

# Career Opportunity

## Department of Labor and Industrial Relations

### State of Hawaii Executive Branch

#### VACANCY ANNOUNCEMENT

## **SUPERVISING ELEVATOR INSPECTOR**

Recruitment number: 22-020

Salary: \$7,216 to \$7,637 per month

(SR-23, Step C to H, Salary includes Shortage Category Differential)

Opening Date: September 13, 2021

Closing Date: Continuous

---

#### **RECRUITMENT INFORMATION**

Position is Full-Time. This position is located in, Honolulu, Oahu. In person interviews may be required. Hiring rates will be based on availability of funds, the applicant's qualifications, and other relevant factors. **This job posting will remain open until 15 applications are received. Please apply immediately as this job posting may closed at any time.**

**COVID-19 Vaccination Requirement:** As a condition of employment with the State of Hawaii, all qualified candidates who have successfully completed and passed the recruitment process, must show proof of full COVID-19 vaccination at the time a conditional offer of employment is made. Departments will consider reasonable accommodations if requested by a candidate and it is determined through an interactive process that pregnancy, a qualifying disability, or a sincerely held religious belief prevents the candidate from receiving a COVID-19 vaccination. Please note that the COVID-19 vaccination policy above will apply to both new hires not currently employed by the State of Hawaii Executive branch, as well as current State of Hawaii Executive Branch Employees who are being considered for placement into another State of Hawaii Executive Branch position.

To apply, visit the DLIR Website <http://labor.hawaii.gov/jobs/>

**MAIL completed APPLICATION and SUPPLEMENTAL QUESTIONS to:**

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

**Please ensure your application is LEGIBLE, COMPLETE, and SIGNED. Illegible, incomplete, or unsigned application may be deemed ineligible.**

#### **DUTIES SUMMARY**

Examples of Duties: (Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)

1. Schedule, assign, direct and evaluate the work of elevator inspectors
2. Assess the ongoing training and staff development needs of subordinates and provide appropriate training as required.
3. Review inspectors' reports for completeness and adequacy; approve recommendations for action.

4. Conduct field checks of inspections made by subordinate inspectors for compliance with operating guidelines and standards.
5. Resolve disputes between subordinate inspectors and building manager/owners or their representatives when controversial or unprecedented decisions are involved.
6. Assist in preparing or revising safety rules and standards.
7. Conduct training sessions to update staff on recent changes in technology, safety codes, inspection techniques and any other standards and/or requirements pertinent to the equipment inspected. Participate in community and public relations programs to increase awareness and disseminate information on safety and accident prevention.
8. Keep abreast of technological, electronic, materials or other changes in the elevator industry and maintain knowledge of current local administrative or operating procedures by attending workshops, reading current literature; consulting with code developing organizations and elevator industry specialists.
9. Maintain and monitor expenditure records and participate in the preparation of budget estimates and expenditure plans for the program.
10. Interview applicants for vacancies in the program and recommend selection; approve employee leave requests; counsel employees and take appropriate disciplinary action as necessary.
11. Conduct and participate in elevator inspections and accident investigations as necessary.

- [Click here to view Class Specifications](#)

### **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 or 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.

- [Click here to view Minimum Qualification Specification](#)

**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>

To apply, visit the DLIR Website <http://labor.hawaii.gov/jobs/>

**MAIL completed APPLICATION and SUPPLEMENTAL QUESTIONS to:**

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

**Please ensure your application is LEGIBLE, COMPLETE, and SIGNED. Illegible, incomplete, or unsigned application may be deemed ineligible.**

**Please Note:** The Department of Labor and Industrial Relations is handling all aspects of this recruitment. If you have any questions regarding this announcement, please contact at:  
DLIR.HRO.Admin@hawaii.gov.

**Application must be signed.** (Applications received without signature may not be considered)

Any date-stamped submissions stamped after this job posting closed or no date-stamped submissions delivered after the closing will not be considered.