



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SAFETY SUPERVISOR, ELEVATOR – DIR	39*	B	11.564
SAFETY SPECIALIST, ELEVATOR - DIR	37*	B	11.538
SAFETY REPRESENTATIVE, ELEVATOR - DIR	34*	B	11.563

SERIES CONCEPT

Safety Specialists promote recognized safety practices among businesses covered by State and federal safety and health laws and regulations. Incumbents identify or train others to identify safety and health hazards and violations, and recommend reasonable and feasible means of abatement; research specific technology and industry applications using technical references and applicable codes and standards; prepare written reports and/or training materials; make public presentations to promote knowledge of safety issues among the public and industry groups; and maintain current knowledge of new technologies, standards, codes, rules and regulations.

Perform skilled work in the inspection of elevators, escalators, moving walks, dumbwaiters, personnel hoists, and related equipment; provide technical assistance to a variety of professionals.

Conduct shutdown and operating inspections of assigned equipment to ensure compliance with safety standards of the Division of Industrial Relations, Mechanical Compliance Section and its regulations and adopted industry codes related to the equipment’s installation; conduct opening and closing conferences with company management as needed; exercise appropriate safety precautions when inspecting elevator car tops, machine rooms, and pits; evaluate whether appropriate preventive maintenance is being performed by company personnel; issue notices of violations with time period for abatement; recommend citations and fines when violations are not corrected in specified time period; submit inspection reports which determine whether operating permits are issued, withheld, or revoked.

Investigate all accidents and complaints concerning elevators and related equipment which include interviewing complainants/witnesses, inspecting equipment, determining cause and appropriate method of correction; issue administrative fines or permit suspensions as appropriate; prepare investigation reports.

Provide technical assistance in response to inquiries from designers, constructors, architects, owners, users, service and repair organizations regarding the interpretation of code requirements, maintenance or operational problems with equipment.

Perform related duties as assigned.

***Reflects a two grade, special salary adjustment granted by the 2013 Legislature to improve recruitment and retention for the Division of Industrial Relations.**

CLASS CONCEPTS

Safety Supervisor, Elevator – DIR: Under general direction, incumbents serve as first-line supervisors for Safety Specialists in the Division of Industrial Relations, Mechanical Compliance Section. Supervisory duties include performance evaluations, work performance standards, scheduling, assigning and reviewing work, training and development, and disciplinary action as required. All positions review other inspectors’ reports,

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CLASS CONCEPTS (cont'd)

Safety Supervisor, Elevator – DIR: (cont'd)

personally review and approve the majority of constructions plans and permits of proposed or existing installations of elevators and related equipment; conduct initial inspections of new and reinstalled objects; and issue monetary fines and revoke operating certificates based on inspection reports of subordinate inspectors. This is the supervisory level in the series.

Safety Specialist, Elevator – DIR: Under general supervision, incumbents perform the full range of duties outlined in the series concept. Incumbents regularly receive complex assignments requiring a broad knowledge of a variety of industries, or specialized expertise in a particular industry or process. Incumbents orient and train new Safety Specialists and/or Safety Representatives, may serve in a lead capacity on functional or team assignments, and may be assigned to focus on special projects. This is the journey level in the series.

Safety Representative, Elevator – DIR: Under close supervision, incumbents receive training in performing some or all of the inspection duties described in the series concept. This is the entry level in the series. Progression to the next level may occur upon meeting minimum qualifications, satisfactory job performance and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver’s license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.
- * For the Safety Supervisor and Safety Specialist, a Qualified Elevator Inspector’s (QEI) Certificate is required at the time of application and as a condition of continuing employment.

INFORMATIONAL NOTES:

- * For the Safety Supervisor and Safety Specialist, incumbents must obtain and maintain a State of Nevada Elevator Inspector’s Certificate of Competency within six months of appointment and as a condition of continuing employment.
- * For the Safety Representative, incumbents must obtain a State of Nevada Elevator Inspector’s Certificate of Competency within six months of appointment, and a Qualified Elevator Inspector’s (QEI) Certificate within twelve months of appointment and as a condition of continuing employment.

