UNIVERSITY OF SOUTHERN CALIFORNIA

Elevator Maintenance Mechanic Senior

Job Code: 179343

Grade: PN
OT Eligible: Yes
Comp Approval: 10/6/2004

JOB SUMMARY:
Performs standard or complex elevator procedures. Trains other journeymen and other elevator mechanics on specific skills and tasks as needed. Determines if equipment should be repaired or replaced. Estimates materials required for specific job components.

JOB ACCOUNTABILITIES:

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Performs standard and complex elevator procedures. Oversees maintenance of elevator systems.

Determines materials required for maintenance or remodeling. Purchases materials and services. Initiates requests for materials.

Initiates work orders for elevator maintenance repairs.

Prepares records, reports, and memos as required.

Trains journeymen and other elevator mechanics in a wide variety of elevator skills and tasks as needed. Allocates work and oversees job quality.

Prepares reports and/or maintenance records, as needed.

Responds to emergency situations on University campus(es). Assists trapped passengers. Makes decisions regarding elevator emergencies in the absence of supervisor.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: Yes

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
High School or equivalent

Minimum Experience:
4 Years

**Minimum Field of Expertise:**

Four years experience in maintenance and repair of both cable and hydraulic elevators. Thorough knowledge of city and state building codes, OSHA regulations, elevator codes, and other requirements for workplace safety. Familiar with major elevator manufacturers and equipment. Knowledge of all elevator mechanical functions. Demonstrated ability to work independently. Demonstrated verbal and written skills. Must possess a City of Los Angeles Journeyman Elevator License.

**Skills: Other:**

- Communication -- written and oral skills
- Knowledge of applicable laws/policies/principles/etc.

**Skills: Machine:**

- Computer Network (Department or School)
- Handheld power tools and non power tools
- Personal Computer

**Skills: Trade/Auxiliary:**

- Create or follow specifications and drawings
- Estimate materials required for specific job components
- Identify technical and equipment problems related to trade
- Initiate work orders
- Install equipment, machines, or wiring to meet specifications
- Knowledge of city and state building codes
- Maintain records, logs, etc.
- Prepare reports and/or maintenance records
- Purchase materials and services
- Read, interpret, and comprehend design drawings, blueprints, plans, specifications, and/or sketches
- Read, write, and follow verbal instructions
- Respond to emergency situations
- Understand and apply policies and procedures
- Use and/or operate various stationary machinery, hand held power tools, and/or non power tools

**Supervises: Level:**

May oversee student, temporary and/or casual workers.

Trains journeymen and other employees on specific skills and tasks as required

**Comments:**

On call for emergencies 24 hrs per day. Valid California driver's license required.

**SIGNATURES:**

Employee: ___________________________ Date: _______________________

Supervisor: ___________________________ Date: _______________________
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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