Job Family: Miscellaneous
Grid: 9

I. Level Definition
Under general supervision operates assigned elevator.

II. Typical Duties
(1) Operates elevator to transport doctors, patients, employees, visitors and freight to desired floor.
(2) Supplies information to passengers with regard to location of services within the facility.
(3) Answers and responds to elevator telephone.
(4) Assists patients and visitors in and out of elevator.
(5) Notifies maintenance department of any malfunction of elevator.

III. Qualifications
(1) Education, Training and Experience
Grade 10 or an equivalent combination of education, training and experience.
(2) Skills and Abilities
(i) Ability to communicate verbally in a pleasant, courteous and patient manner.
(ii) Ability to deal with others effectively.
(iii) Physical ability to carry out the duties of the position.
(iv) Ability to operate related equipment.
(v) Ability to perform repetitive task on a continual basis.