

Career Opportunity
Department of Labor and Industrial Relations
State of Hawaii Executive Branch

VACANCY ANNOUNCEMENT

ELEVATOR INSPECTOR I
SR-19 - Oahu

Salary: \$3,422 monthly + \$1,208 monthly Shortage Differential

Opening Date: July 18, 2014

Closing Date: Continuous

An equal opportunity employer

RECRUITMENT INFORMATION

Recruitment number: 14-047; Position is located in Honolulu.

DUTIES SUMMARY

Receives training in safety laws, codes, rules, regulations, policies and procedures pertinent to the equipment inspected; safety inspection and testing procedures; and accident investigation methods and techniques. Accompanies a higher level Inspector on inspections and receives training in the performance of a variety of activities relating to the inspection and accident investigation involving elevators and kindred equipment. As competence is gained, performs progressively responsible inspection activities.

MINIMUM QUALIFICATION REQUIREMENTS

Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently.

Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve (12) months of experience at 20 hours/week is equivalent to six (6) months of experience, not one (1) year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve (12) months of experience at 60 hours/week is equivalent to one (1) year of experience, not one and a half (1 ½) years.

To qualify, you must meet all of the following requirements:

Prerequisite Knowledge and Abilities:

Knowledge of: English; mathematics; basic electrical, electronic and circuit construction principles (e.g., voltage, current and resistance, series and parallel circuits, grounding); and basic mechanical principles as applied to structures, machines, pumps, mechanisms and the effects of traction on ropes and sheaves; terminology used in the elevator industry; and various types of equipment, their uses and limitations.

Ability to: Read, comprehend, interpret, apply and explain pertinent laws, rules, policies, procedures, codes, standards, and other requirements; understand and apply electrical, electronic, circuit construction, and mechanical principles; read architectural and installation drawings and circuit diagrams; prepare simple reports; understand and follow oral and written instructions, and instructions presented in diagrammatic or schematic form; communicate and work effectively with other; and perform basic mathematical calculations (addition, subtraction, multiplication, division, percentages, fraction, etc.)

Experience Requirement:

Applicants must have had progressively responsible experience of the kind and quality described in the statements below, or any equivalent combination of training and experience:

Applicants must demonstrate possession of the appropriate knowledge and abilities as described above. Such knowledge and abilities may be typically gained through:

1. Five (5) years of progressively responsible experience as an elevator mechanic; or
2. Satisfactory completion of two (2) years of college coursework in mechanical and/or electrical engineering; or
3. Any comparable combination of mechanical or electrical trades training and/or experience as deemed acceptable by the National Association of Elevator Safety Authorities (NAESA) or any other organization accredited by ASME to certify qualified elevator inspectors.

License Requirement:

Must possess a valid driver's license at the time of appointment.

Click to view complete [Class Specifications](#) and [Minimum Qualification Requirements](#)

APPLICATION and SUPPLEMENTAL QUESTIONNAIRE MAY BE OBTAINED FROM

<http://labor.hawaii.gov/jobs/>

or

**Department of Labor and Industrial Relations
830 Punchbowl Street, Room 415
Honolulu, Hawaii 96813**

**Recruitment Hours: Mondays thru Fridays 8:00am – 4:00pm
Closed on State Observed Holidays**

Submit completed Application and Supplemental Questionnaire to

Department of Labor and Industrial Relations, 830 Punchbowl St., Room 415, Honolulu, HI 96813.

Mailed applications must be postmarked by midnight of closing date.

ELEVATOR INSPECTOR I, (SR-19) - Oahu
Supplemental Questionnaire - Submit with Application

1. REQUIRED SUPPLEMENTAL QUESTIONS

The responses you provide to these Supplemental Questions will be used in combination with your application to determine whether you meet the qualification requirements and/or your final score. Failure to provide detailed and complete information may result in your application being rejected or receiving a lower score. Please **do not** submit a resume in place of completing the Supplemental Questions.

In general, proof of education obtained from and/or submitted through the internet will not be accepted.

Education obtained outside the United States must be comparable to education earned at an accredited school in the United States. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript.

