

SPECIAL REQUIREMENTS:

1. The Elevator Inspector shall not engage in the sale of any article or device relating to elevators or their appurtenances.
2. The Elevator Inspector must be able to maintain effective working relationships with Federal, State, and business officials, business owners, and the public.

RECOMMENDED WORK TRAITS: Thorough knowledge of all types of elevators and accessibility lifts. Thorough knowledge of inspection procedures as established by Safety Codes ASME A17.1 and ASME A18.1. Extensive knowledge of state statutes and rules and regulations of the NH Department of Labor regarding elevator inspections. Ability to conduct inspections and prepare written reports required by the Commissioner of Labor. Ability to meet the public and establish rapport with owners and operators of businesses. Ability to present technical information including inspection and audit findings to diverse audiences. Ability to utilize technology to create reports and to communicate with supervisor, business owners and business operators. Ability to use independent judgment when ensuring technical compliance with rules, regulations, and codes. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.