

# Career Opportunity

## Department of Labor and Industrial Relations

### State of Hawaii Executive Branch

### VACANCY ANNOUNCEMENT

## ELEVATOR INSPECTOR I

### Maui

Recruitment number: 25-089

Salary: \$6,482 to \$6,938 per month  
(SR-19, Step C to I, Salary includes Shortage Category Differential)

Opening Date: April 25, 2025

Closing Date: Continuous

#### **RECRUITMENT INFORMATION**

Position is full-time and is located in Wailuku, Maui. 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 10 applications are received. Please apply immediately as this job posting may closed at any time.**

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**

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.

**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. Study various safety and equipment codes and standards, and program operating policies and procedures pertinent to the equipment inspected.
2. Learn to relate safety codes and various requirements to the machinery, construction methods, mechanical structures and electrical controls, operations, and the immediate work site, of the equipment inspected.
3. Observe and participate in periodic inspections and tests of existing installations of elevators, escalators, moving walks, hoists, amusement rides, etc. May consult with building owners and managers, designers, contractors and others on the means and methods of complying with safety laws, codes, rules and regulations. Learn to detect existing and potentially unsafe conditions and practices.

4. Learn to review plans (e.g., blueprints, drawings, layouts, etc.) for new installations or renovations for compliance with appropriate safety laws, codes, regulations, and other requirements.
5. Assist in conducting acceptance tests for new installations or newly renovated equipment.
6. Prepare reports of inspection results with recommendations for action such as issuance of permits and future regulatory action.
7. Assist in the investigation of accidents involving the equipment inspected.
8. Learn to utilize various tools and equipment such as a tachometer, rope diameter gauge, pressure gauge, light meter, etc.
9. Attend meetings, seminars and education programs as appropriate.
10. Climb masts, towers and other equipment several stories above the ground, on buildings being constructed.

- [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 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 others; 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:

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 94) 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.

**Selective Certification: Driver's license**

Applicants must possess a valid driver's license to perform the specific tasks listed below.

1. This position's substantive duties involve inspecting or testing of elevators or its kindred equipment (escalators, dumbwaiters, moving walkways, lifting equipment).
2. This position investigates accidents or incidents involving elevators or its kindred equipment (escalators, dumbwaiters, moving walkways, lifting equipment).

- [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>

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**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 the closing date or no date-stamped submissions delivered after the closing date will not be considered.