

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

VACANCY ANNOUNCEMENT

**SUPERVISING ELEVATOR INSPECTOR**

**Salary: \$4,002 to \$6,411 per month**  
(SR-23, plus shortage differential)

**Opening Date: January 13, 2017**

**Closing Date: Continuous**

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**RECRUITMENT INFORMATION**

Recruitment number: 16-015, Position is located in Honolulu. Hiring rate will be based on qualifications, availability of funds, and other relevant factors. Applicants may be required to qualify on an appropriate examination and in person interviews may be required.

**DUTIES SUMMARY**

Serves as supervisor over a group of Elevator Inspectors. Plans, organizes, directs, reviews and approves the recommendations of others engaged in inspection and accident investigation activities relating to elevators and kindred equipment. Responsible for supervising inspections and investigations of accidents involving elevators and kindred equipment used in hoisting, lowering and transporting people and materials, to ensure compliance with pertinent safety codes, laws, rules and standards. Types of equipment inspected include elevator, escalators, dumbwaiters, moving walks, hoists, lifts and amusement rides.

**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. Electrical, electronic, circuit construction and mechanical principals as applied to the equipment inspected; hydraulic principles as applied to the operation of valves, pumps, plungers, piping and buffers; ASME/ANSI (American Society of Mechanical Engineers/American National Standards Institute) safety codes and standards pertinent to the equipment inspected; applicable building, fire, electrical, and accessibility codes; principles and practices of safety inspection, testing and investigation as related to the equipment inspected; personal safety practices and report writing. Philosophy, goals functions, policies and procedures relative to the department's elevator inspection program; State laws, rules and standards (e.g., Hawaii Elevator Safety Standards) pertinent to the equipment inspected.

Ability to: Read, comprehend, interpret, apply and explain pertinent laws, rules, policies, procedures, codes, standards, and other requirements; independently apply electrical, electronic, circuit construction, mechanical and hydraulic 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, fractions, etc.) Observe all personal safety practices; detecting existing and potentially unsafe conditions and practices, and recommend corrective/preventive action; prepare clear and accurate inspection and accident reports. Provide on-the-job training to other elevator inspectors; review and evaluate the work performed by elevator inspectors; provide advice on matters relating to pertinent safety codes.

**Experience Requirement:**

Applicant must have had progressively responsible experience of the kind and quality described below:

1. Five (5) years of progressively responsible experience as an elevator mechanic (may include experience in a four (4) year apprenticeship program and one (1) year post-apprenticeship experience); **or**
2. Satisfactory completion of two (2) years of college coursework in mechanical and/or electrical engineering; and one (1) year of progressively responsible experience as an elevator mechanic (may include experience in a four (4) year apprenticeship program); **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.

Additionally, applicant must also possess:

4. At least one (1) year of elevator inspection experience comparable to the Elevator Inspector II level; and
5. Supervisory Aptitude: Demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

**Certification Requirement:**

Must possess current Qualified Elevator Inspector (QEI) certification by an organization accredited by ASME to certify qualified elevator inspectors. The applicant selected must, within six (6) months from the date of hire, possess current certification as a qualified elevator inspector in accordance with the Hawaii Revised Statutes, Chapter 397.

**License Required:**

Must possess a valid State of Hawaii driver's license, Type 3.

Click to view complete [class specifications](#) and [minimum requirements](#).

**PUBLIC SERVICE LOAN FORGIVENESS (PSLF) PROGRAM**

The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please click: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

**APPLICATION and SUPPLEMENTAL QUESTIONNAIRE MAY BE OBTAINED FROM**

[www.hawaii.gov/labor/jobs](http://www.hawaii.gov/labor/jobs)

or

**Department of Labor and Industrial Relations  
Personnel Office  
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  
Personnel Office  
830 Punchbowl St., Room 415  
Honolulu, Hawaii 96813

Mailed applications must be postmarked by midnight of closing date.