



IDENTIFICATION

Department	Position Title	
Infrastructure	Chief Elevator and Lifts Inspector	
Position Number	Community	Division/Region
33-0587	Yellowknife	Compliance and Licensing

PURPOSE OF THE POSITION

The Chief Elevator and Lifts Inspector provides leadership and direction for the administration and enforcement of the *Elevator and Lifts Act* and regulations, federal legislation, and Government of Northwest Territories (GNWT) policy and departmental procedures aimed at reducing loss of life, injury, and property damage from elevator incidents and accidents.

SCOPE

Located in Yellowknife, the Chief, Elevator/Lifts Inspector reports to the Manager of Electrical/Mechanical Safety Services and is responsible for the safe installation and operation of all elevating devices to confirm conformity to acceptable safety standards of the *Elevator and Lifts Act* and Regulations. The Chief Elevator Inspector is responsible for the issuance, suspension or denial of elevator permits and NWT qualified elevator workers. The position is responsible for the investigation of incidents and accidents and may recommend prosecutions of individuals and companies under the applicable legislation.

The Electrical/Mechanical Safety Services branch is part of the Compliance and Licensing Division and is responsible for ensuring the safe and lawful use of buildings and properties and to protect the public health, safety, and quality of life, by eliminating building safety hazards and promoting property maintenance and construction through education and code enforcement. The branch coordinates the administrative, customer service and permit issuance functions for all development in the NWT and is responsible for plan examinations, inspections related to building permits and construction, field inspections on residential and commercial construction projects, and addressing complaints of sub-standard construction, zoning violations, and code violations through inspections of commercial and residential premises in the electrical, gas and boiler/pressure vessels, and elevators and lifts



disciplines. It also serves the NWT by administering the permitting of qualified trade workers and providing building safety education programs.

The Elevators and Lifts section is responsible for establishing and interpreting the *Elevators and Lifts Act*, codes, standards and regulations for installation and product safety compliance of all elevators, lifts, passenger ropeways, wind turbine lifts, and amusement ride equipment and work (excluding private residence, underground mine shafts and marine elevators) within the Northwest Territories. It is responsible for permitting, field inspections, accident investigations, and enforcement of the legislation for a variety of passenger-carrying devices to determine safe operating conditions and to detect potential hazards or mechanical failures. It has the authority to condemn unsafe passenger-carrying equipment and conduct investigations of accidents where unsafe equipment or operations were involved.

The results of the incumbent's work directly affect public safety and the economic viability of construction projects being carried out in the NWT. A careful balance is required to exercise legislative authority against other objects to support economic development. Failure to exercise sound judgement can open the GNWT's exposure to safety and accessibility liabilities and have a negative effect to the budget, public confidence, ability to enforce safety standards and business reputation.

RESPONSIBILITIES

1. Directs the administration and enforcement of elevator/lifts permitting and compliance program in support of various acts and regulations.

- Plans, develops, researches and implements policies for inspections, audits and permitting.
- Research emerging elevator/lift technologies and emerging legislative developments.
- Provides technical guidance/direction and develops training programs with respect to legislation and compliance standards and initiatives.
- Establishes the criteria and measures of performance for inspectors, contractors and operators through the development of policies and standards.
- Develops program objectives with respect to permitting and fees.
- Collaborates and works with other enforcement agencies on safety initiatives, and legislation for good building, operations and maintenance standards.
- Develops, maintains, and manages the Inspection program.
- Validates all annual and initial inspections are completed
- Maintains and updates records using various software tools to support efficient data management and reporting



2. Reviews designs, plans, installations, operational procedures, and quality control and assurance programs

- Oversees operational tests on installations and conducts inspections.
- Reviews construction drawings and materials specifications for code and regulation compliance.
- Monitors installations and confirms work is being performed by qualified elevator/lift workers
- Provides owners or contractors of any observations and deficiencies.
- Collaborates with engineers, installers, and manufacturers of elevator/lift equipment.
- Authorizes when installations are ready for public use and can be put into service or are unsafe for public service and must be removed from service until unsafe conditions are rectified.
- Monitors correction of deficiencies and any orders given regarding serviceability
- Oversees the assignment of device identification numbers and the issuing inspection certificates.

