



TEXAS DEPARTMENT OF LICENSING & REGULATION
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JOB POSTING

**Regulatory Program Management/ Elevator
Chief Elevator Inspector
Program Specialist VI
\$77,160- \$81,000 annually
\$6,430- \$6,750 monthly**

Posting No: 1009-23

Opening Date: 10/21/22

Group: B25

Closing Date: Until filled

Position: 80

Job Description

The Chief Elevator Inspector is selected by and responsible to the Regulatory Programs Section Manager and serves as Team Leader for the elevator program section staff. This position performs highly advanced consultative and technical work in the planning, developing, coordinating, and implementing of the state Elevators, Escalators, and Related Equipment Program. Duties include providing consultative and technical services to the general public, department staff, industry representatives, government officials, advisory groups, and other interested parties on all aspects of the state Elevators, Escalators, and Related Equipment Program; directing and evaluating activities of third-party inspection providers; rendering interpretations/opinions on statutes, rules, and codes; preparing and disseminating administrative and technical materials; coordinating with department staff to establish program goals and objectives related to registration, review, inspection and certification of equipment; developing program rules, establishing procedures, and recommending priorities for achieving program goals; assisting with development of budget requests and strategic planning; and, coordinating program activities with other work units in the agency and external organizations to accomplish section objectives. Trains, leads, assigns and/or prioritizes the work of others. Works under minimal supervision with extensive latitude for the use of initiative, creativity, and independent judgment. The Chief Elevator Inspector will perform other duties as assigned to maintain program, section, and Division operations. Some travel will be required.

**** This position is open Statewide however must be willing to travel as needed.**

Essential Duties

- Plans, prioritizes and performs a variety of technical, training, research, planning, program assessment, and administrative activities of the Elevators, Escalators, and Related Equipment program, providing guidance and recommendations as necessary to ensure compliance with relevant statute and program requirements.
- Leads the implementation and ongoing management of complex Elevators, Escalators, and Related Equipment program initiatives.
- Serves as agency liaison for explaining program statutory requirements, trains other agency staff on Elevators, Escalators, and Related Equipment Program requirements, and coordinates technical assistance efforts by working with the general public, department staff, elevator inspectors, industry representatives, government officials, advisory groups, and other interested parties to determine trends, research solutions and resolve daily technical, administrative and operational problems/inquiries.
- Oversees and/or performs assessments to ensure compliance with statute, rule, and applicable code requirements, including the review of technical materials and the monitoring of agency policies, contractor activities, third party inspector activities, and on-site inspections/investigations.
- Serves as subject matter expert rendering opinions/interpretations on applicable codes, providing expert testimony, leading and participating in compliance/enforcement efforts, consulting and assisting with enforcement investigations, is responsible for determinations on new technology variances and waivers/delays, and investigates accidents as needed.
- Completes and monitors technical and administrative materials including specialized research projects, reports, studies, memoranda, bulletins, web content, training, and other materials in response to requests for program information.
- Plans, develops and coordinates program policies and standards, making recommendations as necessary to produce a more effective program.

- Develops and implements effective techniques for evaluating the Elevators, Escalators, and Related Equipment Program, identifies the need for changes to the program and provides guidance to staff in the development and integration of new methods and procedures.
- Encourages interest, coordinates speaking engagements, presents at seminars, and provides education/training to the general public, department staff, elevator inspectors, industry representatives, government officials, and other interested groups on matters related to the program.
- Analyzes legislation to develop recommendations for policy and programmatic issues relating to prioritization, implementation, improvement, and expansion/reduction of program requirements.
- Participates in the drafting of complex rules and develops procedures affecting the program's administration and operation.
- Coordinates agency staff efforts, provides leadership, and participates in the development, monitoring, and implementation of education initiatives, performing content and quality assurance assessments as needed.
- Trains, leads, assigns, and/or prioritizes the work of others.
- 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 the 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

Nine (9) years of experience with the installation, maintenance, repair, and alteration of elevators/escalators/related equipment including minimum of 2 years in a supervisory/management capacity, which may run concurrently with the experience requirement. Either two (2) years or more of experience ensuring elevator compliance/inspection/enforcement for a municipality or other governmental entity OR graduation from an accredited four-year college or university with course work in a field related to the program (i.e., mechanical engineering or other relevant discipline) may substitute for four (4) years of the experience requirement. Must have current elevator inspector certification from an accredited certifying organization or obtain certification within 6 months of hire date. Experience in conducting group presentations or seminars preferred.

*Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of OS Operations Specialist, YN Yeoman, 611X LDO - Deck, Surface, 712X CWO - Operations Technician, Surface (Warrant), OS Operations Specialist 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: [Military Crosswalk for Occupational Category - Program Management \(texas.gov\)](#)

Remarks

The successful candidate will have: Knowledge of local, state, and federal laws relating to elevators, escalators and related equipment. In depth knowledge of safety codes/standards, code enforcement, and general practices relative to the elevator, escalator and related equipment industry. Knowledge of the administrative rule-making process and the ability to develop/implement long-range plans and programs; and, of public administration and management techniques. Skill in identifying measures or indicators of program performance. Proficiency in the operation of personal computers, web-based communications, and software. Ability to understand, interpret and explain complex statutes, rules and other technical materials related to elevator/escalator work, including design, installation, construction, maintenance, repair, or alteration; and to make on-site assessments. Ability to gather, assemble, correlate and analyze facts; to devise solutions to problems; to prepare concise reports; to develop, evaluate and interpret policies and procedures; and to train, lead, assign and/or supervise the work of others. Ability to read and interpret complex equipment construction and alteration plans and drawings; to understand and accurately interpret policies/procedures; and to train others. Ability to establish and maintain effective working relationships; to communicate effectively verbally and in writing; and, to provide friendly, caring service to customers.

Mail, 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. **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 not covered by the Fair Labor Standards Act (FLSA).

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.