

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: October 17, 2008

TO: Personnel Board

FROM: Michael Lipski, Human Resources

SUBJECT: Elevator Code Enforcement Officer 1 and 2 Classifications

The Mayor's budget for 2009 includes the creation of an elevator inspection program within the Fire Department. This is a new program and the unique skills and qualifications required to perform inspections of elevators make it necessary to create new classifications. After discussions with the Fire Marshal, it has been determined that, in order to meet the needs of the department, two new classifications should be created, an Elevator Code Enforcement Officer 1 and an Elevator Code Enforcement Officer 2.

The Elevator Code Enforcement Officer 1 (see attached) will perform on-site inspections of elevators, escalators, and lifts to ensure compliance with applicable codes, supervise drop tests of safety devices, witness safety, load, and speed tests on passenger and freight elevators when required, maintain accurate records of inspections, and testify at hearings and related procedures, in addition to other tasks. This position requires certification as an Elevator Inspector (QEI-1 Certification).

The Elevator Code Enforcement Officer 2 (see attached), in addition to being able to perform the duties of the Elevator Code Enforcement Officer 1, will be responsible for coordinating elevator inspection activities with other Fire Department programs, assigning work to the Elevator Code Enforcement Officer and establishing inspection priorities, monitoring inspection activities to ensure conformance with established standards, providing leadership and training to the Elevator Code Enforcement Officer, identifying and documenting performance problems with schedules, procedures, and policies and discussing with supervisory personnel, providing situational expertise and consultation on more complex inspection activities, and providing ongoing training.

This work is specific to a degree that it is not covered by any existing classifications. Accordingly, I am requesting that a new classification be created called Elevator Code Enforcement Officer 1 within Compensation Group 16, Range 19. This pay range encompasses positions with a similar level of skill and responsibilities, including Electrical Inspector, Plumbing Inspector, Heating/Plumbing Inspector, Electrical/Heating Inspector, and Fire Code Enforcement Officer 3.

I am further requesting a new classification be created called Elevator Code Enforcement Officer 2, within Compensation Group 16, Range 20. This pay range is appropriate as the Elevator Code Enforcement Officer 2 has a higher degree of programmatic and leadership responsibility than the Elevator Code Enforcement Officer 1, and this range encompasses positions with a similar degree of responsibility, including the Fire Code Enforcement Officer 4. We have prepared the necessary Ordinance and Resolution to implement this recommendation.

cc: Ed Ruckreigel-Fire Marshal
Debra Amesqua-Fire Chief

Mike Dieters
Attachments

Editor's Note:

Compensation Group/Range	2008 Annual Minimum (Step 1)	2008 Annual Maximum (Step 5)	2008 Annual Maximum +12% longevity
16/19	\$52,001	\$60,671	\$67,964
16/20	\$53,909	\$63,159	\$70,746