To receive credit for substitute, on call or volunteer experience, applicants should submit an official letter of verification. The letter should include the job title, employment dates, number of hours worked, a description of the duties performed, and a contact name and phone number.

Any information you submit may be verified. Supporting documents must be submitted within five working days of the filing of your application.

When applying for this position, I understand that I must thoroughly complete the Education and Work Experience sections of my application and the Supplemental Questions. This includes a detailed description of each position that I feel qualifies me for the job I am seeking.

I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected or my receiving a lower examination score. I also understand that I may not submit resumes in lieu of filling out the application or answering the Supplemental Questions. However, I may attach a resume to the application to provide additional information.

I acknowledge I have read and understand the above information.

Click to print application: [DLIR APPLICATION](#)

May we send your eligibility determination letter by email?

YES email address: _____

NO Prefer hard copy by mail.

Elevator Inspector I – Oahu, 14-047

Print Name

Signature

Date

2. PREREQUISITE KNOWLEDGE AND ABILITIES:

Do you possess **knowledge of**:

English; mathematics; basic electrical, electronic and circuit construction principles (e.g., voltage, current and resistance, series and parallel circuits, grounding); and basic mechanical principles as applied to structures, machines, pumps, mechanisms and the effects of traction on ropes and sheaves; terminology used in the elevator industry; and various types of equipment, their uses and limitations.

Do you possess **ability to**:

Read, comprehend, interpret, apply and explain pertinent laws, rules, policies, procedures, codes, standards, and other requirements; understand and apply electrical, electronic, circuit construction, and mechanical principles; read architectural and installation drawings and circuit diagrams; prepare simple reports; understand and follow oral and written instructions, and instructions presented in diagrammatic or schematic form; communicate and work effectively with other; and perform basic mathematical calculations (addition, subtraction, multiplication, division, percentages, fraction, etc.)

Yes No

3. EXPERIENCE REQUIREMENT:

Work experiences that demonstrate possession of the above knowledge and abilities:

A. Do you possess five (5) years of progressively responsible experience as an elevator mechanic?

Yes No

If **YES**, provide the following information:

- Company Name
- Dates of Employment
- Position Title
- Status (Full Time, Part Time, On Call)
- Primary job duties and responsibilities

B. Have you satisfactorily completed two (2) years of college coursework in mechanical and/or electrical engineering?

Yes No

If **YES**, provide legible copy of college transcripts.

C. Do you possess any comparable combination of mechanical or electrical trades training and/or experience deemed acceptable by the National Association of Elevator Safety Authorities (NAESA) or any other organization accredited by ASME to certify qualified elevator inspectors?

Yes No

If **YES**, provide copies of documentation indicating training and/or experience is acceptable by NAESA or any other organization accredited by ASME to certify qualified elevator inspectors.

4. LICENSE REQUIRED

I understand if appointed to the position, I must possess a valid driver's license at the time of the appointment.

_____ Please Initial to Acknowledge

5. ADDITIONAL INFORMATION

Do you have any other information related to this position that you would like us to consider?

Yes No

If Yes, submit with your application.

6. Supporting documents such as transcripts, driver's license, or professional licensure if applicable as described in the job posting must be on file with the Department of Labor and Industrial Relations (DLIR) to complete your application.

Supporting documents are attached.

Supporting documents are forthcoming and will be mailed within five (5) working days to: Department of Labor and Industrial Relations, 830 Punchbowl Street, Room 415, Honolulu, Hawaii 96813.

7. How did you find out about this position? (optional)

Department of Labor and Industrial Relations website

HireNet Hawaii

University website

University of Hawaii

Chaminade University

Hawaii Pacific University

Referred by a family, friend, acquaintance, etc.

Other: _____

8. **DOCUMENTS TO BE SUBMITTED** to the Department of Labor and Industrial Relations, Personnel Office:

- ✓ Application for Civil Service Positions
- ✓ Supplemental Questionnaire
- ✓ Supporting documents
 - Certifications (if applicable)
 - Transcripts (if applicable)
 - Other documentation as applicable