



TEXAS DEPARTMENT OF LICENSING & REGULATION  
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### **JOB POSTING**

**Regulatory Program Management- Business and Professionals**  
**Elevator Program Specialist**  
**Program Specialist IV**  
**\$55,000.08- \$57,130.08 annually**  
**\$4,583.34- \$4,760.84 monthly**

**Posting No: 0507-22**

**Opening Date: 05/09/22**

**Group: B20**

Position: 437

**Closing Date: *Until filled***

### **Job Description**

The Program Specialist is selected by and responsible to the Regulatory Programs Manager. The Elevator Program Specialist performs highly complex consultative and technical work in the planning, development, and implementation of the state Elevators, Escalators, and Related Equipment Program. Duties include performing inspections and assisting with accident investigations; reviewing/analyzing plans and inspection reports; monitoring third party providers; providing technical assistance; rendering interpretations/opinions on code; preparing and disseminating administrative and technical materials; and working with Department staff to establish and accomplish section objectives. Work involves providing consultative and technical services to department staff, industry representatives, and the general public on all aspects of the elevator program and related industry matters. Works under limited supervision with moderate latitude for the use of initiative, creativity, and independent judgment. Some travel may be required. Some work may be performed under extreme climactic and/or hazardous working conditions.\*

**\*The position will be located at the North Campus 1106 Clayton Ln. Austin, TX 78723.**

### **Essential Duties**

- Performs an array of technical, training, research, planning, policy, program assessment, and administrative activities related to the Elevator, Escalator, and Related Equipment.
- Conducts complex on-site inspections to assess compliance with statute, rules, and code requirements; performs technical assessments; and prepares inspection reports. Also performs inspections and gathers documentary/photographic evidence to facilitate/assist with consumer complaints, accident investigations, and enforcement investigations.
- Reviews plan reviews for compliance with statute, rules, and applicable code requirements, issues determinations, and prepares associated reports. Assists in developing/disseminating technical and administrative materials including reports, studies, specialized research projects, training materials, bulletins, mail outs, and web content.
- Monitors, audits, and evaluates the performance of third-party inspectors by performing monitoring inspections, analyzing and reviewing inspection reports, reconciling data for decals/insignia/certifications associated with equipment, buildings, or components and recommending appropriate changes. Prepares detailed reports, analyzes trends, maintains data, and assists in addressing the performance of third-party reviewers, inspectors, and contractors.
- Provides technical assistance by interpreting building codes, answering technical questions, and works with department staff, industry representatives, municipal officials, and the general public to resolve daily technical/administrative matters. Reviews and evaluates service delivery methods, outputs, activities and trends to identify gaps in resources and recommends and implements improvements to resolve technical problems.
- Serves as liaison to federal, state, and local agencies to facilitate program administration through cooperative inspections/investigations, records review, and other communications. Represents the Department at industry association meetings, trade shows, conventions, training initiatives; and educates industry representatives, municipal officials, and the general public on the program requirements. Assists in developing, monitoring, and implementing education initiatives performing quality assurance assessments as needed.
- Assists in drafting complex rules, standards, policies and the development of procedural manuals.
- Coordinates and collaborates with program staff in program planning, development, implementation, analysis, training, and documentation of agency programs.
- Collects, organizes, analyzes, and/or prepares materials in response to requests for program information and reports.
- Evaluates research findings relative to specific projects being developed.

- Complies with division and/or agency training requirements.
- Keeps management appropriately informed of ongoing activities and critical matters affecting the operation and well-being of the agency.
- Demonstrates a spirit of teamwork offering positive and constructive ideas, encouragement, and support, to other members of staff and team while upholding the Agency's core values.
- Adheres to all Texas Department of Licensing and Regulation Personnel Policies and performs related work as assigned.

**Minimum Requirements:**

Four (4) years of experience in code compliance/inspection/enforcement required OR four years of experience in the elevator trade, two (2) years of which must be related to code compliance/inspection/enforcement. Additional experience as elevator, inspector preferred. Graduation from an accredited four-year college or university with major coursework in engineering, construction, or a related field is preferred. Must possess a valid class C driver's license and proof of auto liability insurance.

*Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of OS- Operations Specialist, 611X LDO - Deck, Surface OS Operations Specialist, OSS Operations Systems, ing, Ventilation, Air Conditioning, and Refrigeration or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.*

**Additional Military Crosswalk information can be accessed at:**

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

**Remarks:**

Knowledge of local, state, and federal laws relating to American Society of Mechanical Engineers (ASME) A17 Codes, and International Building Code (IBC). Knowledge of other applicable standards, general practices, codes, and policies relative to the industries. Skill in operating computers and applicable software include MS Office applications; in web-based communications and, in the use of mobile devices. Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; and to prepare concise reports. Ability to develop and evaluate policies and procedures; to understand and interpret policies and procedures clearly/accurately; and, to read/interpret technical materials related to the elevator program including design, installation, erection, repair, or alterations; and make on-site assessments to ensure compliance with applicable codes. Ability to establish and maintain effective working relationships; to communicate effectively, verbally and in writing; and, to provide friendly, caring service to customers. Ability to assign/supervise the work of others; and, to train others.

**\*Hazardous Working Conditions**

Some work may be performed both inside and outside under extremely hot and cold conditions in close proximity to building materials and/or operating machinery. Some work may be performed in small crawl spaces, attics, and other small building spaces. Climbing on ladders, catwalks, scaffolding, elevators, and roofs may be required.

Applications may be downloaded from TDLR's website <https://www.tdlr.texas.gov/employ.htm>. E-mail or fax applications to: TDLR, Human Resources Office, P.O. Box 12157, Austin Texas 78711, Fax (512) 475-3377. E-mail [Human.Resources@tdlr.texas.gov](mailto:Human.Resources@tdlr.texas.gov). **Resumes will not be accepted in lieu of State Applications. Applications not completely filled out may be rejected. Only typed applications will be considered.**

This job is covered by the Fair Labor Standards Act (FLSA). FLSA-eligible employees who work in excess of 40 hours in a workweek receive time off at a time-and-one-half rate as the primary method of compensation in lieu of cash payment.

**TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

TDLR provides a total compensation package that enables us to attract, motivate, and retain highly skilled and talented employees, including a merit system, full use of salary ranges, performance awards, retention and recruitment bonuses. *TDLR participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.*

*In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.*