

INSPECTOR (ELEVATOR)

General Statement of Duties and Responsibilities

This class of positions encompasses technical work in the inspection of the construction, alteration, capacity and safety of equipment and devices, including passenger, freight and sidewalk elevators, escalators, dumbwaiters, wheelchair lifts, conveyers, personal hoists, and amusement devices for conformance to codes, rules, laws, plans or specifications. There are three assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work.

Assignment Level I

Under general supervision, performs technical work in the inspection of equipment and devices, including passenger, freight and sidewalk elevators, escalators, dumbwaiters, wheelchair lifts, conveyers, personal hoists, and amusement devices for conformance to codes, rules, laws, plans or specifications.

Examples of Typical Tasks

Within an assigned district, periodically inspects the condition and functioning of all parts of elevators, including shafts, ropes, cables, rails, beams, switches, doors, gears, motors, controllers, pumps, governors, safeties, automatic stops and other appurtenances.

Witnesses mandatory tests of safety devices and safety tests on high speed elevators.

Inspects the installation and alteration of elevators, escalators and amusement devices to determine if the work is performed in a workmanlike manner and in compliance with approved plans and specifications, and witnesses final testing of new equipment.

Studies architectural and engineering drawings related to the design, function, capacity, and safety of elevators, escalators, dumbwaiters, and amusement devices to obtain details for inspections.

INSPECTOR (ELEVATOR) (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Issues notices of violation, or if condition of equipment is deemed dangerous, may order discontinuation of the elevator service.

Responds to, reports and investigates accidents, incidents and complaints for conformance to codes, rules, laws, plans or specifications.

Issues violations and stop work orders. When issuing violations, advises the recipient of the nature of the violating condition.

Verifies licenses of onsite workers.

Testifies as needed, including at Environmental Control Board (ECB), depositions, and court.

Maintains records and makes reports.

May train subordinates in their duties; may assign, supervise, review and evaluate work of subordinates.

Makes surveys of changes of occupancy where it pertains to safety features of the elevators.

May operate a motor vehicle in the performance of assigned duties.

May assist supervisor.

INSPECTOR (ELEVATOR) (continued)

Assignment Level II

When necessary, performs the duties described under Assignment Level I provided these do not represent the majority of job responsibility over an extended period of time. In addition, performs tasks such as the following:

Under direction, performs highly technical or supervisory work in the inspection of equipment and devices, including passenger, freight and sidewalk elevators, escalators, dumbwaiters, wheelchair lifts, conveyers, personal hoists, and amusement devices for conformance to codes, rules, laws, plans or specifications.

Examples of Typical Tasks

Makes joint or special field inspections.

May review applications for installation, major upgrades, alterations, modernizations, repairs, replacements, and testing of equipment and devices, including passenger, freight and sidewalk elevators, escalators, dumbwaiters, wheelchair lifts, conveyers, personal hoists, and amusement devices; or for licensure as an Elevator Agency Director or Elevator Inspector.

Witnesses safety tests on high speed elevators.

Investigates accidents and complaints of adverse inspection reports.

Examines plans for elevator installations or alterations for conformance to codes, rules, laws, plans or specifications and makes written reports of objections.

May review, coordinate, manage, and audit vendors performing related work.

May operate a motor vehicle in the performance of assigned duties.

INSPECTOR (ELEVATOR) (continued)

Assignment Level III

When necessary, performs the duties described under Assignment Levels I or II provided these do not represent the majority of job responsibility over an extended period of time. In addition, performs tasks such as the following:

Under general direction, performs highly technical or supervisory work in the inspection of equipment and devices, including passenger, freight and sidewalk elevators, escalators, dumbwaiters, wheelchair lifts, conveyers, personal hoists, and amusement devices for conformance to codes, rules, laws, plans or specifications, performs or oversees inspections of a highly complex nature, or in exceptionally unusual circumstances.

Examples of Typical Tasks

Plans, coordinates and directs a program of inspection.

Oversees inspection audits, criminal enforcement, interagency operations, and sweeps.

May assist in developing training curricula.

Within an assigned area, plans and directs the activities of the elevator section of the Department of Buildings.

Confers with architects, engineers and manufacturers of equipment on interpretation of ordinances and standards.

Prepares the budget estimate and periodic reports of activities of the elevator section.

Makes joint inspections with other inspectors or makes special field inspections when unusual conditions are encountered.

Represents the Department at meetings and conferences with representatives of public and private agencies.

May operate a motor vehicle in performance of assigned duties.

INSPECTOR (ELEVATOR) (continued)

Qualification Requirements

1. Five years of full-time satisfactory experience in the actual assembly, installation, repair or design of elevators; as a maintenance elevator machinist with elevator manufacturers of recognized standing; as a maintenance elevator mechanic working on various standard makes of elevators; or as an inspector of the construction, alteration, maintenance, or safety of elevators; or
2. Three years of experience as described in "1" above, and two years of formal training or education in an accredited college, technical school or trade school in courses in or directly related to installation, repair or design of elevators; or
3. Three years of experience as described in "1" above, and sixty (60) credits towards a degree in applied mechanics, mechanical engineering, mechanical engineering technology, electrical engineering, or electrical engineering technology from an accredited college or university; or
4. Completion of an apprentice program, a minimum of three years in length, in the maintenance elevator mechanic trade or elevator inspection and one of the following:
 - (a) Two years of experience as described in "1" above; or
 - (b) Two years of education as described in "2" above; or
 - (c) 60 credits as described in "3" above; or
5. A license as a professional engineer or registered architect issued pursuant to the New York State Education Law.
6. Education and/or experience which is equivalent to "1," "2," "3," or "4" above.

INSPECTOR (ELEVATOR) (continued)

Special Note

To be eligible for placement to Assignment Level II, individuals other than licensed professional engineers or registered architects must have, after meeting the minimum requirements, at least one additional year of experience as described in "1" above.

To be eligible for placement to Assignment Level III, individuals other than licensed professional engineers or registered architects must have, after meeting the requirements for Assignment Level II above, at least one year of experience as described in "1" above in a supervisory capacity.

License Requirements

1. A Motor Vehicle Driver License valid in the State of New York may be required for certain assignments. This license must be maintained for the duration of the assignment.
2. For certain assignments, candidates must qualify for appointment as Special Patrolman. This status must be maintained for the duration of the assignment.

Direct Lines of Promotion

From: None

To: Administrative Inspector (Buildings)
(M 10073)