

Spec. Code: 2074  
Occ. Area: 15  
Work Area: 170  
Prob. Period: 6 mo.  
Last Action: Rev.  
Effective Date: 07/15/07

## **ELEVATOR MECHANIC HELPER II**

### ***Promotional Line: 203***

#### Function of Job

Under general supervision of an Elevator Mechanic, employees in this class inspect, repair, adjust, and maintain freight and passenger elevators, conveyors, hoisting machines, and other related machines and/or equipment. Employees also inspect, adjust, and repair elevator-wiring connections. Though their work may be performed independently, it is inspected by an Elevator Mechanic for both quality and accuracy at the completion of each assignment or project.

#### Characteristic Duties and Responsibilities

1. inspects, adjusts, repairs, and independently maintains elevator cables, counterweights, pumps, motors, escalator drives, elevator cars, and control panels so that factory specifications and safety codes are met
2. adjusts elevator mechanisms (such as doors and control panels) with hand tools (such as wrenches, pliers, screwdrivers, files, and drills)
3. tests power consumption and line voltage charges of motors and motor-generator parts under no-load and full-load conditions in order to detect overload factors using test equipment (such as ammeters, voltmeters, and tachometer)
4. tests power units for conformance to specifications under simulated operating conditions, using such equipment as voltage testers and hydraulic testers
5. inspects wiring connections and control panel hookups and informs supervisor if switches do not meet specifications for gap and timing; inspects wiring systems for safety and efficient operation, using such test equipment as a voltmeter or ammeter
6. tests and independently adjusts or repairs safety controls (such as brakes and governors [a mechanical device for automatically controlling the speed of the elevator])
7. turns valves or pushes switches to adjust pump pressures, fluid levels, and power supply on hydraulic units of elevators; operates elevator to determine power demands at various car speeds
8. diagnoses difficult maintenance problems and recurring malfunctions in elevator brakes, motor, switches, and signal and control systems using test lamp, ammeters and voltmeter
9. disassembles defective units and repairs or replaces parts (such as locks, gears, cables, electric wiring, and faulty safety devices)

10. keeps record cards for equipment showing type, model number, date of installation, and extent of servicing
11. performs other related duties as assigned

### MINIMUM ACCEPTABLE QUALIFICATIONS

#### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. One (1) year of experience comparable to that of an Elevator Mechanic Helper I
2. a. Must be currently registered with the Office of the State Fire Marshall in accordance with the Elevator Safety and Regulation Act [ 225 ILCS 312 et.seq.]  
OR  
b. 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. Knowledge of current safety regulations and requirements
2. Knowledge of simple alternating current phenomena
3. Ability to read and interpret basic wiring diagrams, sketches, operation manuals, and factory specifications
4. Ability to diagnose elevator equipment malfunctions
5. Ability to inspect, repair, and operate freight and passenger elevators
6. Ability to test power consumption and line voltage charges, using such testing equipment as voltmeter, ammeter, testing lamp, and tachometer
7. Ability to adjust power and pressure supply hydraulic units
8. Ability to maintain records
9. Ability to meet all of the requirements of an Elevator Mechanic Helper I