General Statement of Duties and Responsibilities

Under supervision, performs work of ordinary difficulty and responsibility in connection with the operation of a group of elevators in a public building; performs related work.

Examples of Typical Tasks:

Dispatches elevators and keeps traffic moving with maximum service.

Keeps time records and prepares accident reports.

Schedules work of Elevator Operators.

 Watches loading of cars to insure that maximum load is not exceeded.

Observes position indicator light panel board.

Trains new operators.

Answers inquiries of public.

Reports defects in the mechanical operation or equipment of the elevators.

Instructs Elevator Operators in safety methods.

Operates an elevator when necessary.

Qualification Requirements:

Graduation from elementary school and two years of full-time paid experience within the last ten years in operating an elevator or serving as an elevator starter.

Direct Lines of Promotion

From: Elevator Operator (80910) To: None