

ELEVATOR INSPECTION SUPERVISOR

This is technical supervisory work in implementing all phases of the Elevator Division's Inspection Program for elevators and amusement devices through supervising the activities of elevator inspectors in a specified geographic area of the State.

Employees directly supervise and audit the work of elevator inspectors through regular written reports and assisting them in field inspections, as needed; serve as technical advisors and administrative coordinators for the Elevator Division in the area of amusement device inspections; research and develop amusement device codes; and make recommendations to the Assistant Director regarding the establishment of new codes or the revision or deletion of current codes. This responsibility includes a requirement for maintaining a close working relationship with ride and amusement device manufacturers so that problems in existing rides can be identified and corrected quickly for the safety of the general public. In addition, employees provide and interpret technical information concerning codes to elevator contractors, amusement device owners, architects, and local government officials; respond to technical questions encountered by field personnel; collect all needed information concerning new amusement rides and update the inspector's manual as needed; and represent the State of North Carolina in a variety of professional organizations. Employees also may conduct inspections on elevators and amusement devices in the absence of regular elevator inspectors or during periods of heavy workloads. Work is performed under the general administrative supervision of the Assistant Director. Work may include other duties as assigned by management.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees schedule and coordinate the Elevator Inspectors' activities through teleconferences and periodic meetings, and are the administrative coordinators for the inspections of all amusement devices in the employee's assigned section of the State. Employees are responsible for providing all necessary supplies and tools needed for elevator, escalator and amusement ride inspections.

Organizing and Directing - Duties include forwarding amusement show itineraries that are received by the Elevator Division to the proper inspector for appropriate action. Employees may make weekly adjustments in work schedules or workflow to balance daily workloads with the concurrence of the Assistant Director.

Budgeting - Employees are responsible for operating within the established budget and recommending new equipment needs for inspections to the Assistant Director.

Training - Employees provide on-the-job training to the Elevator Inspectors in the areas of elevator inspections and amusement device inspections. This work includes advising them of changes in the elevator codes and upgrading technical skills and knowledges as new elevator equipment or amusement devices are introduced.

Setting Work Standards - Employees explain and apply established work rules, standards, guidelines, and policies, and may recommend changes to the Assistant Director.

Reviewing Work - Employees regularly audit the performance of the Elevator Inspectors on-site and upon completion. Employees accept, amend, or reject work on the basis of the consistency of enforcement of established standards.

Counseling and Disciplining - Employees serve as first line supervisors of the Elevator Inspectors for routine disciplinary situations or complaints. Attempts are made to solve these by educational counseling and verbal instructions. Employees refer recommendations for written reprimands on disciplinary action to the Assistant Director in accordance with agency policy.

Performing Other Personnel Functions - For recruitment purposes, employees may assist the Assistant Director in interviewing applicants and making recommendations for preferred candidates. Employees conduct performance reviews and make recommendations for merit increases.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is relatively stable, but employees must periodically respond to new elevator and amusement device equipment, and changing State and federal guidelines, rules, regulations, policies, and laws.

Variety of Work Supervised - Employees are administratively and technically accountable for the activities of Elevator Inspectors assigned to the employee's geographic area.

Number of Employees Responsible For - Employees are each responsible for six Elevator Inspectors.

III. EXTENT OF SUPERVISION RECEIVED: Employees receive guidance through meetings with the Assistant Director and Director either individually or together and through weekly telephone conferences. Employees review immediate objectives, projects, methods of operation, and administrative issues with their superiors weekly.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - For elevator inspectors, working hours are usually 40 hours per week; however, daily schedules fluctuate in accordance with travel required and workload variations. For amusement device inspections, employees may work 12-hour shifts during scheduled amusement shows and remain on call in the event of amusement device malfunctions and emergencies.

Fluctuating Work Force - Work force is basically stable.

Physical Dispersion of Employees - Subordinates are dispersed throughout a geographical area of the state.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of the State and national safety codes governing the design, construction, and operation of elevators, aerial passenger tramways and amusement devices. Considerable knowledge of the Handicap Section of the N. C. Building Code and special requirements for lifts installed to meet handicap code requirements. Considerable knowledge of electrical wiring, electric motors, and hydraulic systems. Working knowledge of algebra and geometry. Ability to interpret and understand applicable safety codes and regulations relating to new or modified installations. Ability to understand and apply formula, involving algebra and geometry, and data in tabular or graphic form to given conditions and to derive a correct solution. Ability to establish and maintain effective working relationships with owners, operators, contractors, architects, local government officials, other State enforcement agencies, and the public. Ability to communicate effectively in written and oral form. Ability to train and supervise other workers.

Minimum Education and Experience - Graduation from high school and five years of experience in the elevator industry in the construction, erection, or servicing of elevators plus three years of experience in elevator inspections; or an equivalent combination of education and experience.

Necessary Special Requirements - Must possess and maintain a valid North Carolina driver's license.