

ELEVATOR REPAIR SUPERVISOR (3869)

TASK LIST

Technical

1. Visually diagnoses elevator malfunctions using service tools and recognizes hazardous conditions to public safety, such as electrical and moving machinery hazards, in order to troubleshoot malfunctions and ensure safe operations.
2. Observes parts of elevators, escalators, hoists, moving sidewalks, and/or similar equipment, including elevator car enclosures; elevator car exteriors; beams; cables and associated connectors and guards; sheaves and related devices and components, such as chains, gears, guide rails, and belts during installation and required inspection for defects, conformance with plans, correct installation, and/or safe operation in conformance with applicable laws, ordinances, codes and regulations.
3. Serves as a technical expert for the installation of electrically powered cable and hydraulic elevators, dumb-waiters, moving sidewalks, and escalators by providing input to Elevator Mechanics and helpers in order to ensure all safety procedures and guidelines are met during installation.
4. Determines procedures and requirements for maintenance and repair of vertical and horizontal transportation equipment based on manufacture requirements or applicable codes in order to comply with all applicable State and City safety regulations.

Inspection/Research

5. Reads and interprets electrical and electronic installation, modification, and repair plans in order to ensure accuracy in work.
6. Visually inspects freight elevators, escalators, and moving walkways and recommends conveyance specifications related to elevator and escalator work performed by contractors in order to ensure compliance with conveyance specifications, blueprints, and applicable safety regulations.
7. Visually inspects equipment for requested work to ensure contractors are following all industry standards.
8. Researches information online in order to stay informed of the latest techniques in elevator maintenance, repair, and the most recent applicable codes.
9. Prepares condition reports and other documents and material that include recommendations for alterations, replacements, and changes to improve existing elevator facilities for submission to next level management to consider and take action on.

Supervisory

10. Provides training and technical advice to journey-level workers regarding difficult or technical elevator repair work in order to ensure that repairs at all levels are being completed correctly.
11. Provides training, including safety and specialized training, to Elevator Mechanics and helpers on site or during meetings by explaining and demonstrating work procedures and observing employee performance to ensure employees are properly trained and to determine additional training needs if necessary.
12. Disciplines and provides counsel to employees in response to poor job performance, absenteeism, and conflicts with co-workers by holding in person discussions, writing counseling disciplinary memos, making recommendations of notices to correct, and/or by suspension or discharge in order to correct deficiencies in staff.
13. Writes reports, both on standard forms and in a narrative format, related to budgeting, scheduling, costs, percentage completed, and overall progress and status of work in order to meet departmental needs.
14. Assigns, reviews, and evaluates the work of Elevator Mechanics and helpers engaged in the maintenance and repair of passenger and freight elevators, escalators, moving sidewalks, and their appurtenant equipment, and reviews completed job assignments in a Computer Maintenance Management System (CMMS) in order to ensure an effective workforce and accurate documentation.
15. Enforces safety practices and standards by ensuring that all employees are using required personal protective equipment (PPEs) and following "lock-out tag-out" procedures and other safety procedures as provided in the safety handbook.
16. Prepares timesheets and material cost estimates/reports via Microsoft Office to be sent to the next level manager in order to keep supervisors and management informed.
17. Informs and applies equal employment opportunity to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; assists employees in preparing for promotion in order to ensure compliance with City and Department policies and procedures..