THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title Elevator Mechanic
Title Code 90710
FLSA Status Non-Exempt
Date Issued August 26, 1998

General Duties and Responsibilities

Under supervision, inspects, maintains, adjusts and repairs passenger and freight elevator systems; performs related work.

General Work Tasks

− Lubricates and cleans all components of hydraulic and electric elevator systems.
− Makes adjustments as required to contractors and controllers in the electrical and hydraulic elements of elevator systems.
− Inspects and checks doors, cable rails, bumpers, safeties, overloads, relays, sheaves and governors to assure continued safe operations.
− Re-ropes and re-wires the elevator systems as required.
− Checks out troubles in all types of elevator and escalator systems.
− Makes necessary adjustments and/or repairs to all elevator mechanical and electrical components and their control systems.
− Inspects, maintains, adjusts and repairs escalators, platform lifts, conveyors and dumbwaiters.
− May operate a motor vehicle in the performance of assigned duties.

Qualification Requirements

1. Five years of full-time satisfactory experience acquired within the last ten years as an elevator mechanic; or

2. Not less than four and one-half years of such experience plus sufficient closely related experience or training acquired in an approved trade or vocational school to make up the equivalent of five years of acceptable experience. Six months of acceptable experience will be credited for year of approved trade or vocational school training.

NOTE: At the time of appointment, candidates will be required to possess a Motor Vehicle Drives License valid in the State of New York. This license must be maintained for the duration of employment.

Direct Lines of Promotion

FROM: Elevator Mechanic’s Helper (90711) TO: Supervisor Elevator Mechanic (90769)