

**STATE OF WISCONSIN**  
**CLASSIFICATION SPECIFICATION**  
**ELEVATOR SAFETY INSPECTOR**  
**CLASSIFICATION SERIES**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future Elevator Safety Inspector positions. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification are technical positions located within the Division of Industry Services in the Department of Safety and Professional Services which are responsible for conducting inspection, testing, and certification of new and existing elevators, hoisting and lowering mechanisms and conveyances and related lift equipment to assure the health and safety of the general public.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definition(s) of supervisor and/or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are, for a majority of the time, engaged in inspections of other building systems or components not identified in this classification.

3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees enter positions within this classification series by competition. Progression to the objective level is through reclassification as the employee satisfactorily attains the specified experience and/or credentials.

## II. DEFINITIONS

### **ELEVATOR SAFETY INSPECTOR - ENTRY**

Positions at this level are fully knowledgeable of the technical operational / mechanical aspects of elevator and related lift equipment, but do not have the training and/or credentials to be fully functional as an inspector and to perform independently. Individuals at this level are trained in the various aspects of inspection work in order to enable them to perform the full scope of duties described at the objective level. Work is performed under the close supervision of the Section Chief. Individuals in positions at the entry level may not have fulfilled the requirements of the American Society of Mechanical Engineer Standards for the Qualification of Elevator Inspectors and have not received certification as an Elevator Inspector.

### **ELEVATOR SAFETY INSPECTOR - OBJECTIVE**

Positions in this classification level perform the full range of inspections of elevators, power dumbwaiters, moving walks, stage and orchestra lifts, material lifts, and other automatic lifting / moving devices. Positions are assigned to a geographical area of the state and are assigned to conduct inspections of new and existing equipment within those geographic locations. If violations of the state's safety codes are encountered, correction orders are issued to owners and the equipment may be placed out of operation until corrections are satisfactorily made and code compliance is achieved. Positions also perform plan reviews for engineered conveyances, establish inspection quality assurance through auditing of elevator inspectors; provide technical training; investigate accidents; and provide technical consultation. Individuals at this level have fulfilled the requirements of the American Society of Mechanical Engineers Standard for the Qualification of Elevator Inspectors and have received certification as an Elevator Inspector. Positions perform under general supervision.

## III. QUALIFICATIONS

Qualifications for the objective level require that individuals hold certification as an Elevator Inspector as established by the American Society of Mechanical Engineers. Individuals who have the required knowledge and experience to perform the duties of this classification, but who have not been certified as an Elevator Inspector by the American Society of Mechanical Engineers, may enter the class at the entry level, but are required to become certified in order to be reclassified to the Objective level upon demonstration of the appropriate level of performance.

## IV. ADMINISTRATIVE INFORMATION

The Elevator Safety Inspector 1, 2, and 3 classifications was created June 10, 1984 and announced in bulletin CC-23 as a result of the Enforcement/Regulation and Compliance Occupation Area Survey Approval/Implementation.

The Elevator Safety Inspector-Entry, Objective classification series was created and Elevator Safety Inspector 1-3 series abolished effective October 12, 2008 and announced in bulletin OSER-0223-MRS/SC to update duties performed and remove a level.

The classification series was modified effective July 17, 2011 and announced in Bulletin OSER-0281-MRS/SC to reflect the movement of positions from the Department of Commerce to the Department of Safety and Professional Services (formerly Department of Regulation and Licensing) as a result of the 2011 Wis. Act 7.

The classification series was modified effective January 10, 2016 and announced in Bulletin DPM-0415-CC/SC to reflect changes to the agency division.

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