

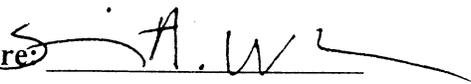
Evaluation of Position Description

Labor Category/FLSA: Nonexempt

 Current Position Description
 X **Proposed Position Description**

Date Prepared: 06/29/03

Approving Official: Name: Sheryl A. Wheeler

Signature: 

Title: HR Specialist

Position Title/Series/Grade: Elevator Mechanic Leader, WL-5313-11

ORGANIZATION: Division of Property Management

REFERENCES: OPM JGS for Leader, WL, Part I - Working Leaders, January 1980; OPM JGS for Nonsupervisory Work Performed: Elevator Mechanic, WG-5313, May 1974; OPM JGS for Nonsupervisory Work Led: Elevator Mechanic, WG-5313, May 1974.

DETERMINATION OF SERIES: This occupation includes jobs involved in the repair and maintenance of high speed elevator systems and moderate or low speed elevators, dumbwaiters, leveling ramps, and escalators to meet regulatory codes and work requirements. The work requires a knowledge of the construction, function, and maintenance procedures of dispatching or scheduling systems, systems components, driving and hoisting machinery, control mechanisms, guide structures, and car or platform equipment and counterweights. Skill is required in planning and carrying out tasks such as tracking and locating troubles, aligning and balancing the network of controls, adjusting and resetting safety devices, and repairing and servicing electromechanical parts and equipment located in the machinery penthouse, shaftway, pit, or on the car or platform. The job is therefore placed in this series and given an appropriate title resembling as closely as possible the title in the handbook which is title Elevator Mechanic.

DETERMINATION OF GRADE: This job involves leading at least three or more other workers in the performance of trades or labor work. Since the leader duties substantially match those listed in the Job Grading Standard for Leader, as characteristic of the working leader, the job meets the criteria for evaluation by Part I of that standard. The highest level of nonsupervisory work led by the incumbent is WG-2606-11. Applying the Working Leader Grading Table, WG-2606-11 as the highest level of nonsupervisory work led, converts to WL-2606-11 for this position. Highest level of nonsupervisory work performed: Elevator Mechanic, WG-2606-11.

CONCLUSION: In accordance with the classification practices and titling prescribed in the WG-2606 Series standard. The proper classification for subject job is therefore determined to be Elevator Mechanic Leader, WL-5313-11.

Installation: National Institutes of Health, Bethesda, MD
Title: ELEVATOR MECHANIC LEADER
Occ Series: 5313
Pay Plan: WL
Grade: 11

Introduction: The Division of Property Management (DPM) serves all of the NIH Community by providing support for renovations, new construction and maintenance of existing facilities, utilities and grounds. The Division provides professional leadership for the engineering programs of the National Institutes of Health (NIH). The scope of DPM operations is such that the effectiveness with which they are carried out has a major and direct effect on the worldwide biomedical research programs of the NIH. In addition to the main facilities at the Bethesda Campus and in Poolesville, MD, NIH has facilities at Research Triangle Park, North Carolina, Rocky Mountain Laboratory in Montana and the Gerontology Research Center in Baltimore, MD.

This position is organizationally located within the DPM in one or more of the subordinate organizational components responsible for the provision of operations and maintenance of NIH facilities. The position is an Elevator Mechanic Leader responsible for the performance of technical and mechanical tasks as well as the direction and technical support of subordinate Elevator Mechanics to complete multi-disciplinary tasks in support of the mission of DPM. The position requires that the incumbent be able to work independently direct the work of others and have the responsibility to complete the work tasks both independently and with support of subordinate staff.

Duties:

Directs the support of various subordinate mechanics, of various grades and abilities to complete tasks assigned. Assembles work groups to accomplish assigned tasks. Provides technical direction and leadership to subordinate staff as required.

Coordinates maintenance and repair activities with building occupants and customers assuring work is completed or assigned to another work area or work group for completion based on complexity and type of work

In addition to the direction and leadership of subordinate mechanics the incumbent must be able to respond to service calls requiring, servicing, and repairing elevators, escalators and related equipment on both routine and emergency type basis.

Serves as the on-staff technical expert in the field of elevators and escalators providing guidance to in-house staff as well as contract staff as necessary.

Operates a motor vehicle with gross vehicle weight of up to 10,000 pounds to transport tools, materials, equipment and self to work site. Appropriate state CDL may be required.

