

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Elevator Inspection

SERIES NO.:

2414

MAJOR AGENCIES:

Commerce Only

EFFECTIVE DATE:

01/09/2005

SERIES PURPOSE:

The purpose of the elevator inspection occupation is to inspect the operation, installation, construction, maintenance & repair of elevators statewide in public & private facilities.

At the developmental level, incumbents receive training in elevator inspections.

At the full performance level, incumbents conduct statewide inspections of elevators in public & private facilities.

At the supervisory level, incumbents supervise, train & assist elevator inspectors statewide.

At the managerial level, incumbents administer elevator inspection program & supervise assigned staff.

Note: This classification series is reserved for use by Ohio Department of Commerce only.

CLASS TITLE

Elevator Inspector Trainee

CLASS NUMBER

24140

PAY RANGE

29

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The developmental level class works under close supervision & requires some knowledge of elevator safety guidelines & government regulations in order to receive training in conducting inspections of operation, installation, alteration, construction, maintenance &/or repair of elevators.

CLASS TITLE

Elevator Inspector

CLASS NUMBER

24141

PAY RANGE

32

EFFECTIVE

01/10/1999

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of elevator safety guidelines & government regulations in order to inspect operation, installation, construction, maintenance &/or repair of elevators.

CLASS TITLE

Elevator Inspector Supervisor

CLASS NUMBER

24145

PAY RANGE

13

EFFECTIVE

01/10/1999

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of elevator safety guidelines & government regulations in order to supervise, train & assist elevator inspectors on statewide basis.

CLASS TITLE

Elevator Inspector Division Chief

CLASS NUMBER

24147

PAY RANGE

13

EFFECTIVE

01/10/1999

CLASS CONCEPT:

The managerial level class works under administrative direction & requires extensive knowledge of elevator safety guidelines & government regulations in order to administer elevator inspection program & supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Elevator Inspector Trainee	24140	07	01/09/2005	29

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Receives training to become proficient in conducting inspections of operation, installation, alteration, construction, maintenance &/or repair of elevators (e.g., passenger, freight, escalator, dumbwaiter, special service, belt man lifts, special handicapped lift, moving walks, pit elevator) located in public & private facilities (e.g., chemical plants, steel mills, aluminum mills, power plants, warehouses, antenna towers, office buildings, condominiums, hospitals) to ensure safe elevator service through compliance with requirements of Ohio Revised Code pertaining to elevators & their appurtenances, climbs in, around &/or upon elevator shafts, pits, cabs, tops & machine rooms & operates testing equipment (e.g., ohm meters, probes, tachometers, door pressure gauges, levels, measuring tape) to test elevators, investigates elevator related accidents (e.g., interviews building owners, lift operators, maintenance staff, victims &/or witnesses to obtain information to determine probable cause of accident & completes accident investigation report, examines plans, specifications & applications for permits of new installations &/or alterations of equipment, inspects mechanical & electrical structures & controls & performs safety tests on all elevator related equipment, monitors condition of equipment & orders repairs & recommends upgrades of equipment to meet regulations/rules/guidelines.

Learns to conduct opening & closing conferences with adjusters of new elevator installations to explain scope of inspection & to review inspection results & recommendations; confers with architects, engineers, contractors, builders &/or elevator trades workers concerning interpretation & enforcement of state elevator codes, rules & regulations.

Completes reports (e.g., monthly, expense; activity, vehicle); maintains files of records & information related to elevator inspections (e.g., annual inspection; licensing & certification; safety test; violations); reviews architectural & installation drawings; researches liability codes; operates motor vehicle to travel throughout state to learn to inspect elevators.

MAJOR WORKER CHARACTERISTICS:

Knowledge of elevator safety guidelines & regulations; public relations; elevator investigative techniques & procedures*; safety practices in relation to operation &/or maintenance of elevators. Skill in operation of motor vehicle; elevator inspection equipment (e.g., ohm meter; probe; tachometer, door pressure gauge; levels; measuring tape)*. Ability to prepare detailed investigative reports; maintain accurate records; define problems, collect data, establish facts & draw valid conclusions; work alone on most tasks; recognize safety warnings & take appropriate action; climb in, around & upon elevator shafts, pits, cabs, tops & machine rooms; handle sensitive inquiries from & contacts with officials & general public.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

48 mos. trg. or 48 mos. exp. in electronics or electrical maintenance; 24 mos. trg. or 24 mos. exp. in reading blue prints/electrical drawings/wiring diagrams &/or layout drawings; all persons appointed to the classification, Elevator Inspector Trainee, 24140, must possess high school diploma or GED; ability to climb stepladders & extension ladders; valid driver's license.

