

ELEVATOR REPAIR SUPERVISOR (3869)

TASK LIST - 2016

Technical

1. Visually diagnoses elevator malfunction using tools such as service tools and recognizes hazardous conditions to public safety such as electrical hazards, and moving machinery hazards.
2. Observes parts of elevators, escalators, hoists, and moving sidewalks and/or similar equipment including the following devices 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: Elevator car enclosures; elevator car exteriors; beams; cables and associated connectors and guards; sheaves and related devices such as restraints; chains; gears; drive sprockets; guide rails and their supports; and belts.
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.

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 of elevator and escalator work performed by contractors.
7. Visually inspects equipment for requested work and ensures 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 a condition report and other documents/material for next level management to review and take action necessary in recommending alterations, replacements, and changes to improve existing elevator facilities.

Supervisory

10. Provides training and technical advice to journey-level workers regarding difficult or technical elevator repair work when necessary, in order to ensure that repairs at all levels are being completed correctly.
11. Provides training (including safety and/or other specialized training) to subordinates via on the site or during meetings to Elevator Mechanics and helpers 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/or 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.
13. Writes reports, both on standard forms and in narrative, related to relocation of facilities and alternate locations, right of way issues, budgeting, scheduling, costs, percentage completed and overall progress and status of work.
14. Assigns (based on operational need), 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; reviews completed job assignments in a Computer Maintenance Management System (CMMS).
15. Enforces safety practices and standards by ensuring that all employees are using required Personal Protective Equipment (PPEs) as well as following "lock-out tag-out" procedures, and all 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.
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 as described in the City's Affirmative Action Program.