

## ELEVATOR INSPECTION PROGRAM DIRECTOR

The Northwest Colorado Council of Governments (NWCCOG) seeks a motivated and qualified individual to serve as the Elevator Inspection Program Director. Founded in 1993, the EIP is the Authority Having Jurisdiction (AHJ) for the region through MOU with the State Division of Oil and Public Safety, Conveyance Section. The EIP covers 1,800 units across 39 jurisdictions in Northwest Colorado.

The EIP Director is responsible for overall efficient and effective management of the program to insure the safety of conveyances across the region through compliance with and enforcement of conveyance regulations within NWCCOG's territory of authority. The successful candidate will be QEI certified and have a proven track record of effective management and communication skills, as well as the ability to build positive working relationships with building officials, elevator companies and contractors, property managers, and building owners, as well as with the State Regulators while leading a 5-person department.

NWCCOG is a voluntary association of county and municipal governments that believes in the benefits of working together on a regional basis. The region is characterized by its rural character and tourism-oriented economy. NWCCOG was formed in 1973 and currently operates 12 regional programs.

For more information on NWCCOG and the full EIP Director job description go to [www.nwccog.org](http://www.nwccog.org)

To apply for the EIP Director position, submit a cover letter and resume with two references with contact information by November 27, 2017 to:

Jon Stavney, Executive Director  
Northwest Colorado Council of Governments  
PO Box 2308  
Silverthorne, CO 80498  
[jstavney@nwccog.org](mailto:jstavney@nwccog.org)

Open until filled.

The Northwest Colorado Council of Governments is an Equal Opportunity Provider and Employer. The 2017 NWCCOG Employee Handbook is posted on line.

NORTHWEST COLORADO COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION

**ELEVATOR INSPECTION PROGRAM DIRECTOR**

**Program:**

NWCCOG Elevator Inspection Program (EIP)

**Summary:**

The Elevator Inspection Program (EIP) Director is responsible for the management of the Northwest Colorado Council of Government's (NWCCOG) Elevator Inspection Program (EIP), which covers 1800 units across 39 jurisdictions in Northwest Colorado. The EIP Director is responsible for the safe and effective work of all inspectors employed by the program when enforcing compliance and issuing certificates of compliance with building codes governing the installation and operation of elevators, escalators, and related lifting equipment.

**Reporting Relationship:**

Reports to the NWCCOG Executive Director

**Reporting Location:**

249 Warren Avenue, Silverthorne, CO 80498

**Salary Range**

\$66,000 - \$94,000 plus benefits (as outlined in NWCCOG 2017 Employee Handbook), Offer will be based on qualifications and experience (housing not included)

**Duties and Responsibilities:**

**Internal Responsibilities**

1. Supervise and provide leadership to all EIP employees, schedule and delegate daily workload, and monitor progress of the EIP, employee and team management
2. Oversee and manage the daily, monthly and annual workflow to meet internal benchmarks and external standards of response and professionalism
3. Cross-train, and see to cross-training of all scopes of work
4. Train, and manage ongoing training & professional development processes for all EIP employees
5. Develop written protocols, policies and procedures for the department, update those procedures to insure a consistently high-level of professionalism across the program
6. Hold regular meetings with EIP employees, provide regular feedback to employees including annual performance review
7. Understand, and seek to improve all internal systems & processes including data management, scheduling, notification and enforcement, including leading the program towards a more "automated" and paperless systems
8. Write and maintain written reports and records of work performed
9. Develop and maintain an annual operating budget for the EIP, manage to budget
10. Prepare updates for the NWCCOG Council as requested.
11. Support inspectors in their work, and be the "final authority" on decisions, including documenting for the record, and communicating such decisions to the team,
12. Coordinate and maintain a strong relationship with the State Office of Public Safety (OPS) to ensure NWCCOG remains in compliance with the Memorandum of Agreement (MOA) designating NWCCOG as the Authority Having Jurisdiction (AHJ).

13. Know and understand Colorado Conveyance Regulations and guidance, as well as ASME 17.1 and other code relevant to conveyances
14. Maintain good standing with NWCCOG policies and procedures as outlined in the NWCCOG Employee Handbook
15. Review building construction plans, issue construction permits and provide technical advice to building officials and contractors.
16. Participate in NWCCOG staff meetings and communicate regularly with the NWCCOG Executive Director

### **Field Responsibilities**

17. Be able and willing to travel on a weekly basis across the region through all-seasons, including occasional overnight travel (a few days a month). NWCCOG Vehicle supplied for business travel purposes
18. Perform on-site inspections and observe the testing of new and existing elevators, escalators, and related simple and complex lifting equipment for compliance with the respective jurisdiction's building code.
19. Issue certificates of inspection and/or recommend appropriate enforcement action.
20. Investigate and initiate action on complaints regarding elevators and related equipment.
21. Investigate accidents to determine causes and prevent recurrences.

### **External Responsibilities**

22. Be able to explain laws, ordinances, code provisions as well as state regulations and NWCCOG modifications of those regulations via written policies and procedures to contractors, property owners, and the general public both individually, and in group settings.
23. Communicate effectively with building officials, elevator mechanics, building owners, and property managers as appropriate both individually and in group settings
24. Periodically organize regional meetings for #21 and #22 above
25. Periodically convene, coordinate and communicate with the Regional Advisory committee, composed of the building officials from the participating jurisdictions.
26. See to Local Adoption of Elevator Regulations by each member jurisdictions and keep records of such adoption
27. Participate in NWCCOG Council meetings as appropriate.
28. Administrative duties as required to successfully manage the EIP.

### **Qualifications:**

Minimum qualifications include:

- a high school diploma or equivalent,
- proven management and communication skills
- experience in the elevator or related mechanical trades,
- three-years minimum as a qualified inspector of elevator systems and related lifting devices.
- Current QEI (Qualified Elevator Inspector) certification
- a valid Colorado driver's license and insurable Motor Vehicle Record
- Physical ability to communicate verbally to hear adequately, to use a standard and mobile telephone system, read and comprehend printed materials and prepare written documents.

- Proficient skills to work in MS Word, G-Mail, Excel, and databases required
- Ability to perform physical functions required to inspect elevators and related lifting devices in the field
- Must successfully pass a background check as a condition of employment.

**Criteria for Evaluation:**

The EIP Director will be evaluated on progress toward meeting the above listed Duties and Responsibilities as well as technical competence in elevator safety and operation, accuracy of work and reporting, time management, completion of goals, communication and customer service skills, and growth in capabilities, skills, and technical ability to effectively complete duties and responsibilities. The EIP Director will be evaluated by the NWCCOG Executive Director annually or more often if needed.

***The successful candidate will have considerable knowledge of:***

- design, installation, operation and maintenance of elevators and related lifting devices;
- standard safety and testing methods for elevators and related equipment and skill in use of such devices and methods; and
- code, standards and regulations governing elevator systems and related requirement for design and installation.

***The successful candidate will have the ability to:***

- lead a team
- organize and maintain a program to a high level of professionalism
- read plans and specifications for new and existing elevators and related devices;
- detect safety hazards and recommend corrective measures;
- enforce regulations and establish and maintain effective working relationships with elevator companies and contractors, building officials, property managers, and building owners;
- manage all aspects of the program including staffing and budgeting; and
- communicate effectively and proactively with staff, contractors, OPS representatives, building officials, and building owners.

*NWCCOG is an equal opportunity employer.*