

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.134
	STATE OF HAWAII	8.135
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Minimum Qualification Specifications  
for the Classes:

ELEVATOR INSPECTOR I  
ELEVATOR INSPECTOR II  
SUPERVISING ELEVATOR INSPECTOR

**Prerequisite Knowledge and Abilities Required:**

**ELEVATOR INSPECTOR I:**

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, fractions, etc.).

**ELEVATOR INSPECTOR II:**

In addition to knowledge and abilities required of the lower level:

Knowledge of: Electrical, electronic, circuit construction and mechanical principles 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.

Ability to: Read, comprehend, interpret, apply and explain safety codes, standards and requirements pertinent to the equipment inspected; independently apply electrical, electronic, circuit construction, mechanical, and hydraulic principles to the equipment inspected; observe all personal safety practices; detect existing and

potentially unsafe conditions and practices, and recommend corrective/preventive action; adhere to safety inspection and accident investigation requirements; and prepare clear and accurate inspection and accident reports.

**SUPERVISING ELEVATOR INSPECTOR:**

In addition to the knowledge and abilities required of the lower levels:

Knowledge of: 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: Provide on-the-job training to other elevator inspectors; review and evaluate the work performed by other elevator inspectors; and provide advice on matters relating to pertinent safety codes.

**Experience Requirement:**

Except for the substitutions provided for in this specification, 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:

For the class Elevator Inspector I applicants must demonstrate possession of the appropriate knowledge and abilities as described above. Such knowledge and abilities may be typically gained through:

1. Five (5) years of progressively responsible experience as an elevator mechanic; or
2. Satisfactory completion of 2 years of college coursework in mechanical and/or electrical engineering; 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.

For the classes Elevator Inspector II and Supervising Elevator Inspector applicants must possess current certification as a qualified Elevator Inspector in accordance with the Hawaii Revised Statutes, Chapter 397.

For the class Supervising Elevator Inspector, in addition to being certified as a qualified Elevator Inspector, applicants must possess:

1. At least one (1) year of elevator inspection experience comparable to the class Elevator Inspector II in the State service; and
2. Supervisory Aptitude: Applicants must possess supervisory aptitude. Supervisory aptitude is the 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.

**Quality of Experience:**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**License Requirement:**

Applicants must possess a valid State of Hawaii driver's license, Type 3.

**Selective Certification:**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests:**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements:**

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted; the ability to hear the conversational voice, with or without a hearing aid; the ability to climb equipment such as hoist masts, work at considerable heights and in enclosed places such as elevator shafts; or the ability to compensate satisfactorily. Disabilities will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

**Mental/Emotional Requirements:**

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is the first minimum qualification specification for the new class ELEVATOR INSPECTOR I; and an amendment to the minimum qualification specification for the classes ELEVATOR INSPECTOR and SUPERVISING ELEVATOR INSPECTOR which was approved on December 2, 1974; and a change in title from Elevator Inspector (8.135) to ELEVATOR INSPECTOR II.

DATE APPROVED: 3/29/00

/s/ Diana H. Kaapu  
for MIKE McCARTNEY  
Director of Human Resources Development