3. Represents the GNWT on intra- and inter- government boards and committees to promote NWT interests

- Participates in code committee meetings within Canada and the USA.
- Represents the department on territorial, national and interprovincial bodies to promote NWT interests and remain current with changing technology.
- Provides strategic input and gathers relevant updates, and ensures timely communication of key information, decisions, and trends to relevant departmental colleagues to align with organizational priorities.
- Directs the provision of information and interpretation or provides information about and interprets legislative authorities and procedures for interested parties such as contractors, manufactures, building owners, and the general public to provide direction and guidance and contribute to informed public and knowledgeable practitioners.

4. Investigates elevator/lift incidents and accidents, violations of the Act to determine cause and report the findings.

- Investigates incidents or accidents where elevating devices appear to be involved
- Collaborates in the investigation process with other government departments and agencies, and other levels of government.
- Inspects the site and equipment
- Collects information, interviews witnesses, and performs tests to determine cause
- Prepares reports setting forth events, cause and possible remedial action.
- Provides advice on precautions to be taken to mitigate similar occurrences
- Represents the GNWT in any legal action with violations, incidents or accidents related to elevators/lifts and assists with subpoenas, summonses, information affidavits and preparing court briefs.



5. Provides education and awareness of elevator/lift safety.

- Builds partnerships and educates stakeholders to promote and enhance safety and compliance
- Facilitates safety seminars, workshops and trade shows to electrical designers, elevator contractors, elevator personnel, community groups and the general public
- Provides advice, support, and technical expertise related to the permitting process for new and existing installations, the interpretation of the Act and regulations and the testing and use of systems.

WORKING CONDITIONS

Physical Demands

Inspecting duties require crawling into confined spaces, climbing ladders, and walking through construction sites. This occurs approximately 20% of the work time.

Environmental Conditions

Exposure to construction or renovation debris and dust, fumes, variations in temperature, and noise will occur approximately 20% of the work time while performing on-site inspections.

Sensory Demands

The incumbent will utilize more than one physical sense simultaneously during physical inspections. Physical inspections account for approximately 50% of the work time.

Mental Demands

Extensive travel should be expected. Total time for travel and inspections away from Yellowknife itself occupies approximately 10% of the incumbent's work time per year.

Incumbent will experience frequent interruptions, changing and conflicting priorities for demand of work from clients, supervisors and general public and must balance travel arrangements appropriately between communities to accommodate these demands.

In an enforcement situation when the situation requires elevating/lifts to be taken out of service, the incumbent may experience duress as any decision can impact the permit holder financially.



KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the ASME/B44 Code and other applicable building and safety codes and standards.
- Understanding and skill in investigation procedures for elevating accidents, fire and violations of the *Elevator and Lifts Act*.
- Ability to interpret and administer applicable acts, regulations and code as they relate to elevators and lift devices.
- Skilled in the operation, construction, maintenance or inspection of elevating and lift devices.
- Analytical and Critical Thinking skills to evaluate the performance, reliability, and lifecycle of devices.
- Technical knowledge of elevator and lifts industry standards, technical specifications of elevating devices, and emerging technologies.
- Proven ability to operate within computerized environment, specifically AMANDA, Microsoft Office Suite (Word, Excel, PowerPoint, and Access), and Outlook.
- Ability to communicate effectively with tact and diplomacy through oral and written orders, notices, bulletins, reports and instructions to owners, elevator workers, elevating contractors, consultants and other persons with respect to elevating installations, equipment and designs.
- Ability to exercise sound decision-making under pressure through the evaluation of technical, financial, and operational factors to make decisions on device modernization or replacement, the balancing of immediate needs with long-term impacts and risk management in situations with significant financial implications.
- Able to act confidently in challenging situations to accomplish tasks and select an effective approach to a task or problem.
- Ability to conduct role with emphasis on safety for self and public.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A Certificate of Qualification at a Journey person level in elevator construction and maintenance with three (3) years of elevator and lifts inspection experience and one (1) year of experience supervising elevating installations.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Must be eligible for certification as a Qualified Elevator Inspector (QEI) by the National Association of Elevator Safety Authorities (NAESA) within a probationary period.



Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

- French preferred

Indigenous language: Select language

- Required
- Preferred