SAFETY SUPERVISOR, ELEVATOR - DIR

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in engineering or closely related curriculum and three years of experience in the construction, installation, repair and adjustment of elevators, escalators, moving walks, lifts, hoists, amusement rides or similar equipment; **OR** Associate’s degree in one of the mechanical technologies and four years of experience as described above; **OR** graduation from high school or equivalent education and five years of experience as described above; **OR** one year of experience as a Safety Specialist, Elevator – DIR in Nevada State service; **OR** an equivalent combination of education and experience as described above. Two years of this experience must have involved the inspection of a variety of elevators. (*See Special Requirements and Informational Notes.*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at the time of application)
Working knowledge of: ANSI/ASME Safety codes for elevators, escalators, and related equipment; the Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code and National Electrical Code as related to elevators and related equipment; the operation of electrical and mechanical controls. **Ability to:** research code applications for nonstandard designs; *and all knowledge, skills and abilities at the lower levels.*

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MINIMUM QUALIFICATIONS (cont'd)

SAFETY SUPERVISOR, ELEVATOR – DIR (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job)

Working knowledge of: principles and practices of personnel supervision. **Ability to:** assign work, evaluate performance and train employees; implement policies and procedures to ensure consistency in enforcement activities; participate constructively in conferences with employers to evaluate proposed administrative fines and abatement activities; allocate staff resources to maximize effectiveness.

SAFETY SPECIALIST, ELEVATOR - DIR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering or closely related curriculum and two years of experience in the construction, installation, repair, and adjustment of elevators, escalators, moving walks, lifts, hoists, amusement rides or similar equipment; **OR** Associate's degree in one of the mechanical technologies and three years of experience as described above; **OR** graduation from high school or equivalent education and four years of experience as described above; **OR** one year of experience as a Safety Representative, Elevator – DIR in Nevada State service; **OR** an equivalent combination of education and experience as described above. One year of this experience must have involved the inspection of a variety of elevators. (*See Special Requirements and Informational Notes.*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application):

Working knowledge of: AC/DC circuitry and solid state circuitry; the design, construction, operation, maintenance and repair of elevators and related equipment; principles governing hydraulic systems; basic mechanics; safety codes for elevators, escalators, moving walks and related equipment by the American Society of Mechanical Engineers (ASME) and American National Standards Institute (ANSI); safety precautions necessary around elevator cars. **General knowledge of:** welding procedures. **Ability to:** read and interpret mechanical and electrical codes, standards, drawings and specifications relating to the installation and operation of elevators, escalators and related equipment; inspect elevators and related equipment to detect deviations from prescribed standards; physically inspect elevator cars, machine rooms, and pits in a safe manner; use hand tools such as pressure gauges, tachometers, and volt and light meters; perform standard mathematical calculations; write clear and concise reports; maintain equanimity in the face of resistance or hostility; communicate effectively with persons contacted in the course of conducting elevator inspections; make oral presentations at conferences with management; *and all knowledge, skills and abilities at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level knowledge, Skills and Abilities required for the Safety Supervisor, Elevator – DIR)

SAFETY REPRESENTATIVE, ELEVATOR – DIR:

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering or closely related curriculum and one year of experience in the construction, installation, repair, and adjustment of elevators, escalators, moving walks, lifts, hoists, amusement rides or similar equipment; **OR** Associate's degree in one of the mechanical technologies and two years of experience as described above; **OR** graduation from high school or equivalent education and three years of experience as described above; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Notes.*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application):

General knowledge of: basic elevator and escalator operation and installation; motors and/or control circuitry; computers and computer software.

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MINIMUM QUALIFICATIONS (cont'd)

SAFETY REPRESENTATIVE, ELEVATOR – DIR: (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

Ability to: read and interpret blueprint drawings; read and interpret relevant rules, regulations, and codes related to elevators and escalators; and walk, kneel and climb ladders as required to perform inspections.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for the Safety Specialist, Elevator – DIR)

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

	<u>11.564</u>	<u>11.538</u>	<u>11.563</u>
ESTABLISHED:	6/27/16UC	12/10/10PC	6/27/16UC
REVISED:		07/01/13LG	
REVISED:		6/27/16UC	