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Class Specifications  
for the:

ELEVATOR INSPECTOR SERIES

**Series Definition:**

Positions in this series are responsible for performing or supervising inspections and investigations of accidents involving elevators and kindred equipment used in hoisting, lowering and transporting people and materials, to ensure compliance with pertinent safety codes, laws, rules and standards (e.g., Hawaii Elevator Safety Standards). The type of equipment inspected includes elevators, escalators, dumbwaiters, moving walks, hoists, lifts, and amusement rides. These positions are located in the Department of Labor and Industrial Relations. In order to conduct safety inspections of the equipment described above, a person must be a qualified elevator inspector, in accordance with requirements defined in State law and departmental rules.

**Level Distinctions:**

Level distinctions within the series are based primarily upon the following classification factors:

1. The complexity of work in terms of nature and difficulty of work assignments; scope and level of responsibility; and the impact of the work on others or on program operations.
2. The breadth of knowledge and abilities required to conduct and review inspection activities.
3. The nature and extent of supervisory controls exercised over the work performed which limits the scope of work, the independence with which it is performed, and the nature and finality of recommendations/decisions.
4. The nature and extent of supervision exercised over others.

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This is the first specification for the new class ELEVATOR INSPECTOR I, a change in title from Elevator Inspector (8.135) to ELEVATOR INSPECTOR II, and an amendment to the Elevator Inspector series which was approved on 9/26/74.

DATE APPROVED: 3/29/00

/s/ Diana H. Kaapu  
for MIKE McCARTNEY  
Director of Human Resources Development

ELEVATOR INSPECTOR I

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**Class Distinguishers:**

**Complexity:** Receives training in safety laws, codes, rules, regulations, policies and procedures pertinent to the equipment inspected; safety inspection and testing procedures; and accident investigation methods and techniques. Accompanies a higher level Inspector on inspections and receives training in the performance of a variety of activities relating to the inspection and accident investigation involving elevators and kindred equipment. As competence is gained, performs progressively responsible inspection activities.

**Personal Contacts:** Contacts are with the general public, building owners and managers, maintenance staff, and others to exchange information, respond to inquiries, and explain clearly defined practices and procedures, pertinent safety codes standards and requirements.

**Supervision Received:** Works under the close guidance of a higher—level elevator inspector and/or Supervising Elevator Inspector.

**Full Performance Knowledge and Abilities:** (Knowledge and abilities required for full performance in this class.)

**Knowledge of:** Terminology used in the elevator industry; various types of equipment, their uses and limitations; electrical, electronic, circuit construction, mechanical, and hydraulic principles as applied to the equipment inspected; applicable ASME/ANSI safety codes; applicable building, fire, electrical, and accessibility codes; principles and practices of safety inspection, testing, and accident investigation as related to the equipment inspected; personal safety practices; mathematics; and report writing.

**Ability to:** Under direct supervision, interpret, apply and explain pertinent safety laws, rules, policies, procedures, codes, standards, and other requirements pertinent to the equipment inspected; adhere to safety inspection, testing and accident investigation requirements pertinent to the equipment inspected; observe all personal safety

requirements; detect existing and potentially unsafe conditions and practices and recommend corrective action pertinent to the equipment inspected; read architectural and installation drawings and circuit diagrams pertinent to the equipment inspected; understand and follow instructions in conducting inspection and accident investigation activities; clearly and accurately record inspection and accident investigation findings; communicate and work effectively with the general public, building owners and managers, building/equipment designers, maintenance staff, vendors, etc.; prepare routine reports and correspondence; and perform basic mathematical calculations (addition, subtraction, multiplication, division, percentages, fractions, etc.) which includes applying formulas commonly used in the industry.

**Examples of Duties:** (Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)

1. Study various safety and equipment codes and standards, and program operating policies and procedures pertinent to the equipment inspected.
2. Learn to relate safety codes and various requirements to the machinery, construction methods, mechanical structures and electrical controls, operations, and the immediate work site, of the equipment inspected.
3. Observe and participate in periodic inspections and tests of existing installations of elevators, escalators, moving walks, hoists, amusement rides, etc. May consult with building owners and managers, designers, contractors and others on the means and methods of complying with safety laws, codes, rules and regulations. Learn to detect existing and potentially unsafe conditions and practices.
4. Learn to review plans (e.g., blueprints, drawings, layouts, etc.) for new installations or renovations for compliance with appropriate safety laws, codes, regulations, and other requirements.
5. Assist in conducting acceptance tests for new installations or newly renovated equipment.
6. Prepare reports of inspection results with recommendations for action such as issuance of permits and future regulatory action.
7. Assist in the investigation of accidents involving the equipment inspected.
8. Learn to utilize various tools and equipment such as a tachometer, rope diameter gauge, pressure gauge, light meter, etc.

9. Attend meetings, seminars and education programs as appropriate.
10. Climb masts, towers and other equipment several stories above the ground, on buildings being constructed.

ELEVATOR INSPECTOR II

8.135

**Class Distinguishers:**

Complexity: Independently conducts the full range of activities in the inspection and investigation of accidents involving elevators and kindred equipment to ensure compliance with applicable safety codes and regulations. Determines violations of pertinent safety laws, rules, regulations, codes and standards; determines whether plans and specifications from designers of installations and suppliers of equipment are in compliance with safety codes; orders building owners and managers to initiate corrective measures; submits citations and recommended penalties; halts operations of equipment determined to be in serious violation; and prepares reports of inspection results with recommended actions.