-Or 48 mos. trg. or 48 mos. exp. in mechanical repair of machines, motors, engines, drives &/or hydraulic systems; 24 mos. trg. or 24 mos. exp. in reading blue prints/electrical drawings/wiring diagrams &/or layout drawings; all persons appointed to the classification, Elevator Inspector Trainee, 24140, must possess high school diploma or GED; ability to climb stepladders & extension ladders; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

The probationary period may be for a period of up to one year. The probationary period may be completed in less than one year based upon successful completion of qualified elevator inspection examination, & attainment of a certificate of competency as required by Section 4105.02 of the Ohio Revised Code. In addition, if the employee has not passed the qualified elevator inspection examination after three attempts within the first year of employment, the employer shall have sole discretion for probationary discharge. In order to allow a thorough review and individual assessment of the ability of the elevator inspector candidate, the certificate of competency will not be offered until the qualified elevator inspection examination training & on-the-job training (OJT) phases of the programs have been completed.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to danger during elevator inspections; requires travel; exposed to dust, confined areas, loud noise; high voltage lines; high-risk areas of elevator (e.g., pits, cab top, shaft).

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Elevator Inspector	24141	07	01/10/1999	32

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Conducts statewide inspection of operations, installation, construction, maintenance & repair of elevators (e.g., passenger, freight, escalators, dumbwaiters, special service elevators, belt manlifts, platform manlifts, special handicapped lifts, moving walks, pit elevators, stage lifts & other lifting & lowering apparatus permanently installed between rails & guides) located in public & private facilities (e.g., chemical plants, steel mills, aluminum mills, power plants, warehouses, coal mines; antenna towers, office buildings, condominiums, hospitals) to ensure safe elevator service through compliance with requirements of Ohio Revised Code pertaining to elevators & their appurtenances, climbs in, around & upon elevator shafts, pits, cabs, tops & machine rooms & operates testing equipment (e.g., ohm meters; probes; tachometers; door pressure gauges; levels; measuring tape; electrical testing equipment) to test elevators, investigates elevator related accidents (e.g., interviews building owners, 'lift' operators or maintenance personnel, victims &/or witnesses to obtain information; investigates facts to determine probable cause of accident & completes detailed accident investigation report), examines plans, specifications & applications for permits of new installations &/or alterations of equipment, inspects mechanical & electrical structures & controls & performs safety tests on lifts & lifting apparatus, monitors condition of equipment, orders repairs & recommends upgrade of equipment to meet regulations.

Conducts opening & closing conferences with adjustors of new elevator installations to explain scope of inspection & to review inspection results & recommendations; confers with architects, engineers, contractors, builders, elevator trades workers, building owners & maintenance personnel concerning interpretation & enforcement of state elevator codes, standards & laws; completes reports (e.g.; activity; monthly expense; vehicle) & maintains files of records & information related to elevator inspections (e.g., annual inspections, licensing & certification, safety tests, violations); testifies at case related hearings; recommends removal of unsafe units; reviews architectural & installation drainage; researches liability code; operates motor vehicle to travel throughout state.

MAJOR WORKER CHARACTERISTICS:

Knowledge of elevator safety guidelines & regulations; elevator investigative procedures & techniques*; public relations*. Skill in operation of motor vehicle; testing equipment (e.g., ohm meters; probes; tachometers; door pressure gauges; levels; measuring tape; electrical testing equipment). Ability to prepare detailed investigative reports & maintain accurate records; define problems, collect technical data & establish probable cause; handle sensitive inquiries from & contacts with officials & general public; understand system of mechanical procedures; prepare meaningful, concise & accurate reports; climb in, around & upon elevator shafts, pits, cabs, tops & machine rooms.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate of competency to inspect elevators as required in Section 4105.02 of revised code; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Spends high percentage of time in auto, requiring travel; on call 24 hrs., 7 days per week; exposed to danger during elevator inspections; high voltage lines; dust; confined work area; loud noise; asbestos; exposed to chemical, steel, aluminum, power plants, warehouses, coal mines &/or antenna towers; exposed to high-risk areas of elevator (e.g., pit; cab top; shaft).

