



Position Title: Part-Time Elevator Mechanic III
Reports To: Director, Facilities Maintenance Operations
Department: Facilities Maintenance
Prepared By/Date: Donna French/09-08-2011
Approved By/Date: Marvin Francisco/09-09-2011
Revised:

Job Code: 8406-00E
Job Group: Class-R
Salary Grade: CN
FLSA Status: Non-Exempt

Summary:

The Part-Time Elevator Mechanic inspects and repairs elevators and auxiliary equipment. Performs work duties in elevators, elevator shafts, and maintenance repair shops.

Essential Duties and Responsibilities:

- Investigates problems of an electric, mechanical and/or hydraulic nature related to the operation of elevators, dumbwaiters wheelchair and stage lifts
- Performs the necessary minor repairs or reset to resolve the problem
- Develops and implements a preventive maintenance program for elevators and auxiliary equipment
- Coordinates repair service calls with the Elevator/Escalator Service Contractor
- Responds to emergency calls
- Conducts preventive maintenance and inspections of elevators, dumbwaiters and related devices on a scheduled basis to ensure their effective and efficient operation and conformance to safety regulations and OSHA requirements
- Develops new and/or modifies existing tools, equipment and components to improve the operation, testing, maintenance and safety of elevators
- Reviews elevator contracts with the Director of Support Services and Director of Facilities Maintenance Operations
- Performs annual tests to ensure that proper operations of safety devices are maintained
- Keeps accurate logs and records tests
- Coordinates annual elevator and escalator inspections
- Accepts bids from outside contractors for major repairs
- Assists in determining the suitability of present elevator equipment, proposed modifications and new equipment
- Requisitions parts and materials required for service and repair
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Possess knowledge of elevator repair and maintenance techniques
- Possess knowledge of OSHA safety requirements
- Skill in the repair and maintenance of elevators and related equipment
- Ability to effectively communicate (verbal and written)
- Possess applicable computer skills to include elevator software and PDA (Personal Digital Assistant)
- Ability to travel to any campus on a daily basis
- Ability to follow directions and work with minimal supervision
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must have the ability to repeatedly lift/carry, push/pull up to 50 lbs. over a distance of 20 feet, and work from heights and in areas where climbing a ladder is required.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as "essential." This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School diploma or equivalent with sufficient experience to qualify as a Journeyman Elevator Mechanic and a minimum of three (3) years of training and experience in the trade or in-service maintenance work
- Must possess a valid Florida Driver License
- Must possess a valid State of Florida Elevator Mechanic – Certificate of Competency (C.O.C.)

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name