Title Elevator Starter
Title Code 80935
FLSA Status Non-Exempt
Date Issued April 28, 1958

General Duties and Responsibilities

Under immediate supervision, performs work of ordinary difficulty and responsibility in connection with the operation of a group of elevators in a public building; performs related work.

General Work Tasks

- Dispatches elevators and keeps traffic moving with maximum services.
- Keeps time record and prepares accident reports.
- Schedules work of Elevator Operators.
- Watches loading of cars to insure that maximum load are not exceeded.
- Observes position indicator light panel board.
- Trains new operators.
- Answers inquiries of public.
- Reports defects in the mechanical operation or equipment of the elevators.
- Instructs Elevator Operators in safety methods.
- Operates an elevator when necessary.
Qualification Requirements

Graduation from elementary school and two years of full-time paid experience within the last ten years in operating an elevator or serving as an elevator starter.

NOTE:

Direct Lines of Promotion

FROM:  Elevator Operator (80910)        TO:  None