The incumbent maintains, services and repairs multiplex, high speed, collective-selective elevators systems throughout the NIH campus. The equipment includes twelve different manufacturers of elevators as well as two different escalators.

Continuously performs inspections and maintenance as necessary on the assigned equipment.

Repairs, maintains, inspects and tests solid state supervisory elevator control systems with integral, optical, mechanical, hydraulic and pneumatic operating systems and subsystems.

Repairs, maintains and tests bridge cranes, hoists, automatic doors and handi-cap lifts. Has thorough knowledge for inspection, maintenance, overhaul and repair of mechanical and electrical equipment associated with the trade.

Performs speed performance analysis on individual elevators and repairs and/or adjusts regulation of conventional and solid-state acceleration, deceleration, leveling and control circuitry to maintain safe and reliable performance.

Observes and adjusts the selector deceleration and stop scanner system with interrelated hoist way position devices to ensure proper speeds under all modes of operation.

Has expert knowledge of schematic and wiring diagrams with the ability to quickly pinpoint the source of malfunctions. Utilizes manufacturers' blueprints, drawings, and manuals on a daily basis in order to effect timely repairs to elevators, cranes.

Utilizes profile analysis and control simulation in the recognition and isolation of malfunctions and defects in multi-feature individual/group supervisory scheduling and dispatch systems.

Adjusts power generating equipment to provide required operating voltages as required. Overhauls and repairs motors, control components, door operating systems, power relays and rectifiers, and all equipment unique to the elevator trade.

Repairs, maintains and overhauls bridge cranes to 25 tons; including hoist cables, wound rotor motors, brakes, remote control crane drive motors and all associated control components.

In addition to elevator and escalator work as detailed above, the incumbent may be assigned other General Maintenance Work: Performs a variety of task associated with assisting journeyman level mechanics in the fields of carpentry, electric, HVAC/R, plumbing, pipefitting, masonry and grounds maintenance.

Performs other duties as assigned.

SKILL AND KNOWLEDGE

As a Work Leader and senior mechanic the incumbent has superior knowledge of all facets of equipment and system operation in the assigned focus area. As the primary field source for technical knowledge, direction and interpretation of complex maintenance and repair projects or issues.

1. Expert knowledge of the construction, function and service practices for high speed elevators, escalators and associated equipment
2. Expert knowledge of a variety of high speed elevator and escalator electronic control circuits and components and their operation
3. Ability to align, balance, test, adjust and operate high-speed elevators and escalators and associated equipment.
4. Ability to diagnose complex elevator and escalator operational problems by applying expert trade knowledge and the tools and equipment associated with the trade.
5. Utilizes available skills and knowledge of subordinate staff to properly staff assigned tasks
6. General trade knowledge within the trade and skills usually associated with maintenance operations such as carpentry, electric, HVAC/R, plumbing, pipefitting, masonry and grounds maintenance.

Responsibility:

Receives assignments from supervisor or work leader orally or in the form of written or electronic service orders. Generally receives radio dispatched trouble calls while on call and makes emergency repairs. Incumbent determines the type and extent of repairs needed, methods and techniques to use, parts or components required, and completes work typically with no check in progress. Ensures the end product meets all specified requirements.

Incumbent is responsible for the safe operation of the vehicle following all safety rules, regulations, and traffic signs. Assures that cargo is arranged properly for best support. Incumbent's ability is regularly observed and evaluated, and trip tickets are checked for Compliance with regulations and completeness.

Physical Effort:

Work requires walking, standing, stooping, bending, kneeling, climbing, and working in tiring and uncomfortable positions. Frequently lifts and carries parts and equipment weighing up to 40 pounds; occasionally handles items weighing up to 100 pounds.

Subject to working at high heights.

Working Conditions:

Position may be subject to shift or irregular work hours.

Works inside and outside, exposed to dirt, sewage, dust, grease, fumes, and refrigerant gases. Is subject to injury from use of hand and power tools, and to burns, cuts, bruises, and electrical shock. May be required to wear and/or use protective clothing and equipment in accordance with established health and safety regulations and SOP s.

Works outside and is occasionally exposed to bad weather while loading and unloading vehicle. Is subject to cuts, bruises, and broken bones as a result of accidents while driving or when loading and unloading vehicles. Is exposed to the possibility of serious accidents while driving in all types of traffic and weather