



Code: 2138
Family: Construction, Maintenance, and Skilled Labor
Service: Health and Welfare
Group: Inspectional
Series: Building Inspection

CLASS TITLE: ASSISTANT CHIEF ELEVATOR INSPECTOR

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises Elevator Inspectors engaged in reviewing building plans/elevator specifications and inspecting moving conveyance systems to ensure installations and modifications are in compliance with elevator provisions and safety requirements of the municipal building code, and performs related duties as required

ESSENTIAL DUTIES

- Assigns building plan reviews and inspections of elevators, escalators, and other moving conveyance systems to ensure compliance with applicable provisions of the municipal building code
- Checks building plan reviews and inspection reports prepared by staff to ensure the completeness and accuracy of findings and the appropriateness of citations issued
- Assists staff with complex or atypical plan reviews and code interpretations
- Makes field visits to ensure the quality, completeness, and timeliness of elevator inspections
- Assists in performing complex elevator inspections
- Prepares reports documenting inspection findings and code violations noted
- Interprets and explains elevator provisions of the municipal building code to staff, engineers, architects, and contractors
- Advises contractors and building owners on measures for correcting code violations
- Oversees staff responsible for performing semi-annual elevator and complaint inspections prior to the issuance of a certificate of inspection
- Reviews and processes permit applications for mechanical amusement riding devices
- Assists in developing and implementing work methods and standards for inspecting elevator installations and repairs
- Trains staff in inspection and plan review procedures and evaluates their performance
- Testifies at administrative hearings as an expert on elevator provisions of the municipal building code
- Prepares staff productivity reports
- Responds to inquiries regarding complaint inspections and building plan reviews

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Successful completion of a US Department of Labor registered elevator construction mechanic apprenticeship training program and journeyman status, plus two years of journey-level work experience in the installation, repair, maintenance, or inspection of elevators; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Work performed above or below ground level
- Work performed in cramped or confined locations
- Exposure to hazardous conditions (e.g., construction sites)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves)
- Safety devices or equipment (e.g., cones, barricades, metal plates, scaffolding, ropes)
- Testing and monitoring equipment
- Precision measuring tools (e.g., micrometer, tachometer)
- Two-way radio
- Cameras and related photography equipment

PHYSICAL REQUIREMENTS

- Ability to walk and stand for extended or continuous periods of time
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to climb staircases, ladders, and/or step stools
- Ability to tolerate heights while working
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to access difficult to enter spaces (e.g., cramped quarters)

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *principles, theory, methods, and procedures applicable to elevator mechanics and construction
- *equipment and components used to operate elevators and other moving conveyance systems
- *elevator safety and code standards established by the American Society of Mechanical Engineers (Code A17.1)

Moderate knowledge of:

- applicable mechanical and electronic systems

- *repair, maintenance, and preventative maintenance methods, practices, and procedures applicable to elevator, escalator, and moving conveyances
- use of safety equipment and protective gear
- applicable test instruments

Some knowledge of:

- supervisory methods, practices, and procedures
- *manufacturers' manuals for servicing equipment

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Elevator Inspector class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- INSTRUCTING - Teach others how to do something
- JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- *OPERATION AND CONTROL - Control operations of equipment or systems
- *OPERATION MONITORING - Watch gauges, dials, or other indicators to make sure a machine is working properly
- *QUALITY CONTROL ANALYSIS - Conduct tests and inspections of products, services, or processes to evaluate quality or performance

Other skills as required for successful performance in the Elevator Inspector class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Elevator Inspector class

Other Work Requirements

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Elevator Inspector class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
(Valtera Corporation)

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