Downloaded from <https://www.velvetjobs.com/job-descriptions/elevator-technician>

# Example of Elevator Technician Job Description

Our innovative and growing company is looking for an elevator technician. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for elevator technician

* Perform functional and operational tests of refurbished, repaired, and modified elevator equipment, assemblies, and system
* Must maintain security clearances, area permit(s), licenses, certifications, required for performance of assigned tasks
* Must possess valid Florida Driver’s License
* This classification may include managing hazardous materials or other environmental responsibilities
* Maintain current and in-depth knowledge of all safety policies and standards related to position
* Tests, inspects, repairs and maintains Embassy elevators
* Performs maintenance, repair, minor modifications and revisions of Embassy Complex electrical systems, electrical equipment, motor connections, controls and passenger elevators under technical direction of the Elevator Supervisor
* Receives and accomplishes all work utilizing the Embassy work order system (GMMS)
* Repair/assist in repair of equipment/machinery
* Perform preventative maintenance on machinery

## Qualifications for elevator technician

* Must have associate degree, bachelor degree or technical certification in a mechanical program
* Great interpersonal skills - Displays honesty, ethics and integrity at all times
* Excellent customer service and communication skills including a positive attitude
* Proficient computer skills with Microsoft Office and Windows OS including Outlook, Excel, Word, PowerPoint
* Memory for verbal or written directions, ability to analyze problems, and ability to plan and make decisions
* Must by a Certified Elevator Technician and hold a valid KY Elevator Technician License