



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ELEVATOR INSPECTION BRANCH MANAGER

Job Number: 21003876

Job Code: 32150V230916

Job Group: 3200 - PERSONAL SAFETY AND BUILDING INSP

Job Established:

Job Revised: 09/16/2023

Grade: 16 Salary (MIN - MID):

\$27,348-\$41,022 - Hourly

\$4,444.06-\$6,666.08 - 37.5 Hr. Monthly Salary

\$4,740.32-\$7,110.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides overall management for the administration of the Elevator Inspection Program to ensure compliance with the adopted state codes; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE, TRAINING, OR SKILLS:

Five years of experience as a state Elevator Inspector III or Elevator Inspection Supervisor.

Substitute EDUCATION for EXPERIENCE:

Additional education in engineering, engineering technology or related field will substitute on a year for year basis. OR completion of the National Elevator Industry Education Program (NEIEP) OR completion of National Association of Elevator Contractors Program (NAEC) will substitute for three years of the above experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to employment in this job classification. Must hold a certificate of competency as an elevator inspector from the Kentucky Department of Housing, Buildings and Construction and ASME QEI-1 Certification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification.

Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s), or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Establishes objectives for section staff in line with the goals of the branch. Supervises the section supervisors. Provides additional technical support to branch staff relative to the elevator inspection program. Establish training requirements for branch staff. Advises and assists director and assistant director in developing policies and procedures for the Elevator Inspection Branch. Investigates complaints or problems requiring special expertise. Performs employee performance evaluations. Oversees inspection territories and adjusts area assignments as needed. Performs inspections.

UNIQUE PHYSICAL REQUIREMENTS:

Must be able to bend, stoop, crawl and climb. Exposed to hazards associated with inspecting elevators.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title will frequently travel to perform inspections.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.