

NORTHWEST COLORADO COUNCIL OF GOVERNMENTS
POSITION DESCRIPTION

ELEVATOR INSPECTOR

Program:

Elevator Inspection Program

Salary:

\$58,000 to \$62,000 per year. DOQ

Summary:

Under the direction of the Program Director, the elevator inspector performs routine conveyance inspections, enforcing compliance with locally adopted codes, polices and state regulations.

Reporting Relationship:

Reports to Director of the Elevator Inspection Program (EIP)

Reporting Location:

249 Warren Avenue, Silverthorne, CO

Duties and Responsibilities:

1. Perform routine annual inspections and observe the testing of new and existing elevators, escalators, and platform lifts.
2. Investigate and act upon complaints regarding possible unsafe conveyances.
3. Investigate accidents to determine causes and prevent recurrences.
4. Explain laws, ordinances and code provisions to contractors, property owners, and the general public.
5. Work with, and maintain good relationship with conveyance contractors and owners.
6. Recommend improved inspection methods and amendments to existing safety standards and policies.
7. Prepare written reports and maintain records of work performed.

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,

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, OR
- a background in building inspection.

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, fire officials, 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, read and comprehend printed materials and prepare written documents. Ability to perform physical functions required for the position.

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.

NWCCOG is an equal opportunity employer.

Deadline for application is February 20, 2018.

To apply, mail or email a cover letter and resume to:

Northwest Colorado Council of Governments
Elevator Inspection Program
Attn: David Harris
PO Box 2308
Silverthorne, CO 80498
elevator@nwccog.org