

Elevator Inspector Quantitative Core Competencies

Quantitative Core Competencies may be adjusted to account for vacancies within the elevator section. Inspector workloads including permit inspections, plan reviews, periodic inspections and occupancy inspections can be significantly impacted when a vacancy exists. The department relies upon the elevator section to perform inspections (within short timeframes) to prevent unnecessary delays in elevator service for building occupants. Management recognizes these occurrences may prevent an elevator inspector from performing at the prescribed quantitative levels during these periods. Considerations will be made regarding adjusting quantitative requirements during these high demand times

The Quantitative Core Competencies must be obtained in the order as outlined below:

Pay Step 1:

- complete the one year probation period and fulfill probation requirements
- complete a full day ride along with each of the regularly appointed elevator inspectors
- achieve an average of 4 inspections at least 75% of workdays
- achieve a complaint response time of 10 days or less in 75% of cases
- complete follow up on orders or violations to correct in inspector's district in 75% of cases

Pay Step 2:

To advance to Elevator Inspector – step 2, an inspector at step one must achieve the following for at least 3 consecutive months prior to advancement into the next pay step:

- complete the one year probation period and fulfill probation requirements
- achieve 4 inspections at least 80% of workdays and
- achieve a complaint response time of 10 days or less in 75% of cases and
- follow up on orders or violations to correct in inspector's district in 75% of cases
- receive a letter of recommendation from a supervisor(s) stating that the inspector is ready for the next step. If a supervisor(s) does not recommend promotion the supervisor(s) must provide the inspector with a written list of items to correct prior to recommendation

The inspector must have completed the Step 1 Qualitative requirements and one additional set of Qualitative requirements.

Pay Step 3:

To advance to Elevator Inspector – step 3, an inspector at step two must achieve the following for at least 3 consecutive months prior to advancement into the next pay step:

- achieve 4 inspections at least 85% of workdays and
- achieve a complaint response time of 10 days or less in 80% of cases and
- follow up on orders or violations to correct in inspector's district in 75% of cases
- receive a letter of recommendation from a supervisor(s) stating that the inspector is ready for the next step. If a supervisor(s) does not recommend promotion the supervisor(s) must provide the inspector with a written list of items to correct prior to recommendation

The inspector must have completed the Step 1 Qualitative requirements and two additional sets of Qualitative requirements.

Pay Step 4:

To advance to Elevator Inspector – step 4, an inspector at step three must achieve the following for at least 3 consecutive months prior to advancement into the next pay step:

- achieve 4 inspections at least 90% of workdays and
- achieve a complaint response time of 10 days or less in 85% of cases and

- follow up on orders or violations to correct in inspector's district in 80% of cases
- receive a letter of recommendation from a supervisor(s) stating that the inspector is ready for the next step. If a supervisor(s) does not recommend promotion the supervisor(s) must provide the inspector with a written list of items to correct prior to recommendation

The inspector must have completed the Step 1 Qualitative requirements and three additional sets of Qualitative requirements.

Pay Step 5:

To advance to Elevator Inspector – step 5, an inspector at step four must achieve the following for at least 3 consecutive months prior to advancement into the next pay step:

- achieve 5 inspections at least 90% of workdays and
- achieve a complaint response time of 10 days or less in 90% of cases and
- follow up on orders or violations to correct in inspector's district in 85% of cases
- receive a letter of recommendation from a supervisor(s) stating that the inspector is ready for the next step. If a supervisor(s) does not recommend promotion the supervisor(s) must provide the inspector with a written list of items to correct prior to recommendation

The inspector must have completed the Step 1 Qualitative requirements and four additional sets of Qualitative requirements.

Pay Step 6:

To advance to Elevator Inspector – step 6, an inspector at step five must achieve the following for at least 3 consecutive months prior to advancement into the next pay step:

- achieve 6 inspections at least 90% of workdays and
- achieve a complaint response time of 10 days or less in 90% of cases and
- follow up on orders or violations to correct in inspector's district in 90% of cases
- receive a letter of recommendation from a supervisor(s) stating that the inspector is ready for the next step. If a supervisor(s) does not recommend promotion the supervisor(s) must provide the inspector with a written list of items to correct prior to recommendation

The inspector must have completed the Step 1 Qualitative requirements and five additional sets of Quantitative requirements.

NOTES

For the above Steps in the Elevator Inspector Career Ladder and all Trades Division Career Ladders

“Follow-up on orders” means:

- 1) Open orders in which the order due date (plus any extensions) has been timely reinspected (30 days or less from due date, or extended due date).
- 2) The order has been acted upon, order has been abated, referred for to court action, moved into the monthly reinspection program, referred to contractor, record closed or dismissed.