Personal Contacts: Deals directly with building owners and managers, maintenance staff, designers, contractors, vendors, and others on matters relating to the means and methods of complying with safety requirements pertinent to the equipment inspected, or to the plans for the safe installation and operation of the equipment.

Supervision Received: Works independently under the general supervision of a Supervising Elevator Inspector. Inspections are conducted in accordance with established rules, standards, procedures, manuals and safety codes; however, decisions which are not covered by available guidelines may be required in unusual/emergency situations.

Full Performance Knowledge and Abilities: (Knowledge and abilities required for full performance in this class.)

In addition to the knowledge and abilities required at the next lower level:

Knowledge of: Philosophy, goals, functions, policies and procedures relative to the department's elevator inspection program; and State laws, rules and standards (e.g., Hawaii Elevator Safety Standards) pertinent to the equipment inspected.

Ability to: Independently interpret, apply and explain pertinent safety laws, rules, policies, procedures, codes, standards, and other requirements; provide guidance and on-the-job training; and review the inspection activities performed by other Elevator Inspectors.

**Examples of Duties:** (Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)

1. Perform periodic inspections of existing installations of elevators and kindred equipment and amusement rides to ensure compliance with applicable safety codes and requirements. Review previous inspection history, obtain information from building owners, managers, maintenance companies, etc.; inspect the operations, machinery, construction methods, mechanical structures and electrical controls, and the immediate work site; detect existing and potentially unsafe conditions and practices, and practices bordering on carelessness or negligence; prepare reports of inspection results with recommendations for immediate action such as issuing permits, submitting citations and penalties for violations, ordering corrective action, and recommendations for future regulatory action. Halt operations of equipment found to be in serious violation of safety codes and requirements.
2. Prior to installation of equipment, renovation, and other modifications, review plans (e.g., blueprints, drawings, layouts, etc.) for compliance with pertinent safety laws, codes, rules and regulations, and other requirements. Consult with the designer, installer, building owner/manager, etc., on the means and methods of complying with safety codes and requirements for the safe installation and operation of the equipment inspected.
3. Conduct and/or witness acceptance tests for new installations or newly renovated equipment. Issue permits to operate equipment; or recommend corrective action and follow-up to ensure such measures are taken.
4. Educate and provide advisory services to users, designers, building owners and managers and others on the safe design, installation, and use of elevators and kindred equipment and amusement rides.
5. Investigate accidents involving injury, death or equipment damage to determine cause and operational safety of the equipment. Prepare reports with recommendations such as changes or improvement in the equipment, maintenance standards, public/user awareness, etc.

6. Keep abreast of any changes in technology, safety codes, and inspection techniques pertinent to the equipment inspected. Discuss with vendors and distributors, the adequacy of safety features, measures and procedures for new equipment. Attend industry seminars and educational programs.
7. Participate in community and public relations programs to promote safety awareness and disseminate information on accident prevention.
8. Provide instruction and guidance to Elevator Inspector trainees, as necessary.

SUPERVISING ELEVATOR INSPECTOR

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Class Distinguishers:

Complexity: Serves as supervisor over a group of Elevator Inspectors. Plans, organizes, directs, reviews and approves the recommendations of others engaged in inspection and accident investigation activities relating to elevators and kindred equipment. Actively participates in resolving difficult field problems regarding cases of a controversial nature.

Personal Contacts: Contacts are with the general public, building owners and managers, maintenance staff, designers, contractors, vendors and others. The purpose of the contacts are to resolve disputes of a controversial, precedent setting or unusual nature, as it relates to the means and methods of complying with safety requirements pertinent to the equipment inspected, or relates to the plans for the safe installation and operation of the equipment. Consults with representatives from ASME and/or ASME accredited organizations to obtain formal interpretations of codes as necessary.

Supervision Received: Works independently under the general supervision of the Supervising OSH Compliance Officer.

Supervisory Responsibility: Supervises a group of Elevator Inspectors.

Full Performance Knowledge and Abilities: (Knowledge and abilities required for full performance in this class.) In addition to the knowledge and abilities required of the next lower level:

Knowledge of: Principles and practices of supervision.

Ability to: Plan, schedule, assign, direct, review and evaluate the work of elevator inspectors; provide staff training and development; maintain and analyze inspection records; mediate disputes and/or serve as liaison to concerned parties; and provide advice on matters relating to safety codes and requirements.

Examples of Duties: (Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)

1. Schedule, assign, direct and evaluate the work of elevator inspectors
2. Assess the ongoing training and staff development needs of subordinates and provide appropriate training as required.
3. Review inspectors' reports for completeness and adequacy; approve recommendations for action.
4. Conduct field checks of inspections made by subordinate inspectors for compliance with operating guidelines and standards.
5. Resolve disputes between subordinate inspectors and building manager/owners or their representatives when controversial or unprecedented decisions are involved.
6. Assist in preparing or revising safety rules and standards.
7. Conduct training sessions to update staff on recent changes in technology, safety codes, inspection techniques and any other standards and/or requirements pertinent to the equipment inspected. Participate in community and public relations programs to increase awareness and disseminate information on safety and accident prevention.
8. Keep abreast of technological, electronic, materials or other changes in the elevator industry and maintain knowledge of current local administrative or operating procedures by attending workshops, reading current literature; consulting with code developing organizations and elevator industry specialists.
9. Maintain and monitor expenditure records, and participate in the preparation of budget estimates and expenditure plans for the program.

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10. Interview applicants for vacancies in the program and recommend selection; approve employee leave requests; counsel employees and take appropriate disciplinary action as necessary.
11. Conduct and participate in elevator inspections and accident investigations as necessary.