

**NYC DEPARTMENT OF BUILDINGS
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: Associate Inspector (Elevator), Level I

Title Code No.: 31644 Salary: \$42,914 - \$61,200

Office Title: Elevator Inspector

Division/Work Unit: Central Inspections/Quality Assurance Number of Positions: Several
Elevator Division

Work Location: 280 Broadway, 4th Floor, New York, NY

JOB DESCRIPTION:

As an Elevator Inspector, the selected candidate will:

- Witness safety tests on all high-speed elevators.
- Perform spot-checks and audits on elevator five-year tests.
- Investigate accidents and complaints of adverse inspection reports.
- Review and examine plans for elevator installations or alterations for conformity with the New York City Building Code and make reports or objections.
- Interview contractors and property owners to interpret the New York City Building Code as it applies to elevator constructions.
- Assign and review work of Elevator Inspectors, whenever necessary.
- Assist with training newly assigned Elevator Inspectors in the performance of their duties.
- Operate a motor vehicle in the performance of assigned duties, whenever necessary.

QUALIFICATION REQUIREMENTS:

1. Six years of satisfactory experience in the actual assembly, installation, repair or design of elevators, or as an elevator machinist with elevator manufacturers of recognized standing or as a maintenance worker covering the various standard makes of elevators, at least one year of which must be in a responsible supervisory capacity in an inspection program of the type described above; or
2. Four years of experience as described in "1" above, at least one year of which must have been in a supervisory capacity, and two years of education in an accredited college or technical school in courses in or directly related to repair, installation or design of elevators, or education towards a baccalaureate degree in a related field of Engineering or Engineering Technology; or
3. At least one year of experience as described in "1" above, which must have been in a supervisory capacity, and an approved five year apprenticeship program in elevator inspection; or
4. Completion of three years of apprenticeship in elevator inspection and either three years of experience as described in "1" above; or one year of experience as described in "1" above and two years of education as described in "2" above. However, all candidates must have one year of supervisory experience.
5. Education and/or experience which is equivalent to "1", "2", "3", or "4" above. However, all candidates must have one year of supervisory experience as described in "1" above.

LICENSE REQUIREMENT:

- A motor vehicle license valid in the State of New York may be required.
- At the time of appointment, candidates must qualify for appointment as Special Patrolmen.

PREFERRED SKILLS:

- Excellent communication and organizational skills.
- Strong Computer skills – including the use of Microsoft Word, Excel and Windows.

For more information, you may visit the DOB homepage at NYC.GOV/BUILDINGS.

TO APPLY, PLEASE SUBMIT A COVER LETTER AND RESUME TO:

Recruitment Office
280 Broadway, 6th Floor
New York, NY 10007

FAX: (212) 566-3095

E-MAIL: Recruit@buildings.nyc.gov.

PLEASE INDICATE JVN 810-06-004CON YOUR COVER LETTER AND RESUME.

POST DATE: 10/17/05

UNTIL: Filled

JVN: 810-06-004C

The City is an Equal Employment Opportunity Employer.
Special accommodations will be provided for disabled applicants.