



# Career Service Authority

## Elevator Inspector

Page 1 of 4

### GENERAL STATEMENT OF CLASS DUTIES

Inspects installation and operations of elevators, escalators, and related lifting equipment to ensure compliance of related codes within the Denver Building Code and Amendments related to Safety Codes for Elevators and Escalators and the International Building Code.

### DISTINGUISHING CHARACTERISTICS

This class is distinguished from other trades inspector classes (Public Safety Inspector, Plumbing Inspector, Electrical Inspector, Construction Inspector, and Mechanical Inspector) that inspect other specific, licensed/certificate trades areas. The Elevator Inspector is distinguished from the Chief Trades Inspector class that performs supervisory work over trades inspectors engaged in the enforcement and compliance of related codes within Denver Building Code, Amendments, and other codes related to the specific trades area.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

Performs lead work.

**ESSENTIAL DUTIES**

Performs complex on-site inspections and issues certificates of compliance and inspection of new and existing elevators, escalators, and other lifting equipment in residential, commercial, and industrial structures to ensure and enforce compliance with the Denver Building Code and Amendments related to Safety Codes for Elevators and Escalators and the International Building Code.

Determines compliance or non-compliance with code requirements and recommends appropriate corrections, enforcement, and/or compliance action to remedy the compliance issue(s).

Investigates complaints of code violations, recommends appropriate corrective and/or enforcement action which may include issuing "stop work" orders, summons, and/or canceling permits; and reinvestigates to

Interprets and explains rules, regulations, ordinance, and standards to property owners, contractors, and the public.

Prepare written reports and maintains records of inspections performed.

Complies with standard safety rules and procedures common to the trade.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
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**MINIMUM QUALIFICATIONS**

***Competencies, Knowledges & Skills:***

**Integrity/Honesty** - Displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and chooses an ethical course of action.

**Conscientiousness** - Displays a high level of effort and commitment towards performing work and demonstrates responsible behavior.

**Interpersonal Skills** - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

**Reading** - Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

**Listening** - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

**Writing** - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

**Flexibility** - Adapts quickly to changes.

**Speaking** - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations and uses appropriate body language.

**Memory** - Recalls information that has been presented previously.

**Reasoning** - Discovers or selects rules, principles, or relationships between facts and other information.

**Self-Management** - Sets well-defined and realistic personal goals, monitors progress and is motivated to achieve, manages own time, and deals with stress effectively.

**Decision Making** - Specifies goals and objectives to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the alternative in order to make a determination, draw conclusions, or solve a problem.

**Teamwork** - Encourages and facilitates cooperation, pride, trust, and group identify, fosters commitment and team spirit, and works with others to achieve goals.

**Decision Making** - Specific goals and obstacles to achieving those goals, generates alternatives, considers risk, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

**Diversity** - Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

**Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.

Skill in conducting investigations to ensure compliance with applicable rules, regulations, standards, and codes.

Knowledge of conflict resolution techniques sufficient to be able to arbitrate and/or resolve conflicts as they arise.

Knowledge of the principles and practices of inspection work sufficient to be able to monitor and enforce compliance. Refers to specialized knowledge that is acquired through formal training or extensive on-the-job experience.

### ***Physical Demands:***

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Stooping: bending the body by bending spine at the waist.

Balancing: maintaining body equilibrium to prevent falling over.

Handling: seizing, holding, grasping, or otherwise working the hand(s).

Climbing: ascending or descending objects usually with hands/feet.

Lifting: raising or lowering an object from one level to another.

Eye/Hand/Foot Coordination: performing work through using two or more.

Reaching: extending the hand(s) and arm(s) in any direction.

Crouching: bending body downward and forward by bending legs.  
Carrying: transporting an object, usually by hand, arm, or shoulder.  
Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sounds by the ear.  
Far Acuity: ability to see clearly at 20 ft or more.  
Near Acuity: ability to see clearly at 20 inches or less.  
Depth Perception: ability to judge distance and space relationships.  
Accommodation: ability to adjust vision to bring objects into focus.  
Field of Vision: ability to see peripherally.  
Color Vision: ability to distinguish and identify different colors.

***Working Environment:***

Temperature Changes: variations in temperature from hot to cold.  
Wet: frequent contact with water or other liquid.  
Noise: sufficient to cause distraction or possible hearing loss.  
Atmospheric Conditions: conditions that affect the skin or respiratory system.  
Exposed to hazards from electro/mechanical/power equipment.

***Education Requirement:***

Graduation from high school or possession of a GED certificate.

***Experience Requirement:***

Requires experience necessary to obtain an Elevator Supervisor Certificate issued by the City and County of Denver.

***Licensure and/or Certification:***

Possession of a valid Elevator Supervisor Certificate issued by the City and County of Denver by the end of the probationary period.

By position, requires other designated certifications by the end of the probationary period.

Possession of a valid driver's license at the time of application.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** 09/16/1995

***REVISED DATE:*** 03/01/2005

***REVISED BY:*** Patricia Anderson

***CLASS HISTORY*** This class was revised and updated.