

# ELEVATOR CODE ENFORCEMENT OFFICER 1

## CLASS DESCRIPTION

### General Responsibilities:

This is skilled inspection work within the Fire Prevention Division of the Fire Department. Work involves technical field inspection work in the enforcement of safety laws and codes pertaining to elevators, escalators, and lifts. Work is normally performed with a high degree of independence in the field, under the general supervision of the Fire Marshal.

### Examples of Duties and Responsibilities:

Research the Safety Code for Elevators and Escalators, the Wisconsin Administrative Code of the Department of Commerce, and other relevant laws/ordinances for determining compliance.

Perform periodic inspections of elevators, escalators and lifts to ensure compliance with applicable codes.

Conduct on-site inspections of elevators and identify faulty or inadequate construction methods or code violations.

Witness safety, load, and speed tests on passenger and freight elevators when required.

Supervise drop tests of safety devices on all elevators as required by the State Elevator Code.

Draft and send to owners legally enforceable orders to correct conditions in cases of non-compliance.

Meet with contractors, business owners, design professionals and others to provide technical guidance.

Review plans for compliance with applicable codes and standards and approve permit applications for new elevators or modifications to existing elevators.

Enter data on computer inspection program and maintain accurate records of inspections, including detailed reports on complaints and rejections.

Prepare and testify in municipal court against owners of buildings for failure to correct violations of the code.

Prepare and testify at the Building and Fire Code Review, Licensing, and Appeals Board meetings for orders that are appealed.

## QUALIFICATIONS

### Knowledge, Skills and Abilities:

Knowledge of elevator/escalator construction practices and techniques, including methods and materials used in elevator/escalator construction. Knowledge of elevator/escalator safety, load, speed, and drop tests. Knowledge of the inspection methods for elevators and escalators, chair lifts, handicap lifts, moving walks, and dumbwaiters and ability to perform inspections to ensure code compliance. Skill in reading and recognizing violations of all applicable elevator/escalator codes. Skill in reading and interpreting working drawings, plans, blueprints and specifications. Skill in preparing analytical reports on compliance with standards and code. Ability to communicate effectively, both orally and in writing. Ability to develop and maintain effective working relationships. Ability to maintain detailed records. Ability to use tools and devices closely related to elevator/escalator inspection. Ability to transport job-related tools and equipment to the inspection site. Ability to climb ladders and to ride on the top of elevator cars. Ability to work independently. Ability to maintain adequate attendance.

### Training and Experience:

Four (4) years experience in the mechanical and/or electrical aspects in the elevator industry and is a person deemed to meet the A17.1 Code definition of "elevator personnel" and has documented training AND at least one year's experience performing inspections and performing or witnessing tests as specified in A17.1 Sections 8.10 or 8.11 and A18.1, or related equivalent experience.

### Necessary Special Qualifications:

Certification as an Elevator Inspector (QEI-1 Certification). Ability to obtain State of Wisconsin Licensed Elevator Inspector license within six (6) months of hire. Ability to meet the transportation needs of the position.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
Fire Department/Fire Prevention	16	19

Approved: \_\_\_\_\_  
Brad Wirtz  
Human Resources Director  
Date

## ELEVATOR CODE ENFORCEMENT OFFICER 2

### CLASS DESCRIPTION

#### General Responsibilities:

This is skilled inspection work within the Fire Prevention Division of the Fire Department. Work involves technical field inspection work and the enforcement of safety laws and codes pertaining to elevators, escalators, and lifts. In addition, the employee is responsible for staff and program leadership and coordination, including providing training and direction relative to the policies, procedures and techniques which should be used, identifying performance problems in the field and taking necessary corrective actions, and referring more serious performance problems to management for resolution. Under the general supervision of the Fire Marshal, the employee must exercise considerable judgment, discretion and expertise.

#### Examples of Duties and Responsibilities:

Coordinate Elevator Inspection activities with other fire department programs (e.g., Fire Investigation, Community Education, Fire Protection Engineering, and Operations and Training), as required.

Monitor inspection activities to assure conformance with established standards, provide situational expertise and consultation on the more complex inspection activities.

Provide general guidance to elevator staff in the performance of their duties. Assign work to Elevator Enforcement Code Officer 1s, establish inspection priorities, coordinate schedules and special projects.

Train new staff, assess training needs and provide ongoing staff training.

Provide leadership to Elevator Code Enforcement Officers. Identify and document performance problems with schedules, procedures and policies. Discuss with supervisor.

Coordinate the resolution of elevator code violations through the City Attorney's office.

Speak before various groups to explain codes, inspection, and enforcement policies and procedures.

Perform inspections, investigations, plan reviews, and all other work consistent with Elevator Inspector 1 activities.

## QUALIFICATIONS

### Knowledge, Skills and Abilities:

Thorough knowledge of elevator/escalator construction practices and techniques, including methods and materials used in elevator/escalator construction. Thorough knowledge of elevator/escalator safety, load, speed, and drop tests. Thorough knowledge of the inspection methods for elevators and escalators, chair lifts, handicap lifts, moving walks, and dumbwaiters and ability to perform inspections to ensure code compliance. Skill in reading and recognizing violations of all applicable elevator/escalator codes. Skill in reading and interpreting working drawings, plans, blueprints and specifications. Skill in preparing analytical reports on compliance with standards and code. Ability to provide leadership and training to elevator inspection personnel, to monitor inspection activities and assure conformance with established standards. Ability to effectively participate in the development of applicable policies and procedures. Ability to prioritize and oversee multiple projects. Ability to communicate effectively, both orally and in writing. Ability to develop and maintain effective working relationships. Ability to maintain detailed records. Ability to use tools and devices closely related to elevator/escalator inspection. Ability to transport job-related tools and equipment to the inspection site. Ability to climb ladders and to ride on the top of elevator cars. Ability to work independently and exercise initiative, discretion and judgment in resolving complex issues. Ability to maintain adequate attendance.

### Training and Experience:

Four (4) years experience in the mechanical and/or electrical aspects in the elevator industry and is a person deemed to meet the A17.1 Code definition of "elevator personnel" and has documented training and at least one year's experience performing inspections and performing or witnessing tests as specified in A17.1 Sections 8.10 or 8.11 and A18.1, or related equivalent experience, AND at least two (2) years experience in a leadership role managing people, or a department or business function.

### Necessary Special Qualifications:

Certification as an Elevator Inspector (QEI-1 Certification). Ability to obtain State of Wisconsin Licensed Elevator Inspector license within six (6) months of hire. Ability to meet the transportation needs of the position.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
Fire Department/Fire Prevention	16	20

Approved: \_\_\_\_\_  
Brad Wirtz  
Human Resources Director

Date

## Document Services

---

**From:** Lipski, Michael  
**Sent:** Thursday, October 16, 2008 1:31 PM  
**To:** Document Services  
**Subject:** Elevator class specs  
**Attachments:** Elevator COE1 class spec DRAFT.doc; Elevator COE2 class spec DRAFT.doc

These are draft class specs for 2 elevator code enforcement officer positions that are going to the Personnel Board. Can you please format them and return them to me by tomorrow so I can submit them with the paperwork that needs to go to the Board? Thanks.

Mike Lipski  
Compensation and Benefits Manager  
City of Madison