Coordinator, Elevator Maintenance

Job Code 00007241

General Description
Responsible for managing elevator issues for Texas State campus including coordination of day-to-day maintenance calls, preventive maintenance, testing, and regulatory documents.

Examples of Duties
Develop elevator service contracts
Administer elevator service contracts
Enforce elevator service contracts
Coordinate annual elevator inspections
Coordinate five year load test for elevators
Resolve elevator service issues
Maintain current licensing of elevators and related regulatory documents
Coordinate resolution of compliance issues
Address ADA issues concerning elevator cabs, controls and access
Develop and maintain plans for short and long term renovation of elevator systems on campus
Analyze compliance and contract needs for elevators
Coordinate development and placement of signage for elevator constructions/renovations
Primary interface with different departments regarding new and remodeling elevators and elevator telephone operations
Recommend materials for elevators
Primary warranty interface for construction and remodeling maintenance
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: computer related software, related state regulations, related safety issues, billing reconciliation.
Skill in: Working as a team member, establishing a rapport with a variety of clients, communication skills, preparing reports, specifications, bid tabulation, operating a computer and applications.
Ability to: Understand and interpret written instructions, contracts, manuals, policies and procedures, prepare reports and memos, to perform basic math, explain problems and suggest improvements, to prioritize workload, comply with state regulations.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.
Other Requirements

Revised 09/20/2012