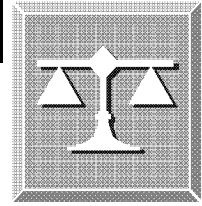


TS-7 April 1969

**Federal Wage System
Job Grading Standards**



WCPS-2 August 2002

**FEDERAL WAGE SYSTEM
JOB GRADING
STANDARD
FOR
ELEVATOR OPERATING,
5438**



**Workforce Compensation
and Performance Service**



ELEVATOR OPERATING, 5438

TABLE OF CONTENTS

WORK COVERED	3
WORK NOT COVERED	3
TITLES	3
NOTES TO USERS	3
ELEVATOR OPERATOR, GRADE 1	4
ELEVATOR OPERATOR, GRADE 2	5

WORK COVERED

This standard is to be used to grade all nonsupervisory jobs in which the primary duty is the running of freight or passenger elevators. The work includes opening and closing elevator gates and doors, working elevator controls, loading and unloading the elevator, giving information and directions to passengers such as on the locations of offices, and reporting problems in running the elevator.

WORK NOT COVERED

Jobs that mainly involve the repair or inspection of elevators are not covered by this standard. Jobs that at times involve operating a freight elevator also are not covered by this standard if the primary duty is work such as obtaining, moving, and delivering materials to work sites or storage areas; loading and unloading supply trucks and placing supplies in storage; or keeping other workers supplied with needed materials or work.

TITLES

Jobs covered by this standard are to be titled *Elevator Operator*.

NOTES TO USERS

The duties of some elevator operator jobs involve giving information to passengers such as on the location of an office, office hours, or floors which are restricted to visitors. Such elevator operator jobs, however, have the main purpose and primary duty of physically "moving" people by operating an elevator and, therefore, are trades and labor jobs. They differ from General Schedule positions such as those of [Information Receptionists](#) where the main purpose is to give information, and the primary duties involve the keeping and use of clerical records, directories, locator records, personnel listings, and records of visits.

5438-1**ELEVATOR OPERATOR, GRADE 1****5438-1**

General: The work at this grade involves either (a) running a freight elevator and loading or unloading the elevator where heavy physical effort is not required, or (b) running a passenger elevator in a building not usually visited by the general public, and answering questions on the locations of offices or rooms when the passenger gives clear information on the place to be visited (for example, the name of the office, or room number).

Skill and Knowledge: The grade 1 Elevator Operator must know how to work the controls in running the elevator. They must be able to read and follow a small number of easy to understand safety rules such as on loading, load or passenger limits, and smoking, as well as to remember the locations of offices or other places visited by the passengers. The work at this grade also requires skill in opening and closing doors and gates by hand, and in using one or several hand controls to start and stop the elevator, control its movement and direction, and "level" the car with the floor.

Responsibility: The grade 1 Elevator Operator follows standard procedures, rules, and instructions given by a starter or supervisor. They must use care to operate the elevator safely, and make sure that loads are properly placed and balanced to prevent accidents or damage. The elevator operator brings problems, such as doors that do not close properly or other unsafe conditions, to the attention of the supervisor.

Physical Effort: The work involves standing for an hour or more at a time, for example, at rush periods. The elevator operator frequently lifts and moves objects weighing 5 to 14 kilograms (10 to 30 pounds), and occasionally about 20 kilograms (45 pounds), to load and unload freight elevators. They also help other employees to move heavier loads, occasionally assists handicapped passengers or, in hospitals, pushes patients on wheeled stretchers or in wheelchairs. Physical effort also is used in working controls, and opening and closing gates and doors of elevators by hand.

Working Conditions: The work is done mostly inside in elevator cabs that usually have sufficient light, heat, and ventilation, but the operator may be subject to drafts and minor vibrations. The work also involves exposure to cuts, bruises, and scrapes in opening and closing gates or doors by hand, or in loading and unloading freight elevators.

5438-2**ELEVATOR OPERATOR, GRADE 2****5438-2**

General: The work at this grade involves either (a) running a freight elevator and loading or unloading heavy items, or (b) running a passenger elevator in a public building where this requires contact with the general public (such as tourists, foreign visitors, private citizens), answering questions of passengers (for example, on office hours, days on which exhibits will be open), and giving directions to visitors.

Situations and Factor Descriptions:

The following two situations are typical of the grade 2 level:

Situation #1: The elevator operator runs a freight levator to transport heavy items such as crates, cartons, and equipment between floors of a building. They lift and move heavy items to load or unload the elevator, and see to it that the loads are properly placed and balanced in the elevator cab.

In comparison with operators of freight elevators at the grade 1 level, the grade 2 Elevator Operator must use greater physical effort to lift and move heavier objects when loading and unloading the elevator. The work also requires more skill and care to handle, lift, or carry heavy objects safely.

Skill and Knowledge: The grade 2 Elevator Operator must have ability and skill in handling and moving heavy objects. They must have knowledge of how to work the controls and to operate the elevator safely. They also must know how to place and balance heavy loads in the cab to prevent damage or accidents.

Responsibility: The grade 2 Elevator Operator follows standard procedures, rules, and instructions given by a starter or supervisor. In comparison with the grade 1 level, the grade 2 Elevator Operator must use greater care in handling and moving heavy objects safely and make sure that heavy loads are properly placed and balanced to prevent accidents or damage. The elevator operator brings unsafe conditions to the attention of the supervisor.

Physical Effort: In comparison with the [grade 1 level](#), the grade 2 Elevator Operator must use greater physical effort in frequently lifting and moving objects weighing up to about 18 kilograms (40 pounds), and occasionally 23 kilograms (50 pounds) or more. Physical effort also is used in working controls, and opening and closing gates and doors of elevators by hand.

Working Conditions: Working conditions at this grade are the same as those described at the [grade 1 level](#).

5438-2**5438-2***Situation #2:*

The elevator operator runs a passenger elevator in a public building where this requires contact with the general public. They answer questions of passengers and give directions such as on the locations of offices, shops, or exhibits, office hours, days on which exhibits are open to the general public, or how long the exhibits will last. In some jobs at this grade level, he may be expected to tell visitors of restricted floors.

In comparison with operators of passenger elevators at the grade 1 level, the elevator operator at grade 2 must have more knowledge to answer a greater variety of questions, skill in contacts with the general public, and ability to handle a larger number of problems without assistance by a supervisor.

Skill and Knowledge: The grade 2 Elevator Operator must have knowledge of the locations of offices, shops, exhibits, or rooms visited. They must have the ability to remember information of interest to visitors such as changes in office hours, locations of exhibits, or starting dates of new exhibits. Work at this level also requires some skill in handling problems involving contacts with the general public and giving directions.

Responsibility: In comparison with the grade 1 level, the grade 2 Elevator Operator must answer a greater variety of questions and handle more problems without assistance of a supervisor. They must be courteous in contacts with the general public, and answer questions in a pleasant manner. The work is done following standard procedures and rules, and within the limits of standing instructions by the supervisor. The elevator operator reports accidents, unsafe conditions, or problems involving improper conduct of visitors to the supervisor as soon as possible.

Physical Effort: Physical effort required at this grade is the same as that described at the [grade 1 level](#).

Working Conditions: Working conditions at this grade are the same as those described at the [grade 1 level](#).