

Department of Labor and Industrial Relations

Career Opportunity

Non-Civil Service/Exempt Position

Elevator Technology Specialist

Recruitment number: NC24-02

Appointment Not to Exceed: August 9, 2027

Date of Issue: July 28, 2023

LAST DAY TO FILE APPLICATIONS: Continuous

Recruitment Information

This posting is for the State of Hawaii, Department of Labor and Industrial Relations, Hawaii Occupational Safety and Health Division/Boiler and Elevator Inspection Branch, Honolulu, Oahu.

Duties Summary:

The primary purpose of this position is as the primary project focal of the upgrade of the elevator on line system in the Safety and Health Division Boiler and Elevator Technology Project with activities including but not limited to developing, planning, revising, and implementing elevator inspection programs, rules, and fiscal activities based on laws and regulations; supervising and reviewing work and reports done by subordinate positions; representing the Division; and coordinating projects and assignments.

Recommended Qualifications:

A. Knowledge

1. Applicable state and federal laws, rules and regulations, policies and procedures related to elevators, escalators, man lifts, workmen's hoist, inclined lifts, aerial tramways, amusement rides and other related equipment.
2. Financial management basics, procedures, and policies (related to oversight of a self-sustaining funded operation is desired.)
3. Organization and managerial program theories and research.
4. Knowledge of personnel policies and procedures and of the collective bargaining contract.
5. Knowledge of on-line computer programs and systems, word processing and spreadsheet software programs.
6. Knowledge of report writing; principles and practices of supervision.
7. Knowledge of administrative housekeeping practices; office practices and procedures, filing, punctuation, grammar, spelling, and word usage.
8. Knowledge of applications and databases, Microsoft applications, Adobe Acrobat, and navigating the internet.
9. Knowledge of the elevator industry and related technology past, present and potential future.
10. Knowledge of technical research techniques.

B. Skills/Abilities

1. Skills/abilities to plan, organize, direct, and coordinate the work of others.
2. Ability to interpret, apply and explain elevator inspection laws and standards; review and develop elevator inspection operating procedures.
3. Ability to maintain effective relationships with stakeholders, employers, employer representatives, employees, computer program developers and vendors and others.
4. Ability to prepare technical and managerial correspondence, reports and other documents.
5. Ability to keep abreast of new and changing elevator inspection standards and requirements; and provide training to subordinates.
6. Ability to prepare budget and other administrative reports and do financial analyses on revenue requirements and fee structures.

7. Ability to proficiently operate standard office machines and equipment as well as personal computers and web applications; understand and interpret complex written material, including laws, rules, regulations, and policies; understand and follow oral and written instructions; interpret rules and regulations to others; meet and deal with people; compare requirements and reports rapidly and accurately; organize and complete assigned tasks; analyze problems and derive a sound conclusion; learn, understand, and apply a variety of processes, procedures, practices, and guidelines relative to sub professional and/or substantive clerical tasks within the Boiler and Elevator Inspection Branch.

C. Education and Experience

General Experience: 1 year of work experience in elevator inspection functions which involved accident investigation, regular inspection for safety hazards and elevator maintenance, and new installations and modifications to elevators, escalators and related equipment.

Specialized Experience: 4 years of work experience which involved the implementation of elevator industry work applying and complying with the American Society of Mechanical Engineers (ASME) laws, codes, rules, regulations and standards. Such work must have involved conducting inspections of work sites and/or installation or maintenance of elevators, escalator, or related equipment. This work must demonstrate that the applicant possesses, in addition to the knowledge and abilities listed above, knowledge of the ability to identify non-compliance with codes and standards and is able to enforce those codes and standards and prepare detailed narrative reports.

Supervisory Experience: 1 year of work experience which involved: scheduling and assigning work to subordinates, rating their performance, reviewing their work, and providing advice and guidance to subordinates.

Administrative Experience: 1 year of work experience which involved the performance of administrative assignments in a manner which clearly indicates awareness of management problems and the ability to solve them. Such evidence may be in the form of success in regular or special assignments to projects which involved administrative problems (e.g. planning, organizing, promoting and directing a program); completion of educational or training courses in the areas of management accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; or success in trial assignments to managerial and/or administrative tasks.

Substitution of Education for Experience: Possession of a bachelor's degree from an accredited university with a major in Mechanical Engineering or other closely related major which provided the applicant with knowledge of elevator industrial safety or elevator industrial technology principles and practices may be substituted for the General Experience Requirement.

Substitution of Specialized Experience for General Experience: Excess Specialized Experience of the type and quality described above may be substituted for the required General Experience on a year-for-year basis.

Salary: Commensurate with qualifications and experience

To apply: Email the following items to dlir.hiosh@hawaii.gov

- **Application** All fields on application must be filled in and signed. Incomplete application will not be considered.
- **Resume**(optional)

If you have any questions regarding this non-civil service exempt position, please send an email to dlir.hiosh@hawaii.gov

Notice of "At Will" Employment:

The position is exempt from civil service and temporary in nature. Therefore, if appointed to the position, your employment will be considered to be "at will", which means that you may be discharged from your employment at the prerogative of the department head or designee at any time.

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