UNIVERSITY OF SOUTHERN CALIFORNIA
Elevator Maintenance Mechanic Journeyman
Job Code: 179339

Grade: PN
OT Eligible: Yes
Comp Approval: 8/1/2015

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

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Perform standard elevator procedures. Monitors and maintains elevators on the university campus(es).

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

Trains other journeymen on specific skills and tasks as required.

Initiates work orders for elevator maintenance repairs.

Prepares reports and/or maintenance records, as needed.

Responds to emergency situations on university campus(es). Assists trapped passengers.

*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:
Less than high school

Minimum Experience:
3 years

Minimum Field of Expertise:
Three years experience in maintenance and repair of both cable and hydraulic elevators.
Thorough knowledge of city and state building codes and elevator codes. Familiar with major elevator manufacturers and equipment. Knowledge of all elevator mechanical functions. Demonstrated ability to work independently. Demonstrated communication skills. Must possess valid/current City of Los Angeles Department of Building Services Elevator Mechanic Journey Level License and State of CA Certified Competent Conveyance Mechanic (CCCM) General Certification.

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

Skills: Machine/Equipment:
- Handheld power tools and non power tools

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
- Perform general maintenance repair work for equipment and/or facilities
- 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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