

The Northwest Colorado Council of Governments (NWCCOG) is seeking a qualified elevator inspector. Current QEI certification is preferred. NWCCOG may be willing to train the right candidate with a background in electrical or mechanical work and a willingness to obtain the appropriate inspector certification (QEI) within one year of hire.

NWCCOG's Elevator Inspection Program (EIP) covers 1,800 units across 38 jurisdictions in Northwest Colorado. 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 Elevator Inspector job description go to [www.nwccog.org](http://www.nwccog.org)

To apply, submit a cover letter and resume to:

Northwest Colorado Council of Governments  
Elevator Inspection Program  
Attn: Cora Winters  
PO Box 2308  
Silverthorne, CO 80498  
cwinters@nwccog.org

Open until filled.

The Northwest Colorado Council of Governments is an Equal Opportunity Provider and Employer.

NORTHWEST COLORADO COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION

**ELEVATOR INSPECTOR**

**Program:**

Elevator Inspection Program

**Summary:**

Under the direction of the Program Director, the Elevator Inspector performs routine and complex observational and inspection work, enforcing compliance and issuing certificates of compliance with the respective jurisdiction's building codes; which govern the installation and operation of elevators, escalators, and related lifting equipment.

**Reporting Relationship:**

Reports to Director of the Elevator Inspection Program (EIP)

**Reporting Location:**

249 Warren Avenue, Silverthorne, CO

**Duties and Responsibilities:**

1. Perform the inspection, 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.
2. Issue certificates of inspection and/or recommend appropriate enforcement action.
3. Investigate and act upon complaints regarding elevators and related lifting equipment.
4. Investigate accidents to determine causes and prevent recurrences.
5. Explain laws, ordinances and code provisions to contractors, property owners, and the general public.
6. Recommend improved inspection methods and amendments to existing safety standards and code regulations.
7. Prepare written reports and maintain records of work performed.
8. Review building construction plans and provide technical advice to building officials and contractors.

**Criteria For Evaluation:**

Elevator Inspectors will be evaluated by the Director of the EIP on technical competence in elevator safety and operation, accuracy of work and reporting, time management, completion of goals, and growth in capabilities, skills and technical ability to effectively complete duties and responsibilities. Inspectors will be evaluated by the EIP Director annually or more often if needed.

**Qualifications:**

Current QEI certification preferred.

OR

NWCCOG is willing to train the right candidate with a high school diploma or GED AND

- experience in the installation and service of elevator systems, OR
- a background in electrical or mechanical work, OR
- two years or more of college courses in an engineering field,

AND a willingness to obtain the appropriate inspector certification (QEI) within one year of hire.

The successful candidate will have the ability to:

- detect safety hazards and recommend corrective measures;
- enforce regulations, while establishing and maintaining effective working relationships with elevator mechanics, contractors, local building officials, property managers, and the general public; and
- operate a personal computer and be familiar with e-mail and other basic office software.

Physical ability to communicate verbally, to hear adequately, to use a standard telephone system, read and comprehend printed materials and prepare written documents. Ability to perform physical functions required to inspect elevators and related lifting devices.

All applicants must have and maintain a current and valid Colorado driver's license and driving record suitable for insurability by NWCCOG's insurance provider.

Applicant must successfully pass a background check as a condition of employment.

This is an hourly, non-exempt full-time position with full benefits. Salary will be commensurate with qualifications and experience.

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