



## **ELEVATOR INSPECTOR**

**Occupational Code:** 2165

**Salary Range:** 29A

**Status:** Classified

**FLSA:** non-exempt

**Established:** 2/99

**Revised:** 5/99 10/02

### **NATURE OF WORK:**

This is advanced technical work with supervisory responsibility in the inspection of elevators and similar equipment for compliance with the South Florida Building Code and other applicable codes, standards and regulations pertaining to mechanical systems, and fire safety.

Work involves the inspecting of elevators, escalators and other mechanical or land lifts in order to determine their conformity with approved plans to legally established requirements. Supervision is received from the Chief Elevator Inspector who assists in interpretations of law, discussion of difficult problems, and reviewing of work reports and reports of violations. Assists in the resolution of complex technical problems, assisting contractors and the public with a variety of issues and questions, and reviewing field inspection reports and related documents. Conducts accident investigations and testifies at hearings and depositions and in court as required.

**ESSENTIAL FUNCTIONS:** (The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment for the position. Examples of work performed are not to be used for allocation purposes.)

Inspects elevators, escalators, and other lifts by examining cables, safety devices, safety electrical contacts in connection with safety interlocks, cable shackles and their connections and overhead construction.

Reviews and processes plans and specifications submitted for permits; checks for compliance with existing codes and standards; provides list of discrepancies with applicable code section references on disapproved plans.

Supervises the conduct of permit inspections of elevators for construction use only, alteration and repair permit inspections.

Maintains files containing annual safety test dates, five year full load safety tests; inspection reports, inspection schedules, and changes in ownership, management, billing addresses and alterations to equipment.

Interprets code to contractors, builders and owners in regards to violations and methods for correction.

Performs joint inspections and follows up on complaints.

Completes required forms and inspections reports.

Secures evidence in cases of violation and when necessary, may aid in prosecution of violators.

Performs other related work as required.

**DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:** (The knowledge, abilities and skills identified in this class specification represent those needed to perform the duties of the class. Additional knowledge, abilities and skills may be applicable for individual positions in the employing departments.)

Considerable knowledge of the South Florida Building Code and all other applicable codes, standards and regulations pertaining to mechanical systems and fire safety.

Considerable knowledge of the construction, operation, maintenance and inspection of elevators, escalators, and other mechanical or lands lifts and the safety devices used in their operation.

Ability to plan and coordinate technical field inspections of elevators, escalators and similar equipment to ensure compliance with plans and specifications and applicable codes and regulations.

Ability to explain inspection results and required corrections both verbally and in writing.

Ability to establish and maintain effective working relationships with subordinates and other employees, building owners, contractors, architects, engineers and the general public.

Ability to prepare and maintain complete and accurate records and to make effective reports concerning work performed.

**REQUIREMENTS:**

Must possess a current valid Certification of Competency as an Elevator Inspector (certificate required) issued by the State of Florida, Department of Business and Professional Regulation, Bureau of Elevator Inspections. Certification must be in good standing with the State of Florida Department of Business and Professional Regulation with no pending complaints. Must possess a valid Florida Driver's License

**Note:** In accordance with Florida State Statute 399.01 and the Department of Business and Professional Regulations effective January 1, 2002, it is required that elevator inspectors in the State of Florida be in possession of a Qualified Elevator Inspector (QEI) credential as prescribed by the American Society of Mechanical Engineers (ASME).

**TOOLS AND EQUIPMENT:**

Personal computer including work processing and permitting software; calculator; pencil; ruler; drills; hand tools; screwdrivers; copy machine; phone; two-way radio and elevator hand tools.

**PHYSICAL DEMANDS:** (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed partially in office settings. Other outdoor work is required in the inspection of various land use developments, construction sites or during field supervision, as necessary. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is very frequently required to sit, stand, talk, hear, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms, read and write English. The employee is occasionally required to lift up to 14 lbs, climb stairs, reach above and below shoulders, work outside, exposed to dust or fumes, vibrations, high temperatures, walk and bend.

**WORK ENVIRONMENT:** (The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.