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# Example of Elevator Mechanic Job Description

Our company is hiring for an elevator mechanic. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for elevator mechanic

* Answers trouble calls and makes all necessary repairs
* Orders tools, parts, and equipment required for maintenance and repair of elevators
* Reviews and recommends plans and specifications for new elevators
* Work without direction on standard preventative maintenance and extensive repairs
* Diagnose problems, plan and complete work required, identify and order parts
* Maintain and modify crane assemblies and all related equipment and facilities including, motors, guarding, drives, bearings, controls, gear boxes
* Strong mechanical and electrical fundamental and safety knowledge (schematics, precision measurement tools, LOTO
* Maintain and modify crane assemblies and all related equipment and facilities including, motors, guarding, drives, bearings, controls, gear boxes, etc
* Fabricate, repair and install control and distribution apparatus, including, switches, relays, resistance tubes, rectifiers, electronic control boards, transformers and power supplies
* Fabricate, modify, maintain, repair, calibrate and adjust complex electronic circuitry and electronic mechanical equipment, including controllers, selectors and dispatching equipment, power operated door mechanisms and car safety mechanisms

## Qualifications for elevator mechanic

* The incumbent should have strong electrical and mechanical skills
* Must be able to obtain a DOS or DoD security clearance
* Must possess a valid California Certified Competent Conveyance Mechanic certificate
* In lieu of education, five years of related experience, having working knowledge of AC/DC motors and motor controlled circuits required
* An Elevator repair license or certification is required
* Elevator Mechanic certification or license a plus