

ELEVATOR INSPECTION ASSISTANT DIRECTOR

DESCRIPTION OF WORK

This is supervisory and administrative work in implementing the safety codes governing elevators, aerial passenger tramways, and amusement devices.

Employee trains, supervises, and reviews the work of the field inspection staff. Work also includes the review of applications and blueprints for new installations for conformance to the safety codes.

Employee participates in the development of recommendations for additions or revisions of the safety codes and their interpretation. Work is performed under the general supervision of the Director and reviewed through conferences and reports of field activities.

EXAMPLES OF DUTIES PERFORMED

Trains and supervises the field inspectors and evaluates their work performance.

Reviews plans and specifications for new or modified elevators; recommends the acceptance, modification, or rejection of proposed installations based on conformance to the applicable safety codes.

Recommends and implements inspection standards for uniformity in the interpretation and application of the safety codes and regulations.

Consults with manufacturers, architects, contractors, and owners on code interpretations and design or installation problems.

Performs related duties as required.

RECRUITMENT STANDARDSKnowledges, 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 construction and operation of elevators and related equipment.

Considerable knowledge of electrical wiring, electric motors, and hydraulic systems.

General knowledge of algebra and geometry.

Ability to interpret and understand applicable safety codes and regulations and apply these in approval or disapproval of designs for new or modified installations.

Ability to establish and maintain effective working relationships with owners, company representatives, other State and national officials and the public.

Ability to communicate effectively in written and oral form.

Minimum Education and Experience

Graduation from high school and seven years of experience in the construction and servicing of elevators and related equipment including two years of elevator inspection work; or an equivalent combination of education and experience.

PREPARED BY
OFFICE OF STATE PERSONNEL

Effective: August 1974