

**ELEVATOR MECHANIC HELPER (3860)
TASK LIST (2020)**

ELEVATOR MAINTENANCE AND REPAIR WORK

1. Cleans elevator cars, motor rooms, pits, escalators, and moving sidewalks, using equipment such as brooms, dust pans, and wipe cloths, in order to keep the machinery free of dust, dirt, trash, and leaking oil.
2. Verifies that all elevator car controls and lights are functional by depressing each button on the elevator car station panel, such as the floor, stop, door open, and close buttons, and reviewing the lighted position indicator panel, safety edge, and overhead lights, in order to ensure the controls are accessible to the public, all lights and buttons are lit when they should be, and replace any burned out bulbs as needed.
3. Opens elevator doors, either independently or under the supervision of an Elevator Mechanic, using tools such as an elevator door pick, in order to free passengers trapped in a recalcitrant elevator car or gain access to the elevator pit or shaft when the elevator car is not on the same floor.
4. Opens the service cabinet door in an elevator car using a mechanical override control key in order to take the car out of service for maintenance or place it back into service when maintenance or repair is completed.
5. Rides elevator cars to all building floors in order to verify that all doors open smoothly, the floor of the car is level with the building's floor, the elevator stops at all floors, and the car is running with no issues.
6. Rides on top of the elevator car during the lubrication of the cables and safety inspections by monitoring counterweight or moving elevators in adjacent shafts in order to ensure that electric motors, cables, chains, sheaves, and gears are well maintained and assist the supervisor or lead worker in a safe manner.
7. Checks the wearing on the brushes, brake shoes, and the oil level in the gear boxes and motors on elevators, escalators, and moving sidewalks in order to ensure that the machinery is functioning appropriately.
8. Visually and audibly inspects stopped elevators, escalators, or moving sidewalks for issues, including obstructions, broken steps, damaged comb teeth, damaged buttons, and/or jammed handrails, in order to identify the issue, notify a supervisor or lead worker, and restart the equipment if necessary.
9. Lifts out escalator steps, moving sidewalk deck plates, and metal floor plates covering the pit, using tools such as screwdrivers and wrenches, in order to access the elevator, escalator, or moving sidewalk machinery and perform maintenance and repairs.

10. Visually inspects the pit and machine room of a hydraulic elevator by looking for leaking hydraulic fluid from the piston(s) and determining that a sufficient amount of fluid is in the reservoir in order to keep the supervisor or lead worker advised when the packing in the pistons is leaking.
11. Removes and replaces elevator, escalator, and moving sidewalk components, such as drive motors, belts, and pumps, in order to repair out-of-service equipment for inspection by the supervisor or lead worker.
12. Repairs elevator, escalator, and moving sidewalk components by overhauling gearboxes, replacing bearings and seals, adjusting chains and drive sprockets, repacking hydraulic pistons, and using tools such as a digital multi-meter in order to learn and understand conveyances and proper equipment operation.

SAFETY FOCUS

13. Uses personal protective equipment (PPE), such as harnesses, safety goggles, gloves, and boots, while assisting supervisors and lead workers with elevator repair and maintenance duties in order to ensure personal and workplace safety.

WORK DOCUMENTATION

14. Communicates verbally with supervisor or lead workers, using equipment such as a walkie-talkie and cellphone, in order to report in and receive new assignments while working in the field.
15. Inspects and drives a City vehicle at the start and end of the shifts, and documents vehicle usage in order to comply with the Department of Motor Vehicle (DMV) laws and regulations for Class C vehicles and operate City vehicles safely while performing work.
16. Records the number of hours spent on a particular job, using timekeeping tools such as MaintStar or hard-copy documentation, in order to account for total allocation of number of tasks and hours performed on duty sufficiently and accurately.