

# ELEVATOR INSPECTOR I

## Department of Neighborhood Services

**PURPOSE:** The Elevator Inspector I 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 ASME A17.1 Safety Code for Elevators and Escalators, the Wisconsin Administrative Code of the Department of Commerce Comm 18, and the Milwaukee Code of Ordinances for determining compliance.
- Investigate and resolve referrals and service requests from citizens, alderpersons, and representatives of other departments.
- Identify faulty or inadequate construction methods or code violations during on-site inspections.
- Draft and send to owners legally enforceable orders to correct conditions in cases of noncompliance.
- Explain code violations and other issues to owners of buildings, business representatives, and professionals.
- Advise owners, contractors, builders, architects, and other elevator installation personnel of modifications necessary for elevators to become compliant with current regulations.
- 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 Standards and Appeals Commission meetings for orders that are appealed.
- Review plans and approve permit applications for new elevators or modifications to existing elevators.
- 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.
- Witness safety, load, and speed tests on passenger and freight elevators as required.
- 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.
- Maintain accurate records of inspections, including detailed reports on complaints and rejections.
- Perform other job-related tasks as assigned.

### CONDITIONS OF EMPLOYMENT:

- Incumbents will be expected to conform to a uniform dress code prescribed by the department. A clothing allowance, as provided for in the appropriate labor contract, may be provided.

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

### MINIMUM REQUIREMENTS:

1. Four years of experience in the mechanical and/or electrical aspects of the elevator industry (i.e., installing, maintaining, repairing and/or inspecting elevators and moving stairs); meets the “ASME A17.1 Safety Code for Elevators and Escalators” 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 Code A17.1 Sections 8.10 or 8.11 and A18.1. This year may be concurrent with the four years of experience.

**-OR-**

Successful completion of two years of college coursework in an elevator industry-related engineering field (mechanical or electrical) AND at least one year of experience performing inspections and performing or witnessing tests as specified in ASME Code A17.1 Sections 8.10 or 8.11 and A18.1. *NOTE: Documentation of education is required. Copies of transcripts should be submitted with application -OR- sent to the City of Milwaukee, Department of Employee Relations, ATTN: Marti Cargile, Human Resources Representative, 200 E Wells St, Rm 706, Milwaukee, WI 53202. Student copies are acceptable.*

**-OR-**

Meets the “ASME A17.1 Safety Code for Elevators and Escalators” 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 Code A17.1 and A18.1 as one of the following:

- a. an Elevator Inspector performing inspections for an enforcing authority, **OR**
- 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 International as a QEI-1 Elevator Inspector at the time of appointment and throughout employment.
3. Possession of a Wisconsin Department of Commerce Elevator Inspector License at the time of appointment and throughout employment. For more information on how to obtain this credential, call 608-261-8467 or visit <http://commerce.wi.gov/sb/docs/SB-FormCredAppEi.pdf>.
4. Valid driver's license and availability of a properly insured automobile at the time of appointment and throughout employment; car allowance provided.
5. Residency in the City of Milwaukee within six months of appointment and throughout employment.

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- ◆ Knowledge of elevator and escalator construction practices and techniques.
- ◆ Knowledge of methods and materials used in elevator and escalator construction.
- ◆ Knowledge of elevator and escalator safety, load, speed, and drop tests.
- ◆ Skill in reading and recognizing violations of all applicable elevator and escalator codes.
- ◆ Skill in reading and interpreting working drawings, plans, blueprints and specifications.
- ◆ Knowledge of the inspection methods for elevators and escalators, chair lifts, handicap lifts, moving walks, and dumbwaiters, and ability to perform inspections to ensure code compliance.
- ◆ Skill in preparing analytical reports on compliance with standards and code.
- ◆ Analytical skills.
- ◆ Oral and written communication skills.
- ◆ Interpersonal skills and customer service skills.
- ◆ Assertiveness skills.
- ◆ Ability to maintain detailed records.
- ◆ Ability to use tools and devices related to elevator and escalator inspection.
- ◆ Ability to carry and transport job-related tools and equipment to the inspection site.
- ◆ Physical ability to climb ladders and to ride on top of elevator cars.

**THE CURRENT SALARY RANGE (549) IS:** \$51,455-\$60,432 annually with excellent benefits. Recruitment for this position is normally at the beginning of the salary range, but based on the experience of the applicant, may be up to the fourth step. An Elevator Inspector I may be eligible for promotion to Elevator Inspector II after two years of service. The current salary range for Elevator Inspector II (589) is \$58,671-\$66,035.

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

The examination will be held as soon as practical after **April 8, 2011**. 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.

**APPLICATIONS** and further information may be obtained from [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs) or in person or via mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, or by calling 414.286.3751.