

City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice - Repost

Civil Service Title: Elevator Mechanic's Helper	Level: 00
Title Code No: 90711	Salary: \$210.70/Per Day
Office Title: Elevator Mechanic's Helper	Work location: Various
Division/Work Unit: Elevator Services	Number of Positions: 1

Hours/Shift: Day

Job Description

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

- Assists in the maintenance and repair of electrically and/or hydraulically powered passenger and/or freight elevators
- Assists elevator mechanics in making mechanical and electrical repairs and adjustments to the elements and components of passenger and freight elevators, which include cables, sheaves, glands, motors, generators, starters, relays and controls, brakes, solenoids, safeties, etc.
- Makes routine inspections of elevator equipment in a preventative maintenance program
- Uses the tools and instruments essential to elevator maintenance and repair work

Qualification Requirements

1. Three years of full-time satisfactory experience acquired within the last ten years in the maintenance, repair and/or installation of passenger or freight elevators; or
2. At least two years of experience as described in "1" above plus sufficient training of a relevant nature acquired in an approved trade or vocational high school to make up the equivalent of the remaining required experience. Six months of acceptable experience will be credited for each year of approved trade or vocational high school; or
3. Satisfactory completion of an approved career ladder training program for Elevator Mechanic's Helper sponsored by the New York City Housing Authority.

License Requirements

At the time of appointment candidates must 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#10/006050. 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: 868-2010-006050