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Elevator Inspector Supervisor	24145	EX	01/10/1999	13

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises elevator inspectors statewide, develops & presents training & code material to inspectors in classroom & field setting, interprets codes & administrative policies & procedures from division chief, recommends changes/revisions in inspection policies & procedures, assists in preparation of division budget, reviews work assignments of elevator inspectors, assists elevator inspectors in inspection activities, acts as technical resource to elevator inspectors onsite & via telephone & acts as division chief during his/her absence.

Climbs in, around & upon elevator shafts, pits, cabs, tops & machine rooms in order to conduct inspections of operation, installation, construction & maintenance & repair of elevators & elevator equipment (e.g., motors, controllers, electrical equipment, safety equipment) in assigned area; performs emergency elevator inspections; operates testing equipment (e.g., ohm meters; probes; tachometers; door pressure gauges; levels; measuring tape; electrical testing equipment) to test elevators; operates motor vehicle to travel throughout state.

Prepares reports of findings; reviews paperwork of elevator inspectors; edits, revises & prepares standardized forms for submission & usage to elevator section; attends seminars.

MAJOR WORKER CHARACTERISTICS:

Knowledge of elevator safety guidelines & regulations; supervisory principles/techniques*; Ohio Base Building Code; Section 4105.0 of Ohio Revised Code; Section 4101.5 of Ohio Administrative Code; mine safety code; network electric code; employee training & development*; elevator investigative procedures & techniques; public relations; budgeting*. Skill in operation of motor vehicle; testing equipment (e.g., ohm meters; probes; tachometers; door pressure gauges; levels; measuring tape; electrical testing equipment) to test elevators. Ability to assist in preparing division budgets & special reports & oversee accurate records; interpret extensive variety of technical material in books, journals & manuals; handle sensitive inquiries from & contacts with officials & general public; understand system of mechanical procedures; climb in, around & upon elevator shafts, pits, cabs, tops & machine rooms.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate of competency to inspect elevators as required in Section 4105.02 of revised code; 24 mos. trg. or 24 mos. exp. in investigative procedures & techniques; 12 mos. trg. or 12 mos. exp. in public relations; valid driver's license.

-Or 6 mos. exp. as Elevator Inspector, 24141.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to danger during elevator inspections; requires travel; exposed to dust, confined areas; loud noise; high voltage lines; exposed to high-risk areas of elevator (e.g., pit; cab top; shaft).

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Elevator Inspector Division Chief	24147	EX	01/10/1999	13

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Administers statewide elevator inspection program, approves plans for elevator construction, supervises implementation of applicable portions of Ohio Revised Code & develops division wide budget, policies, programs & procedures.

Supervises staff involved in elevator inspection programs; appoints inspectors with approval of director; gives examination to certify inspectors for competency in elevator inspection.

Reviews, analyzes & interprets correspondence & data relating to elevator inspection; provides information regarding Ohio Revised Code; represents department in legal cases.

Supervises collection & maintenance of statistical data & other records & insures issuance of certificates of operation.

Interprets Ohio Revised Code relative to elevator inspection & applies code in enforcement situations; researches proposed changes in law for presentation to legislature.

MAJOR WORKER CHARACTERISTICS:

Knowledge of elevator safety guidelines & regulations; management*; supervisory principles/techniques; budgeting; elevator investigative procedures & techniques; public relations; employee training & development. Ability to prepare division budget, policies, programs & procedures; interpret elevator regulations to legislative & specialized audiences; handle sensitive inquiries from & contacts with officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate of competency to inspect elevators as required in Section 4105.02 of revised code; 36 mos. trg. or 36 mos. exp. in investigative procedures & techniques; 12 mos. trg. or 12 mos. exp. in public relations; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; 6 mos. trg. or 6 mos. exp. in employee training & development; 6 mos. trg. or 6 mos. exp. in budgeting; valid driver's license.

-Or 6 mos. exp. as Elevator Inspection Supervisor, 24145.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.