Elevator Mechanic

**JOB PURPOSE**

Installs, maintains, and repairs elevator equipment, controls, lighting and circuits. Ensures work is in accordance with relevant codes.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Maintains and repairs elevators, escalators, and similar equipment.

Troubleshoots and locates malfunction in brakes, motors, switches, and signal and control systems using test equipment. Reads and interprets schematics.

Disassembles defective unit and cleans, repairs or replaces controller parts, generators, and brushes.

Inspects wiring connections, control panel hookups, door installation, and alignment and clearance of car hoistway.

Lubricates bearings and other parts to minimize friction.

Operates elevator to determine power demand and tests power consumption to detect overload factors.

Estimates and orders replacement parts.

Removes passengers from stuck elevators.

May perform acceptance and routine inspections, witness tests, and report results of the inspection and testing.

Cleans machine room and elevator pits.

Performs other general building maintenance as needed.

Participates in the training of apprentices and/or other workers as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of and ability to use materials, methods/principles and tools specific to the needs of the Elevator Mechanic trade.

Knowledge of applicable building codes, regulations or ordinances.

Ability to read and interpret drawings, blueprints and/or schematics.
Ability to work in safe and efficient manner.

Ability to use a computer.

Ability to perform routine maintenance on equipment and determine when and what kind of maintenance is needed.

MINIMUM REQUIREMENTS

**Education:** High school diploma or GED.

**Experience:** Certificate in relevant DOL apprenticed trade OR five years verifiable journey level experience.

**Licenses:** Valid driver’s license and ability to be insured by Indiana University. Valid Indiana elevator mechanic license. Some positions may be required to obtain and maintain a Qualified Elevator Inspector (QEI) license. May be required to acquire and maintain a material-specific abatement certification, supervisor certification or other required certifications.

PHYSICAL REQUIREMENTS

Standing, walking, driving, climbing/ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs multiple times per shift, fingering, talking, hearing, and seeing.

WORKING CONDITIONS

Most time spent indoors but possible exposure to extreme hot or cold temperatures for one hour plus when working outdoors. Possible exposure to distracting/uncomfortable noise levels, and vibration of body or extremities. Risk of bodily injury from mechanical parts, electricity, etc.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.