



OFFICE OF HUMAN CAPITAL

Job Information	
Job Title: <i>Elevator Constructor</i>	Last Revised/Approved: <i>Entered by Compensation</i>
Job Code: <i>Entered by Compensation, Office of Human Capital</i> <i>MTN00FSHF3ESTM3902</i>	Reports To: <i>Supervisor – Joseph Devereaux</i>
Office: <i>Operations</i>	Department: <i>Facilities</i>

Compensation Information	
Pay Grade: <i>Does not apply</i>	Pay Range:
FLSA Status: <i>Overtime Eligible</i>	Term of Employment: <i>Full Time (FT)</i>

Position Summary/Purpose:

1. *Install, repair, inspect, test and maintain various elevators and lift equipment serving the MPS District to ensure the integrity and safety of the building occupants.*
2. *Navigate and monitor Computerized Maintenance Management Software system (preferably AssetWORKS) for trade related work orders, various data, budget targets, etc.*
3. *Operates and maintains systems, equipment and devices related to the trade.*
4. *Performs other duties as assigned.*

Essential Functions/ Core Competencies:

1. *Installing, repairing, inspecting, testing and maintaining all aspects of elevators, lifts and their related systems.*
2. *Estimating the cost for installing, repairing, inspecting, and maintaining elevators, lifts and their related systems.*
3. *Assist in planning and overseeing of projects completed by contractors to assure compliance with contract standards, details, specifications and deadlines.*
4. *Perform other job-related functions as assigned.*

Job Requirements:

Education Requirements:

1. *High school diploma or equivalent (GED)*

Certifications and Licensing Requirements:

1. *Valid State of Wisconsin Motor Vehicle operator's license and availability of properly insured personal vehicle at time of appointment and throughout employment.*
2. *Certification in the EPA Asbestos Abatement Training Program (O&M) within 6 months of appointment* ^{Note 1}
3. *Silica Awareness Training within first month of appointment.* ^{Note 1}
4. *Certification in the Lead Safe Renovator Training Program within 6 months of appointment.* ^{Note 1}
5. *Scaffolding User and Erector Training Certification within 6 months of appointment.* ^{Note 1}

6. Fall Protection Competent Person Training Certification within 6 months of appointment. ^{Note 1}
7. Confined space training within 6 months of appointment. ^{Note 1}

Note 1 – Training and/or testing will be provided by MPS but employee must obtain the certification within the time allotted.

Experience Requirements:

1. **Five (5) years of experience at a journeyman elevator constructor worker level**
2. One (1) years of experience in operating within a Computerized Maintenance Management Software system (preferably in AssetWORKS)
3. Experience as indicated previously indicated Essential Functions/Core Competencies.

Knowledge, Skills and Abilities:

1. Ability to perform previously indicated Essential Functions/ Core Competencies.
2. Knowledge, skills, and ability to perform Elevator Constructor functions at a journeyman's worker level.
3. Knowledge of the Safety Code for Elevators and Escalators, ANSI/ASME A17.1, 1990.
4. Knowledge of the Wisconsin Administrative Elevator Code, Register, January, 2000, No. 459, Chapter COM 18.00.
5. Ability to perform and knowledge of safety, load, and speed tests for elevators and drop test for safety devices.
6. Ability to read and comprehend construction documents.
7. Knowledge of construction terminology and practices, construction materials, safe working practices, basic math including basic geometry
8. Effective oral and written communication skills.
9. Skill at organizing resources and establishing priorities.
10. A working knowledge of computer applications including MS Office software.
11. Ability to gather data, compile information and prepare field reports as required.
12. Ability to work mandatory overtime hours as required, whether given notice, or called-in to perform emergency duties

Working Environment:

1. Exposure to dust, dirt, and general construction debris.
2. Exposures encountered, such as; dust, dirt ,general construction debris hazardous materials, loud noise, and extreme heat/cold
3. Essential physical requirements, such as climbing, standing or stooping.

Physical Demands:

1. Ability to climb and work at heights at or above 70 feet in all weather conditions
2. Ability to lift object weighting up to 70 lbs.
3. Ability to move objects weighing up to 100 lbs.
4. Exposure to work environments as previously indicated

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under

the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Capital.