

City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice – Repost was 868/2009/004987

Civil Service Title: Elevator Mechanic	Level: 00
Title Code No: 90710	Salary: \$278.00/Per Day
Office Title: Elevator Mechanic	Work location: 80 Centre St., N.Y.
Division/Work Unit: DFMC	Number of Positions: 1

Hours/Shift: Day

Job Description

The Department of Citywide Administrative Services (DCAS) seeks to hire an Elevator Mechanic to work within the Division of Facilities Management and Construction (DFMC). The qualified candidate's responsibilities will include, but not be limited to:

- Conducts visual inspections of all equipment and related controls daily
- Troubleshoots and makes appropriate repairs to elevators, escalator and handicap lift systems
- Performs preventive maintenance to all elevator, escalator and handicap lift systems
- Makes adjustments to all elevators, escalator and handicap lift systems to meet NYC Code
- Oversee all NYC Building Department inspections
- Maintain log of all repairs and maintenance performed on all elevators, escalator and handicap lift systems

Qualification Requirements

1. Five years of full-time satisfactory experience acquired within the last ten years as an elevator mechanic; or
2. Not less than four and one-half years of the experience described in "1" above plus one of the following:
 - A. At least 6 months of closely related experience in the repair and maintenance of electrical or electromechanical control systems, or electrical, hydraulic or mechanical components of the following: escalators, drawbridges, aircraft, rail cars, or mechanical doors; or
 - B. At least 600 hours of training acquired at a trade or technical school or vocational high school or completed post-secondary education, approved by a state's Department of Education or comparable governmental agency, with a major course of study in mechanical, electromechanical, electrical or electronic technology or closely related field.

License Requirements

At the time of appointment, candidates will be required to possess a Motor Vehicle Driver License valid in the State of New York. This license must be maintained for the duration of employment.

New York City Residency Required within 90 days of appointment.

Essential Skills

To Apply:

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: hrjobs@dcas.nyc.gov

The JVN# MUST be the only text in the subject line of email; e.g. JVN#10/004987. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.**

Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:

Recruitment Coordinator
 DCAS/Human Resources Office
 1 Centre Street, 17th Floor North
 New York, N.Y. 10007

(Indicate JVN# in upper right hand corner of cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 11/24/2009

Post Until: 2/24/2010

JVN: 868-2010-004987

The City of New York is an Equal Opportunity Employer.