

JOB DESCRIPTION

Benchmark Job #150

Ministry: Municipal Affairs
Branch: Electrical and Elevating Safety
Location: Langley

Working Title: **Elevator Inspector**
Level: Range 24
Classification: Inspector Elevator (Obsolete)

PRIMARY FUNCTION

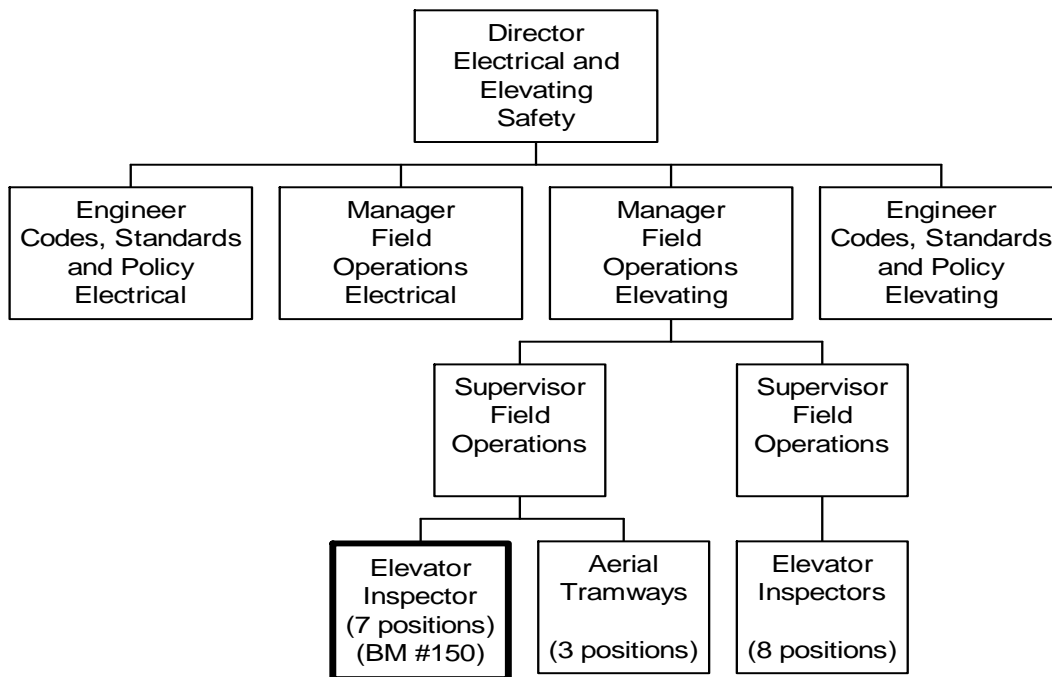
To inspect elevating devices and components to ensure compliance with codes, building requirements and safety standards; to investigate incidents or accidents, to determine and order repairs or corrective action to be taken by owners and to certify elevating devices after inspection.

JOB DUTIES AND TASKS

1. Performs inspections to ensure compliance with codes, building requirements and safety standards
 - a. inspects elevating devices and components such as elevators and amusement rides for compliance to codes
 - b. inspects electrical code requirements and compliance in machine rooms and hoistways
 - c. inspects emergency service systems such as smoke detection devices in elevators
 - d. inspects components added or replaced in elevating devices
 - e. issues written reports to owners/agents of elevating devices regarding compliance to standards, shutdowns and repairs needed and conducts follow-up inspections if necessary
 - f. reviews equipment innovations and new technology to determine how existing elevator safety standards apply
 - g. approves, orders remedial work or rejects elevating device installations
2. Performs elevator and component investigations and tests
 - a. investigates sites where elevating devices are inoperative, defective or where an accident has occurred
 - b. tests components, hoistways, safety switches and machine rooms on new elevating devices
 - c. ensures compliance to building codes relating to elevating devices; certifies elevating devices after blueprint/schematic review and physical inspection
 - d. performs tests and inspects hydraulic components; performs speed tests and load tests on all components for adherence to safety codes; reviews design specifications and drawings
3. Enforces statutes and rules
 - a. provides advice to elevator contractors, mechanics, fitters, engineers, architects, designers, building contractors, police, firefighters, lawyers, owners, other safety inspectors and related trades persons on the application of codes, standards and regulations including enforcing compliance if necessary
 - b. verifies engineers' blueprints against site installations; interprets codes, standards and procedures
 - c. conducts lectures at industry seminars and assists with developing safety educational programs
4. Performs other related duties
 - a. provides information to owners, operators and agents on permit, licensing, fee and engineering requirements
 - b. maintains and updates inspection files and records; arranges inspections and testing appointments
 - c. instructs contractors to test equipment
 - d. provides formal training to new elevator inspectors
 - e. operates vehicle to access inspection sites

ORGANIZATION CHART

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REASON FOR CLASSIFICATION

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Job Title: Elevator Inspector

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of the elevator mechanic trade to inspect elevating devices for compliance with standards and order repairs.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify inspection techniques and approaches in working with code requirements and needs of builders and operators to inspect the operation and safety standards of elevating devices and components to determine how standards apply to new and old equipment and technology.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use counselling skills to encourage building owners, managers and contractors to comply with elevator standards and codes.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to perform elevator inspections using precision electrical testing instruments and hand tools.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by trade standards, inspect the installation and operation of elevating devices and hydraulic components, approve operations or make orders to comply with standards and investigative accidents.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to use corporate credit card for gas and overnight travel and to receive reimbursement from petty cash for purchase of supplies.</p>	B	10
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to inspect the operation, repair and maintenance of elevating devices and components such as elevators and amusement rides.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to instruct contractors on testing new elevator equipment.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to inspect the operation, repair, and maintenance of elevating devices and ensure compliance with safety codes and standards.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently visually, by smell, and hearing inspect elevating devices and plans to verify that they can be safely operated.	C	12
11	PHYSICAL EFFORT Relatively heavy physical effort to regularly climb in awkward hoistway spaces while inspecting elevators.	D	18
12	SURROUNDINGS Exposure to frequently working in confined spaces.	D	9
13	HAZARDS Significant exposure to hazards from regular working with live high voltage electricity.	D	9

Total Points: 847.5

Level: Range 24