

## DEPARTMENT OF PLANNING

CAYMAN ISLANDS GOVERNMENT

GOVERNMENT ADMINISTRATION BUILDING

GRAND CAYMAN



Reference Number: JE741/A

### JOB DESCRIPTION

**Job Title:** Elevator Inspector  
**Reports to (title):** Building Inspection Supervisor  
**Department:** Department of Planning  
**Ministry:** Commerce, Planning and Infrastructure

---

#### 1) JOB PURPOSE

Under general direction of the Building Inspection Supervisor, the post holder will be responsible for:

- plan review for all new elevator and conveying system applications,
- conducting island-wide inspections and re-inspections of these conveying systems, to ensure compliance with the Cayman Islands Building Code (CIBC); ANSI/ASME A17.1, A17.1a, A17.1S, A17.3, A18.1 and all other applicable codes, and standards,
- assisting in the training and development of local Inspectors to become Qualified Elevator Inspectors (QEIs).

#### 2) DIMENSIONS

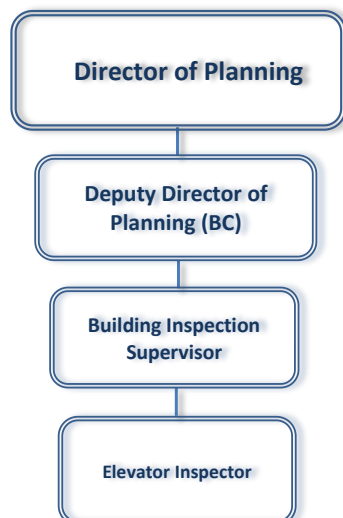
- (a). Inspect approximately 200 - 250 elevator and conveying systems annually;
- (b). Perform approximately 20-25 Plan reviews for elevator and conveying systems annually;
- (c). Spend at least ten hours per week providing in-house/on-site training to Inspectors.
- (d). Documenting, inspections and plan review electronically, on a daily basis.

### 3) PRINCIPAL ACCOUNTABILITIES

**Percentage  
Time Spent**

Schedule and Inspect all types of elevator and conveying systems installations in both Commercial and Residential buildings , to determine that the equipment is in safe, in good operating condition and complies with approved plans, applicable Codes, Standards and Regulations; Require corrections to be made when deficiencies or illegal conditions are discovered and assist agency partners and stakeholders in determining correction to achieve code compliance;	65%
Examine plans and specifications for elevators and conveying systems to determine if applicable codes and standards have been met ; Where deficiencies are identified, require corrections to be made;	15%
When required, meet with contractors and other stakeholders regarding various construction problems related to elevator code, standards and regulations;	5%
Investigate alleged violations of provisions of the CIBC and related codes as they relate to elevators and conveying systems;	3%
Investigate elevator related accidents and damages, determines probable cause of accident and complete detailed reports. Perform annual safety tests on elevators and conveying systems in both Commercial and Residential instillations;	5%
Assist with training of inspectors to become QEIs	5%
Any other reasonable related duties as assigned by Building Inspection Supervisor or the Deputy Director - Building Control, Director of Planning	2%

### 4) ORGANISATIONAL CHART



## **5) BACKGROUND INFORMATION**

The Planning Department is responsible for reviewing all development applications on the Island. As part of the application approval process a building permit (BP) is required for planning permission. The post holder is therefore responsible for plan review and inspections of existing and new elevators and conveying systems.

## **6) QUALIFICATIONS, EXPERIENCE, KNOWLEDGE AND SKILLS**

Post holder shall possess, at a minimum:-

### **QUALIFICATIONS:**

- High school Diploma or G.E.D. and be certified in the following:
  - (a). Qualified Elevator Inspector-1 (QEI-1) and registered with the National Association of Elevator Safety Authorities International (NAESA), and
  - (b). ICC Accessibility Inspector/Plans Examiner

### **EXPERIENCE:**

Five years of experience as a QEI skilled in the installation, operation, and maintenance of elevator-type equipment and general construction/electrical experience.

