

ELEVATOR MECHANIC**Nature of Work**

Under limited supervision, at the full-performance level, performs highly skilled, complex and experienced work in preventive maintenance and repair to elevators at state owned buildings. Follows and applies all safety precautions. Employee is assigned simple to difficult elevator work to handle all normal aspects of the job, applying all standard approaches, methods, procedures, tools and equipment to varying situations. Works independently and refers unusual matters or technical policy or procedural questions to supervisor for decision. May supervise maintenance staff. Performs related work as required.

Examples of Work

Performs complex maintenance and repair work on elevators, meeting safety regulations and building codes; diagnoses and troubleshoots problems.

Disassembles defective units and repairs or replaces parts, such as motors, locks, gears, cables, electric wiring and faulty safety devices, using hand tools, power tools, and meters.

Uses proper preventive maintenance techniques such as lubricating bearings and other mechanisms.

Properly adjusts hydraulic valves, leveling devices, relays and contacts.

Routinely inspects elevator components.

Installs push-button controls and other devices.

Documents work in the computerized maintenance system.

Assists in maintaining adequate inventory of parts and supplies.

Knowledge, Skills and Abilities

Knowledge of elevator safety codes and building codes.

Knowledge of elevator operation.

Skill in the mechanical and electrical repair of elevators.

Skill in reading prints, schematic circuits and diagrams.

Ability to diagnose and repair mechanical or electrical malfunctions.

Ability to use hand tools and power tools and to read meters.

Ability to install, perform preventive maintenance and repair elevator components.

Ability to record maintenance activities.

ELEVATOR MECHANIC (CONT'D)

Knowledge, Skills and Abilities (cont'd)

Ability to apply safety practices and procedures when maintaining and repairing elevators.

Ability to follow oral and written instructions.

Minimum Qualifications

TRAINING Graduation from a standard high school or the equivalent.

EXPERIENCE Five years of full-time or equivalent part-time paid experience in elevator maintenance or repair.

SPECIAL REQUIREMENT 1) Certified as an elevator mechanic by the International Union of Elevator Constructors. 2) A valid West Virginia drivers license may be required.

Established: 12/19/02

Effective: 01/01/03