

ELEVATOR MECHANIC SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>	<u>Last Action</u>
2584	Elevator Mechanic	14	170	6 mo.		Rev.
1644	Elevator Mechanic Foreman	14	170	6 mo.		Rev.

Promotional Line: 89

Series Narrative

Employees in this series support, perform or supervise the inspection, maintenance, and repair of freight and passenger elevators, as well as other related equipment. Their work is performed in accordance with diagrams, sketches, operation manuals, Elevator Industry Field Employees Safety Handbook, and the Illinois State Elevator Safety Code, and manufacturer's specifications. They use hand and power tools (such as drills, wrenches, and screwdrivers) and precision measuring and testing instruments (such as test lamps, ammeters [an instrument used to measure electric currents] and a voltmeter [an instrument used to measure voltage]).

DESCRIPTIONS OF LEVELS OF WORK

Level I: Elevator Mechanic 2584

Employees at this level perform skilled work involving the inspection, maintenance, testing, repair, and servicing of elevator related equipment. They work under direct supervision from a designated supervisor.

An Elevator Mechanic typically –

1. assembles, installs, repairs, and maintains elevators, escalators, moving sidewalks, and dumbwaiters, using hand and power tools, and testing devices such as test lamps, ammeters, and voltmeters, cleans parts using approved industry compounds, paints, lubricates parts as necessary
2. tests newly installed equipment to ensure that it meets specifications, such as stopping at floors for set amounts of time
3. locates malfunctions in brakes, motors, switches, and signal and control systems, using test equipment
4. connects electrical wiring to control panels and electric motors
5. adjusts safety controls, counterweights, door mechanisms, and components such as valves, ratchets, seals, and brake linings
6. reads and interprets blueprints to determine the layout of system components, frameworks, and foundations, and to select installation equipment
7. inspects wiring connections, control panel hookups, door installations, and alignments and clearances of cars and hoistways to ensure that equipment will operate properly
8. disassembles defective units, and repairs or replaces parts such as locks, gears, cables, and electric wiring

9. maintains log books that detail all repairs and checks performed
10. performs other related duties as assigned.

Level II: Elevator Mechanic Foreman**1644**

Employees at this level are immediately responsible for the repair and maintenance of elevators and supervision of the shop personnel who maintain the elevators. They work under general supervision from a designated supervisor.

An Elevator Mechanic Foreman typically –

1. supervises and/or provides skilled service in the repair and maintenance of elevators and similar equipment
2. assists engineers in the preparation of estimates for repairs, remodeling, or replacement of elevator equipment and electric motors
3. diagnoses defects in elevator equipment, brakes, motors, switches, and signal and control systems and related equipment
4. maintains shop records/log books that detail all checks and repairs performed
5. monitors tool and part inventories and the condition and maintenance of shops to ensure adequate working conditions
6. supervises personnel who perform quality maintenance, service, and repair of elevators and similar equipment
7. determines, schedules, sequences, and assignments for work activities, based on work priority, quantity of equipment and skill of personnel
8. monitors employees' work levels and reviews work performance
9. compiles operational and personnel records, such as time and production records, inventory data, repair and maintenance statistics, and test results
10. investigates accidents and injuries, and prepares reports of findings
11. recommends or initiates personnel actions, such as hires, promotions, transfers, discharges, and disciplinary measures
12. develops, implements, and evaluates maintenance policies and procedures
13. performs duties consistent with the lower level of this series
14. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Elevator Mechanic****2584**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Experience sufficient to qualify as a journeyman elevator mechanic, with a minimum of five (5) years of training and experience in the trade
2. Must possess a current Elevator Mechanic's license from the Office of State Fire Marshall in accordance with the Elevator Safety and Regulation Act [225 ILCS 312 et.seq.]

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Drafting, Laying Out, and Specifying Technical Devices, Parts, and Equipment - Analyzing, interpreting, and making repairs and adjustments using wiring diagrams, charts, detailed drawings, and specifications of elevators and related equipment installations
2. Repairing and Maintaining Mechanical Equipment - Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.
3. Repairing and Maintaining Electronic Equipment - Servicing, repairing, calibrating, regulating, fine-tuning, or testing machines, devices, and equipment that operate primarily on the basis of electrical or electronic (not mechanical) principles.
4. Making Decisions and Solving Problems - Analyzing information and evaluating results to choose the best solution and solve problems.
5. Performing General Physical Activities - Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
6. Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
7. Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
8. Controlling Machines and Processes - Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
9. Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job.
10. Inspecting Equipment, Structures, or Material - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
11. Computer skills/knowledge - Working knowledge of computers and basic business software

Level II: Elevator Mechanic Foreman**1644****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. Experience sufficient to qualify as a journeyman elevator mechanic, with a minimum total of eight (8) years of training and experience in the trade
2. Must possess a current Elevator Mechanic's license from the Office of State Fire Marshall in accordance with the Elevator Safety and Regulation Act [225 ILCS 312 et.seq.]

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Drafting, Laying Out, and Specifying Technical Devices, Parts, and Equipment - Analyzing, interpreting, and making repairs and adjustments using wiring diagrams, charts, detailed drawings, and specifications of elevators and related equipment installations.
2. Making Decisions and Solving Problems - Analyzing information and evaluating results to choose the best solution and solve problems.
3. Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
4. Scheduling Work and Activities - Scheduling events, programs, and activities, as well as the work of others.
5. Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.
6. Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
7. Interacting with Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
8. Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
9. Resolving Conflicts and Negotiating with Others - Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
10. Coordinating the Work and Activities of Others - Getting members of a group to work together to accomplish tasks.