

DIVISION OF INDUSTRY SERVICES ELEVATOR SAFETY INSPECTOR – OBJECTIVE

POSITION SUMMARY

Elevator inspectors are responsible for inspecting elevators in places of employment or public buildings per Stat. § SPS 318.12(2), Wis Adm Code. Elevator inspectors are assigned specific geographical districts and as such are the certified authority responsible for new installations, elevator inspections, re-inspections and enforcement. Elevator Inspector positions are highly technical and specialized position and are responsible for the safe installation and operation of conveyances within the State. They perform consultation, inspection, testing and certification are done to protect the health, safety and welfare of the public and employees using conveyances by ensuring compliance with the Wis Adm Codes Ch. SPS 318 Elevator Code, SPS 316 Electrical Code, SPS 382 Plumbing Code, The American National Standards Institute (ASME) A17.1 “National Standards Safety Code for Elevators and Escalators,” ASME A18.1 Safety Standard for Platform Lifts.

The position monitors and conducts required examinations of contract documents to establish conformance with Wis. Adm. Code and adopted National Standards. Plan review and petition for variance responsibilities include composition and generation of correspondence, data entry into the scheduling system and all follow-up discussion and clarification of review decisions and issues.

GOALS AND WORKER ACTIVITIES

40%

A. Administer and provide oversight and technical consultation of the Conveyance Program, Delegated Agent Program with authorized municipalities and third party agents.

- A1. Provide programmatic direction to staff, certified agents, municipal inspectors, designers, architects, engineers, contractors and owners on conveyance systems regulations to ensure consistent application of the program goals.
- A2. Develop and implement a program to provide training, mentoring and consultation to staff, certified agents, municipal inspectors, designers, architects, engineers, contractors and owners on conveyance systems codes and regulations.
- A3. Assist in the establishment and execution of a credible review program to monitor authorized and certified agent implementation of codes and standards for consistency and uniform enforcement.
- A4. Propose code interpretations; obtain and forward technical interpretations of other Division administrative codes as necessary.
- A5. Prepare concise reports on various types of conveyances
- A6. Perform technical reviews of code proposals related to various types of conveyances.
- A7. Receive and respond to technical inquiries in both written and verbal formats
- A8. Maintain a log of consultations and activities.

40%

B. Conduct inspections of and provide consultations for new, existing, repaired or altered conveyances. Respond to complaints and conduct accident investigations.

- B1. Identify and inspect various types of conveyances to verify compliance codes and National Standard requirements.
 - i) Examine contract documents for conformance.
 - ii) Receive and investigate complaints from employers, employees, frequenters, or Worker's Compensation Program.
 - iii) Investigate and determine the cause of accidents/failures. Assist other state and federal agencies when directed. Complete accident reports. Route reports to Section Chief and Worker's Compensation Program, as appropriate.
- B2. Inspect all systems components for corrosion or leakage and determine that systems are safe for the safe operations.
- B3. Resolve conflicts between local inspectors, owners, contractors, and/or designers.
- B4. Acquire and maintain proficiency with computer application and department procedures for correspondence and record maintenance.
- B5. Document code violations through interviews, photographs, and issue orders in accordance with Division Administrative Rule to correct violations.
- B6. In accordance with Division policy, seek prosecution through the corporate counsel, district attorney and Attorney General's office when orders have not been complied with.
- B7. Provide expert testimony for legal proceedings involving code related issues.
- B8. Review plans and specifications for Conveyance systems to determine conformance with Wisconsin Administrative Code and adopted National Standards.
- B9. Communicate with architects, engineers, and local building inspectors, other Division staff and owners regarding review decisions and issues.
- B10. Receive and respond to telephone and correspondence inquires.
- B11. Maintain a log of inspection and consultation activities

10%

C: Oversee the audit program; assist in the development of the process, train staff and monitor their performance to ensure compliance with department performance standards.

- C1. Coach, mentor and work with program employees in their specific work areas.
- C2. Monitor quality of work performed by assigned program employees.
- C3. Complete a monthly progress report for supervisor on the operational issues or concerns.

5%

D: Maintain the Electronic Data Interchange and (EDI) data base for the CORGRI System

- D1. Maintains the data base for all administrative rules and adopted standards administered by the program.
- D2. Communicate with co-workers and service agents on additions or improvements to ensure accuracy and detail of the database.
- D3. Provide recommendation for improvements to supervisor.

5%

E: State Equipment and required paperwork

- H1. Maintain State equipment in proper operating condition, State vehicle kept clean and orderly.
- H2. Complete all required reports by the 3rd day of the following month

Knowledge, Skills and Abilities

1. The ability to review and approve plans and applications for installation or remodeling of elevators and related lift equipment.
2. Knowledge of Wisconsin Administration codes that related to elevator safety such as SPS 318.09, SPS 318.09 (4) (c), s. SPS 318.33, SPS 361-66, and Ch. SPS 318.
3. Knowledge and experience as a certified elevator inspector and construction experience in the elevator industry.
4. Must have skill to serve as a technical expert and consultant in design, installation, maintenance, alteration and use of elevators and related life equipment.
5. The ability to inspect, test, and certify new and existing elevators, power dumbwaiters, escalators, moving walks, stage and orchestra lifts, material lifts and dumbwaiters with automatic transfer devices, special purpose personnel elevators and lifts for the physically disabled.
6. The ability to ensure compliance with Wis Adm Codes Ch. Stat. § SPS 318 Elevator Code, SPS 316 Electrical Code, Stat. § SPS 382 Plumbing Code, The American National Standards Institute (ASME) A17.1 "National Standards Safety Code for Elevators and Escalators," ASME A18.1 Safety Standard for Platform Lifts
7. Knowledge of International Building Code, National Fire Protection Association (NFPA) 13 Standard for the Installation of Sprinkler Systems, NFPA 70 National Electrical Code, NFPA 72 National Fire Alarm Code, Chs. SPS 361-64, 360-66 Building, Heating and Ventilating and Air Conditioning, ANSI/ICCA117.1 Accessibility Guidelines, and related Wisconsin statutes.
8. The ability to perform the work in an accurate, detailed and efficient manner and adhere to timelines.

9. Skill in participating in code and standards development.
10. The ability to develop and conduct training to a wide variety of audiences.
11. The ability to consult with owners, architects, elevator installers and manufactures, fire departments, certified elevator inspectors, other department personnel and other state agencies.
12. The ability to review contract documents, drawings, specifications and applications for installations and modifications of elevators and related equipment to determine status of compliance.
13. The ability to perform and/or direct others in the testing of elevators and related equipment.
14. Must have a valid Wisconsin Drivers License.
15. Must be able to represent DSPS in a professional and positive manner.
16. Must be able to bend, stoop, sit, walk, reach, and stand in order to conduct inspections.