



Code: 2137
Family: Construction, Maintenance, and Skilled Labor
Service: Health and Welfare
Group: Inspectional
Series: Building Inspection

CLASS TITLE: ELEVATOR INSPECTOR

CHARACTERISTICS OF THE CLASS

Under supervision, reviews building plans/elevator specifications and inspects moving conveyance systems to ensure installations and modifications are in compliance with elevator provisions and safety requirements of the municipal building code, and performs related duties as required

ESSENTIAL DUTIES

- Reviews plans and construction specifications for elevators, escalators, and other moving conveyance systems submitted with building permit applications for compliance with the municipal building code
- Identifies materials and installation methods that are not in compliance with the municipal building code, explains code requirements, and recommends changes to bring plans into compliance
- Conducts field inspections to ensure that the installation and repair of elevators adhere to approved permit plans and construction specifications
- Ensures that proper materials and equipment are being used for elevator installation and that the elevator unit is connected and operating properly
- Conducts semi-annual elevator inspections and observes the conduct of safety checks prior to the issuance of a certificate of inspection
- Inspects mechanical devices (e.g., amusement rides, lifts) to ensure proper operation and safety
- Prepares reports documenting inspection findings
- Interprets and explains elevator provisions of the building code and code violations to engineers, architects, and contractors
- Issues citations for elevator code violations found during inspections
- Conducts follow-up inspections to ensure that repairs have been made and that code violations have been corrected
- Testifies at administrative hearings regarding elevator violations identified during inspections and corresponding citations issued
- Prepares work reports on inspection activities
- Inspects job sites for proper building permits and certificates of inspection

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Successful completion of a US Department of Labor registered elevator construction mechanic apprenticeship training program and journeyman status; or an equivalent combination of education, training, and experience.

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Work performed in cramped or confined locations
- Work performed above or below ground level
- Exposure to hazardous conditions (e.g., construction sites)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves)
- Safety devices or equipment (e.g., cones, barricades, metal plates, scaffolding, ropes)
- Testing and monitoring equipment
- Precision measuring tools (e.g., micrometer, tachometer)
- Two-way radio

PHYSICAL REQUIREMENTS

- Ability to walk and stand for extended or continuous periods of time
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to climb staircases, ladders, and/or step stools
- Ability to tolerate heights while working
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to access difficult to enter spaces (e.g., cramped quarters)

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- *principles, theory, methods, and procedures applicable to elevator mechanics and construction
- *equipment and components used to operate elevators and other moving conveyance systems
- *elevator safety and code standards established by the American Society of Mechanical Engineers (Code A17.1)

Some knowledge of:

- applicable mechanical and electronic systems

- *repair, maintenance, and preventative maintenance methods, practices, and procedures applicable to elevator, escalator, and moving conveyances
- use of safety equipment and protective gear
- applicable test instruments

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *OPERATION AND CONTROL - Control operations of equipment or systems
- *OPERATION MONITORING - Watch gauges, dials, or other indicators to make sure a machine is working properly
- *QUALITY CONTROL ANALYSIS - Conduct tests and inspections of products, services, or processes to evaluate quality or performance

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

- **ANALYTICAL THINKING** - Analyze information and using logic to address work or job issues and problems
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
(Valtera Corporation)

Date: June, 2010