



Elevator Maintenance Mechanic Senior Job Description

JOB INFORMATION

<i>Job Code:</i>	179343
<i>Job Title:</i>	Elevator Maintenance Mechanic Senior
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.; Trains journeymen and other employees on specific skills and tasks as required.
<i>Job Family:</i>	Trades/Maintenance
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

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

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		4 years	of experience in maintenance and repair of both cable and hydraulic elevators.

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Thorough knowledge of city and state building codes, OSHA regulations, elevator codes, and other requirements for workplace safety.
X		Familiar with major elevator manufacturers and equipment.
X		Knowledge of all elevator mechanical functions.
X		Demonstrated ability to work independently.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated verbal and written skills.

Licenses

Req	Pref	License(s)
X		Valid/Current City of Los Angeles Department of Building Services Elevator Mechanic Journey Level License

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			State of CA Certified Competent Conveyance Mechanic (CCCM) General Certification.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Performs standard and complex elevator procedures. Oversees maintenance of elevator systems.				
Determines materials required for maintenance or remodeling. Purchases materials and services. Initiates requests for materials.				
Initiates work orders for elevator maintenance repairs.				
Prepares records, reports, and memos as required.				
Trains journeymen and other elevator mechanics in a wide variety of elevator skills and tasks as needed. Allocates work and oversees job quality.				
Prepares reports and/or maintenance records, as needed.				
Responds to emergency situations on university campus(es). Assists trapped passengers. Makes decisions regarding elevator emergencies in the absence of supervisor.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
	<i>Campus Security Authority (CSA)</i>		<i>Essential:</i>
	By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/		No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.