THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title   Elevator Operator
Title Code  80910
FLSA Status  Non-Exempt
Date Issued  April 28, 1958

General Duties and Responsibilities

Under immediate supervision, performs routine work in operating automatic or manually operated elevator in public buildings or structures; performs related work.

General Work Tasks

- Operates a passenger or freight elevator. Exercise care that car stops at floor level and that when doors are opened and closed the passengers are all clear; informs them of other safety regulations.
- Assists, where required, inform passengers entering and leaving, or in the loading and unloading of freight.
- Gives directions to the public. Sees that passengers are properly identified before conducting them to floors not open to public.
- May clean interior of elevators.
- Reports mechanical irregularities and other unusual occurrences.

Qualification Requirements

There are no formal education or experience requirements.

NOTE:

Direct Lines of Promotion

FROM: None    TO: Elevator Starter