

## **Elevator Inspector 1**

### **Job Brief:**

Under immediate supervision, performs elevator inspection work of routine difficulty, and performs related work as required. This is the mid-level class in the Elevator Inspector sub-series. An employee in this class learns to inspect new and existing installations for compliance with state standards. This class differs from Elevator Inspector Assistant in that an incumbent of the latter functions at the entry-level. This class differs from Elevator Inspector 2 in that an incumbent of the latter functions at the working-level.

### **Job Duties:**

#### **Inspecting Equipment, Structures, or Material:**

Learns to inspect hoist way/raceway for the safety of equipment and personnel.

Learns to inspect exit and entrance of all raceways for safety.

Learns to inspect machine room for appropriate maintenance of equipment and machinery.

Learns to ensure safe, convenient access to manual disconnect switch, controller, and motor.

Learns to visually inspect cable for wear or decrease in circumference.

Learns to ensure safety tests are current by locating safe test tag.

Learns to inspect elevators, escalators, and other lifting-and-conveying devices including dumb-waiters, tramways, moving walks, and ski lifts.

Learns to assure the design, installation, and safe operation of lifting-and-conveying devices meet State and National laws and ordinances.

Learns to examine hoist way, interlock system, emergency bell and stop switch for proper functioning.

Learns to examine electrical and mechanical features of elevator installations (including elevator cars, beams, safety devices, control circuits, cables, guide rails, governors, switch boxes, counterweights, and buffers) for conformance to safety regulations.

Learns to use stopwatch or tachometer to time elevator speeds between floors.

Learns to determine allowable loads for elevators and other devices by adding weights to the car and ensuring that car position is maintained.

Learns to observe running of safety test of elevators to determine if motor brakes and safety devices under car work properly.

### Evaluating Information to Determine Compliance with Standards:

Learns to process information received or taken during an inspection and apply it to appropriate codes.

Learns to differentiate between existing devices and new devices as it pertains to corresponding codes.

Learns to issue citations to building owners for noncompliance with State and National code.

Learns to identify deviations from State and National code concerning electrical, fire, building, mechanical, gas, and plumbing systems through visual and mechanical inspections.

Learns to identify and documents infractions on a standard form or computerized field.

Learns to issue citations to building owners indicating the severity of the infractions.

Learns to recommend corrections for unsafe mechanical conditions of lifting-and-conveying devices based on results of inspection.

Learns to conduct investigations in event of accidents.

Learns to determine facts at time of accident, including number of persons on lifting or conveying device, recent maintenance of device and deviations from elevator, emergency and building code.

Learns to compare items on the standardized investigative form to investigation details of elevator operating condition and environment.

Learns to write descriptive reports via the computer describing the severity of the accident and the potential causes for noncompliance with State and National code.

Learns to provide information for legal depositions involving facts of accident as requested.

Learns to evaluate the alarm, sprinkler, electrical and emergency systems of elevators and other lifting-and-conveying devices.

Learns to trigger smoke detectors to determine if proper emergency systems (i.e., alarm, sprinkler) are activated.

Learns to disrupt power to elevator lights to ensure proper functioning of emergency lights.

Learns to visually inspect and measure distance between elevator power source and controller.

### Getting Information:

Learns to examine requests for new and existing inspections for elevators, escalators, moving walks, tramways, including lifting-and-conveying devices for use by the public.

Learns required computer skills to receive, analyze, input and extract data.

Learns to evaluate the codes books and terminology to apply to each individual device.

### Updating and Using Relevant Knowledge:

Learns through departmental procedures and training sessions that enable the employee to receive state license and QEI (Qualified Elevator Inspector) certification.

## Resolving Conflicts and Negotiating with Others:

Learns to handle complaints in a professional (maintaining composure, documenting accurately, being courteous) manner.

## Communicating with Persons Outside Organization:

Learns to communicate with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, by telephone or e-mail.

Learns to provide technical assistance to elevator owners and elevator industry professionals (i.e., engineers, architects and building operators) regarding lifting-and-conveying devices.

Learns to discuss State and National regulations with elevator owners and industry professionals.

Learns to explain requirements, discusses problems, and recommends solutions related to installation, maintenance, and repair of equipment.

## Documenting/Recording Information:

Learns to document and record inspection data.

## Establishing and Maintaining Interpersonal Relationships:

Learns to develop constructive and cooperative working relationships with others and maintain them over time.

## Interacting with Computers:

Learns to enter and retrieve data in the departmental systems.

## Communicating with Supervisors, Peers, or Subordinates:

Learns to provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail or in person.

## Requirements and Skills:

### Education and Experience:

Education equivalent to graduation from a standard high school or GED and experience equivalent to two years of full-time work constructing or repairing elevators, escalators, or inspection of passenger or freight elevators, escalators, and moving walks.

### Substitution of Education for Experience:

Full-time experience in the inspection/construction of passenger or freight elevators, escalators, and moving walks may substitute for the required education to a maximum of two years (e.g., experience equivalent to one year of full-time work in one or a combination of the listed fields may substitute for one year of the required education).

### Necessary Special Qualifications:

Successful completion of the Tennessee Elevator Inspector Licensing Exam within one year of hire date.

A valid motor vehicle operator's license may be required for employment in some positions.

### State of Tennessee Careers Portal Page:

If you want to search job openings for the entire State of Tennessee, [click here to visit the State of Tennessee Careers Portal](#).

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