



**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>
<b>SAFETY SPECIALIST, ELEVATOR - DIR</b>	<b>37*</b>	<b>B</b>	<b>11.538</b>

**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 Nevada Occupational Safety and Health Act, its regulations and adopted industry codes in effect at the time of 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 industrial accidents and employer/employee complaints concerning elevators and related equipment which include interviewing complainants/witnesses, inspecting equipment, determining cause and appropriate method of correction; issue citations or permits 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.**

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENT:**

- \* A valid driver's license is required at the time of appointment and as a condition of continuing employment.

**MINIMUM QUALIFICATIONS (cont'd)****INFORMATIONAL NOTE:**

- \* 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 SPECIALIST, ELEVATOR**

**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. Two years of this experience must have involved the inspection of a variety of elevators. (*See Special Requirement and Informational Note*)

**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.

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

**Working knowledge of:** ANSI/ASMI 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.

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.

11.538

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