

# ELEVATOR INSPECTOR

## Recruitment #1606-2545DC-001

<b>List Type</b>	Original-Continuing
<b>Requesting Department</b>	DEPT OF NEIGHBORHOOD SRVCS
<b>Open Date</b>	6/15/2016 9:30:00 AM
<b>Filing Deadline</b>	1/11/2017 2:50:00 PM
<b>HR Analyst</b>	Marti Cargile

## INTRODUCTION

### **01.12.16: Job announcement bulletin revised to reflect updated salary information.**

*Benefits of working for the City of Milwaukee include the following: 1) defined benefit pension plan; 2) 457 deferred compensation plan; 3) health and dental insurance; 4) long-term disability insurance; 5) group life insurance; 6) paid vacations, holidays, and sick leave; and 7) tuition reimbursement.*

## PURPOSE

Under the direction of the Electrical Inspection Supervisor, the Elevator Inspector conducts inspections of passenger and freight elevators, chair lifts, handicap lifts, escalators, moving walks, and dumbwaiters. These inspections take place in commercial and industrial buildings to insure that equipment installed in the City of Milwaukee meets the standards prescribed by State and City codes. Inspection work includes testing elevators and reviewing plans or specifications for new or existing elevator installations.

## ESSENTIAL FUNCTIONS

- Research the American Society of Mechanical Engineers (ASME) A17.1 Safety Code for Elevators and Escalators, the State of Wisconsin Department of Safety and Professional Services Administrative Code Relating to Elevators, Escalators and Lift Devices, and the Milwaukee Code of Ordinances for determining compliance.
- Inspect new or existing elevators, escalators, moving walks, moving ramps, dumbwaiters, and other types of passenger and freight elevators to ensure compliance with the applicable codes.
- Identify faulty or inadequate construction methods or code violations during on-site inspections.
- Supervise drop tests of safety devices under the direction of the Wisconsin Department of Commerce on all elevators as required by the State Elevator Code.
- Witness safety, load, and speed tests on passenger and freight elevators.
- Advise owners, contractors, builders, architects, and other elevator installation personnel of modifications necessary for elevators to become compliant with current regulations.
- Explain code violations and other issues to owners of buildings, business representatives, and professionals.

- Draft and send to owners legally enforceable orders to correct conditions in cases of noncompliance.
- Investigate and resolve referrals and service requests from citizens, alderpersons, and representatives of other departments.
- Review plans and approve permit applications for new elevators or modifications to existing elevators.
- Prepare testimony and testify in municipal court against owners of buildings for failure to correct violations of the code.
- Prepare testimony and testify at the City of Milwaukee Standards and Appeals Commission meetings for orders that are appealed.
- Maintain accurate records of inspections, including detailed reports on complaints and rejections.
- Ensure that each contractor obtains proper permit(s).
- Ensure that all documents and test forms are in the elevator machine room.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## **MINIMUM REQUIREMENTS**

1. Four years of experience in the mechanical and/or electrical aspects in the elevator industry and is a person deemed to meet the American Society of Mechanical Engineers (ASME) A17.1 Code definition of “elevator personnel”\* (*see below*) and has documented training AND at least one year of experience performing inspections and performing or witnessing tests as specified in ASME A17.1 Sections 8.10 or 8.11 and A18.1. This year may be concurrent with the four years of experience.

**-OR-**

Two years of college coursework in an elevator industry related engineering field AND at least one year of experience performing inspections and performing or witnessing tests as specified in ASME A17.1 Sections 8.10 or 8.11 and A18.1. **IMPORTANT NOTE:** *To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.*

**-OR-**

Meet the definition of “elevator personnel”\* (*see below*) and have documented training AND at least one year of experience performing inspections and performing or witnessing tests as specified in ASME A17.1 and A18.1 as one of the following:

a) an Elevator Inspector performing inspections for an enforcing authority, **OR**

## ***Elevator Inspector (Dept. of Neighborhood Services)***

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- b) an Elevator Inspector trainee working under the direct supervision of an Elevator Inspector performing inspections for an enforcing authority, **OR**
- c) an Elevator Inspector performing inspections and licensed by or under the jurisdiction of an enforcing authority, **OR**
- d) an Elevator Inspector trainee licensed by or working under the direct supervision of a licensed Elevator Inspector performing inspections and working under the jurisdiction of an enforcing authority.

*\*Persons deemed to meet the ASME A17.1 Code definition of "elevator personnel" are described as "Persons who have been trained in the construction, maintenance, repair, inspection, or testing of equipment."*

2. Certification by ASME as a QEI-1 Elevator Inspector at the time of appointment and throughout employment.
3. Possession of a State of Wisconsin Department of Safety and Professional Services Elevator Inspector License at the time of appointment and throughout employment. *For more information on how to obtain this credential, call 608-266-2112, email [DspsSbCredentialing@wi.gov](mailto:DspsSbCredentialing@wi.gov), or visit <http://dsps.wi.gov/Home>.*
4. Valid driver's license and availability of a properly insured automobile at the time of appointment and throughout employment; car allowance provided.

## **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Knowledge of elevator and escalator construction practices, techniques, and materials.
- Knowledge of elevator and escalator safety, load, speed, and drop tests.
- Knowledge of the inspection methods for elevators and escalators and related conveyances (*i.e., chair lifts, handicap lifts, moving walks, and dumbwaiters*).
- Ability to perform inspections of elevators and related conveyances to ensure code compliance.
- Skill in reading and recognizing violations of applicable elevator and escalator federal, state, and municipal codes.
- Skill in reading and interpreting working drawings, plans, blueprints, and specifications.
- Physical ability to climb ladders and to ride on top of elevator cars.
- Ability to use tools and devices related to elevator and escalator inspection.
- Ability to lift and move objects weighing up to 30 lbs. without assistance; ability to carry and transport job-related tools and equipment to the inspection site.
- Ability to plan and organize work in order to meet departmental needs.
- Skill in preparing analytical reports on compliance with standards and code.
- Ability to maintain detailed records.
- Oral and written communication skills.
- Interpersonal, customer service, and assertiveness skills.

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- Problem-solving skills.
- Ability to exercise independent judgment.
- Ability to diffuse difficult situations.

### **CURRENT SALARY**

**THE CURRENT STARTING SALARY (PG 2HN)** for Elevator Inspector for City of Milwaukee residents is **\$63,569** annually, and the non-resident starting salary is \$62,009.

*01.12.16: Job announcement bulletin revised to reflect updated salary information.*

### **SELECTION PROCESS**

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE:** The examination will be held as soon as practical after ***Continuous Recruitment***. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

*NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER>. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*