

supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests.

Some Elevator Repair Supervisor positions supervise and train elevator mechanic personnel and inspect and provide advice in the installation, modification, and repair of vertical and horizontal transportation and appurtenant equipment. A person in this position receives general supervision and spot checks the work completed.

Examples of Duties: Elevator Mechanic Helper: Helps in the maintenance and repair of vertical and horizontal transportation equipment; lubricates motors, sheaves, rails, and contacts; cleans elevator pits, penthouses, hoist ways, and cabs; maintains tools, stock, and lubrication equipment; operates equipment under direction of a skilled worker to make adjustments; and receives on-the-job training either informally or as a participant in an approved apprenticeship.

Elevator Mechanic: Inspects, maintains, remodels, and repairs vertical and horizontal transportation equipment such as electrically powered cable and hydraulic elevators, dumb-waiters, baggage conveyors, moving sidewalks, overhead bridge cranes, and escalators; inspects and services appurtenant equipment such as generators, motors, air compressors, air regulators, pumps, governors, brakes, hydraulic bumpers, switches, guide rails, cables, and jacks; maintains and repairs controls, including automatic dispatching controls and door reversal devices, and signals, including electronic push buttons and unit multivoltage signal controls; tests and adjusts the tension on elevator cables, the locks on elevator shaft doors, the governors controlling speed and distance of cab fall, and the elevator braking systems; drives elevators down on oil-filled bumpers to test hydraulic resistance to the impact; tests the electrical features of elevator equipment for shorts and grounds and clears them; determines the need for and recommends major elevator repairs and overhauls; and makes reports of work completed.

Elevator Repair Supervisor: In addition to the above, supervises a crew of skilled mechanics and helpers; inspects equipment for work needed; assigns work; inspects completed work; diagnoses trouble on elevators; and keeps records and makes reports. Communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative Action Program;

Incumbents of this class may train Elevator Mechanics and helpers; serve as consultants for the installation of electrically powered cable and hydraulic elevators, dumb-waiters, baggage conveyors, moving sidewalks, and escalators; determine procedures and requirements for maintenance and repair of vertical and horizontal transportation equipment; review and make recommendations on new specifications for elevator construction and maintenance contracts; inspect and recommend

acceptance of elevator and escalator work performed by contracts; setup and conduct training courses; keep informed of the latest techniques in elevator maintenance and repair; make sketches and cost estimates, and prepare material lists necessary in recommending alterations, replacements, and changes to improve existing elevator facilities; and furnish technical advice to journey-level workers on the more difficult or technical elevator repair work.

Employees of these classes may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:

<u>Knowledges</u>	<u>Elevator Mechanic Helper</u>	<u>Elevator Mechanic</u>	<u>Elevator Repair Supervisor</u>
Operating characteristics of the electrical, electronic, hydraulic, and mechanical parts of electric and hydraulic elevator and escalator systems;	General	Good	Good
Effective methods of installation, maintenance, and repair of elevators, moving sidewalks, escalators, baggage conveyors, and their appurtenant equipment, including electric motors, generators, brakes, cables and electronic dispatching signal, door and other control systems;	General	Good	Good
Hazards involved in working on elevators, in elevator shafts, and on electric equipment;	General	Good	Good
Municipal Code and State Elevator Safety Orders governing the maintenance and repair of elevators, elevator equipment, wiring, and electric motors;		Working	Good

Qualifications:

<u>Knowledges (cont.)</u>	<u>Elevator Mechanic Helper</u>	<u>Elevator Mechanic</u>	<u>Elevator Repair Supervisor</u>
Fundamentals of electricity and electronics related to the installation, maintenance, and repair of electric and hydraulic elevators and escalators;		General	Working
Supervisory principles and practices including: planning, delegating and controlling the work of subordinates;			Good
Techniques of training, instructing and evaluation of subordinate work performance;			Good
Techniques for counseling, disciplining, and motivating subordinate personnel;			Good
Procedures for grievance handling;			Good
Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program;			Good
Effective safety principles and practices;			Good
Memoranda of understanding as they apply to subordinate personnel;			Working
City personnel rules, policies and procedures;			General
<u>Skills</u>			
Use of tools and equipment of the trade;	X	X	X

<u>Abilities</u>	<u>Elevator Mechanic Helper</u>	<u>Elevator Mechanic</u>	<u>Elevator Repair Supervisor</u>
Read and interpret electrical and electronic installation, modification, and repair plans;	X	X	X
Prepare time, work, and material reports;		X	X
Diagnose elevator malfunction and recognize condition hazardous to public safety;		X	X
Plan, supervise, and lay out the work of journey-level Elevator Mechanics and Helpers;			X
Train and test Elevator Mechanics and Helpers in the current techniques of elevator maintenance and repair;			X
Prepare sketches, layouts, and time and material cost estimates;			X
Inspect completed work.			X
Maintain a work environment to enhance both employee morale and productivity;			X
Apply sound supervisory principles and techniques;			X
Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.			X
Experience in electrical work or as an Elevator Mechanic Helper is desired, but not required for Elevator Mechanic Helper.			
Completion of a recognized apprenticeship or attainment of journey-level rank as an Elevator Mechanic or four years of experience as an Elevator Mechanic Helper is required for Elevator Mechanic.			

Two years of journey-level experience in the maintenance and repair of elevators is required for Elevator Repair Supervisor.

License: Elevator Mechanic and Elevator Repair Supervisor: A valid Certificate of Registration as a journey-level Elevator Mechanic issued by the Los Angeles City Department of Building and Safety is required.

All Classes: A valid California driver's license may be required.

Physical Requirements: Strength to perform average lifting up to 70 pounds and occasionally over 70 pounds for Elevator Mechanic Helper, Elevator Mechanic, and Elevator Repair Supervisor, however, some Supervisor positions may perform only average lifting up to 15 pounds and occasionally over 25 pounds. All classes require body agility and equilibrium involved in activities such as climbing and balancing under precarious conditions; arm, hand, and finger dexterity with both hands involved in activities such as reaching, handling, and assembling small parts; and good eyesight.

Persons with medical limitations may, with reasonable accommodation, be capable of performing the duties of some of the positions in these classes. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.