

**BOARD OF REGENTS
STATE OF IOWA

REGENT MERIT
SYSTEM**

Class Title: Elevator Mechanic

Class Code: 5081
Pay Grade: 216

GENERAL CLASS DESCRIPTION:

Under general supervision, constructs, modifies, and maintains complex electronic and mechanical equipment used for conveying equipment including but not limited to elevators, chairlifts, and stage lifts; and troubleshoots and maintains systems related to conveying equipment including electrical, fire alarm, security, audio visual, plumbing, and communications equipment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Repairs and maintains elevators, chair lifts, and stage lifts to ensure their effective and efficient operation and conformance to safety regulations.
2. Investigates problems of an electric, mechanical and/or hydraulic nature related to the operation of conveying devices using hand and power tools and testing devices such as test lamps, ammeters, voltmeters, multimeters, and specialized diagnostic tools.
3. Operates elevators to determine power demands, and tests power consumption to detect overload factors; locates malfunctions in brakes, motors, switches, and signal and control systems; and disassembles defective units and repair or replace parts such as locks, gears, cables, and electric wiring.
4. Examines parts for damage or excessive wear; replaces defective and worn parts; and performs preventative maintenance such as greasing oiling parts, replacing worn out parts and adjusting the elevator for optimal performance.
5. Inspects wiring connections, control panel hookups, door installations and alignments, and clearances of cars and hoistways to ensure that equipment will operate properly; and adjusts safety controls, counterweights, door mechanism, and components such as valves, ratchet, seals, and brake linings.

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6. Checks that safety regulations and building codes are met and completes service reports verifying conformance to standards; maintains site logbooks that detail all repairs and checks performed; and adheres to all safety regulations and uses safety precautions.
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8. Reviews construction plans and specifications of outside architects and engineers.
9. Performs other elevator/electrical duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of electronics and elevator operations.
2. Knowledge of OSHA requirements.
3. Ability to read electrical prints and blueprints.
4. Ability to maintain arm-hand steadiness and good manual dexterity.
5. Ability to keep records and exhibit strong attention to detail.
6. Ability to keep machine rooms and work areas clean and organized.
7. Ability to be self-directed to troubleshoot elevator problems and determine the right tools and equipment.
8. Ability to communicate effectively orally and in writing and conduct self in a professional manner.
9. Ability to make judgements/decisions independently but can determine when supervisor consult is needed.
10. Ability to work in all types of environmental conditions or in areas where there is exposure to excessive noise, dirt, and fumes and at elevated heights from ladders, scaffolds, or hydraulic lifts.
11. Knowledge of proper lifting and bending techniques and ability to lift 50 pounds.
12. Ability to learn new procedures, prioritize work, and meet deadlines.

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13. Ability to organize workflow and direct the work of others.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Must have a high school diploma or equivalent, and
2. Six years of experience as an elevator mechanic or service technician helper; OR
3. Any combination of related experience, apprenticeship and/or AAS degree from a two-year electronics engineering technology program that is the equivalent to six years of experience.

REVISION EFFECTIVE: March 1, 2025