### **KNOWLEDGE :**

- (a). Proven knowledge of Elevator Codes and Standards; Reference Standards: ICC 2009 - IBC /ASME A17.1 - 2007/ ASME A17.3 - 2008 /ASME A18.1 -2005; and older codes where necessary;
- (b). Knowledge of the practices, techniques, and methods of installation, repair, and maintenance of elevators and conveying systems;
- (c). thorough knowledge of building codes and construction practices;
- (d). Knowledge of equipment capacities and specifications regarding construction, modification and/or repair;
- (e). Knowledge of wire rope/cables, Kevlar rope, polyurethane coated steel belts as used in elevators, escalators, moving walks, lifts, and dumbwaiters;
- (f). Ability to inspect and recognize causes of malfunctioning in elevators, escalators, moving walks, lifts or dumbwaiters;
- (g). Ability to read and understand blueprints;
- (h). Ability to relate technical information to contractors, architects, engineers, equipment manufacturers, building owners and the public regarding the results of inspections;

- (i). Mathematical principles required to perform related technical calculations.

## **SKILLS**

### **Ability to:**

- (a). Display a high level of initiative, effort and commitment
- (b). Communicate effectively, orally and in writing
- (c). Complete required inspection and/or accident reports in a timely manner;
- (d). Detect possible defects and faults in equipment installations or operation and advise code deficiencies;
- (e). Objectively interpret and consistently apply code requirements and related standards in accordance with Department policies;
- (f). Work cooperatively with other Department employees and the general public;
- (g). Keep accurate records;
- (h). Use standard testing devices and methods to detect possible defects in equipment or installations;
- (i). Work with minimal supervision;
- (j). Ride on top of elevator cars to perform shaft way and equipment inspections;
- (k). Work and communicate with internal and external customers to meet their needs in a polite, courteous, and cooperative manner;
- (l). towards completing assignments efficiently;

## **OTHER REQUIREMENTS**

- (a). Must hold a valid driver's license;
- (b). Ability to lift up to 50 pounds;
- (c). Demonstrate responsible behavior and attention to detail;
- (d). display high standards of ethical conduct, honesty and integrity;
- (e). Respond appropriately to supervision, follow policy and cooperate with supervisors;
- (f). Align behavior with the needs, priorities and goals of the organization;
- (g). Encourage and facilitate cooperation, pride, trust, group identity, commitment and team spirit;
- (h). Express information to individuals or groups effectively, taking into account the audience and nature of the information while also listening to others and responding appropriately;
- (i). Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and

work cooperatively and jointly to provide quality seamless customer service;

- (j). Perceive the full range of the color spectrum, for example when inspecting electrical wires;

## **7) ASSIGNMENT AND PLANNING OF WORK**

The Building Inspection Supervisor generally assigns tasks based on expected annual budgeted outputs. However, there will be ample opportunities for the post holder to modify his/her work plan for efficiencies, and will be working mostly on own initiative.

## **8) SUPERVISION OF OTHERS**

The post holder does not supervise others, except while providing training for designated trainees.

## **9) OTHER WORKING RELATIONSHIPS**

The Post holder maintains a close liaison with other entities, such as Fire Department, Tourism and Public Works. They are also required to communicate with building inspectors, architects, contractors and other stakeholders.

## **10) DECISION MAKING AUTHORITY AND CONTROLS**

The Post holder has decision-making authority:-

- (a). In the Plan Review process, to determine if proposed elevator installations comply with the applicable codes and notify applicant of same;
- (b). During inspection process, to determine if elevator installations comply with applicable codes and notify applicant of same;
- (c). Suspend operation of elevators, escalators, and other conveyor systems that pose immediate danger to life and property and advise Supervisor accordingly;
- (d). Order corrective action when device(s) is found to not be in compliance with code, is faulty, defective or being installed without a permit;

**11) PROBLEM/KEY FEATURES**

The post holder’s main challenges will be:

- a) convincing existing property owners of the necessity of having regularly scheduled inspections of their existing elevator or other conveying systems in accordance with the Building Code Regulations;
- b) collecting information and data on existing installations because it is missing and / or has been destroyed;
- c) handling complaints;
- d) handling public scrutiny;

**12) WORKING CONDITIONS**

The work requires some physical exertion such as long periods of standing; walking over rough terrain or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, working in confined spaces, with limited lighting. There is also occasional lifting of moderately heavy items, up to 50 pounds.

Working conditions within the office are considered favorable and are in accordance with the Ministry’s policies and guidelines. The post holder will be assigned an office vehicle for Department business only.

Indicate by 'X' in the appropriate box.  
(For on-line purposes only)

<b>AGREED BY</b>	<b>Jobholder</b>	<b>Supervisor/ Manager</b>	<b>H.O.D</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Jobholder (CAPITALS):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor/Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Portfolio/Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_