

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

ELEVATOR INSPECTOR

POSITION CODE: 13495  
Effective: 2/1/2007

DISTINGUISHING FEATURES OF WORK:

Under general direction of the Division of Elevator Safety manager, conducts statewide re-inspections of operations, installations, construction, maintenance and repair of elevators; inspects elevators to ensure compliance with the Elevator Safety and Regulation Act; investigates elevator related accidents and damages that exceed one thousand dollars, determines probable cause of accident and completes detailed report; examines plans, specifications and applications for permits of new installations; inspects mechanical and electrical elevator related structures; controls and observes safety tests on lifts and lifting apparatus; orders repairs and recommends upgrade of equipment to meet regulations. Travels throughout the state.

ILLUSTRATIVE EXAMPLE OF WORK:

1. Travels to site and conducts re-inspections of elevators outside the city of Chicago (e.g., passenger, freight, escalators, dumbwaiters, special service elevators, belt/platform man lifts, special handicapped lifts, moving walks, pit elevators, stage lifts and other lifting and lowering apparatus permanently installed between rails and guides) to enforce state laws regulating their construction, maintenance and operation and ensure inspectors have performed their jobs properly. Reports problems encountered to the Division of Elevator Safety.
2. On a state-wide basis, investigates elevator related accidents and damages that exceed one thousand dollars; interviews employees, witnesses and victims to obtain information; determines probable cause of accident, prepares a detailed report; maintains files of records and information related to elevator inspections; testifies at case related hearings; notifies contractors via email and letter of major problems.
3. Conducts inspections by climbing in, around and upon elevator shafts, pits and cabs; operates testing equipment (e.g., ohm meters, probes, door pressure gauges and electrical testing equipment); inspects mechanical and electrical structures; ensures compliance with the Elevator Safety and Regulation Act.
4. Examines plans, specifications and applications for permits of new installations; confers with contractors, building owners and maintenance personnel concerning interpretation and enforcement of state elevator codes, standards and laws; and attends a required annual training conference for civilian inspectors.
5. Observes safety tests on lifts and lifting apparatus; orders repairs and recommends upgrade of equipment to meet regulations.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

ELEVATOR INSPECTOR (continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental ability equivalent to the completion of four years of college, with a degree in Electronic, Electrical, Mechanical or related engineering field and five years of professional experience working with elevators.

Requires certification as a Qualified Elevator Inspector (ASME QEI-1) from an organization accredited by the American Society of Mechanical Engineers.

Knowledges, Skills and Abilities

Requires extensive thorough knowledge of modern methods and techniques as applied to the design, installation, repair, operation, and maintenance of elevators.

Requires thorough extensive knowledge of the skills and techniques involved in the inspection of elevators.

Requires thorough knowledge of the state elevator safety laws, rules, codes, and standards.

Requires thorough knowledge of standard practices, processes, tools, equipment and materials related to the construction, installation, maintenance, repair and operation of elevators.

Requires thorough knowledge of elevator inspection techniques and practices.

Requires thorough knowledge of occupational hazards and safety precautions applicable to the work.

Requires ability to maintain favorable public relations.

Requires ability to apply investigative techniques and procedures.

Requires ability to interpret and apply the elevator safety codes, laws, rules, and standards relative to work; and explain same to others.

Requires ability to read and interpret elevator plans and specifications.

Requires ability to communicate effectively.

Requires ability to plan and carry out assignments.

Requires ability to observe critically, obtain accurate data, prepare and present technical reports.

Requires ability to maintain cooperation with agency officials.

Requires ability to analyze and evaluate technical aspects of elevator operations.

Requires possession of an appropriate valid driver's license.

Requires physical ability to operate and maintain equipment, tools and materials utilized in the maintenance, repair and inspection of elevators.

Requires ability to climb stairs, elevator shafts, pits and cabs; lift, carry and transport loads of at least twenty pounds.