



Job Description

TITLE: Lead Mechanic	JOB CODE: 2915
DEPARTMENT: Sheriff's Office	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Supervisor
UPDATED: March 29, 2022	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: NO	

Summary: Under general supervision, directs mechanics in the maintenance and repair of Sheriff's Department vehicles as well as mobile and stationary powered equipment either in the shop area or located in the field; diagnoses operating problems and determines appropriate methods of repair; plans projects, sets priorities and prioritizes repairs; assigns and schedules staff; oversees work to ensure cost effective and safe methods and procedures.

Reporting Relationship: Lead Mechanics report to the Support Service Lieutenant.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Plans, assigns, trains and evaluates the work of shop personnel performing various vehicle and equipment maintenance and repair.
- Schedules and assigns work orders to shop personnel to ensure all preventive maintenance and repair orders are completed in a timely and efficient manner.
- Inspects the work of shop personnel to ensure proper procedures and parts were followed and installed.
- Maintains records of preventive maintenance, repair and purchases; establishes and maintains a list of vendors that can assist in maintenance and repairs as well as provide parts for in-house repairs.
- Ensures operation of vehicles and equipment by completing preventive maintenance requirements on engines, motors and related equipment by following diagrams, sketches, operations manuals, manufacturer's instructions, and engineering specifications; troubleshoots and repairs malfunctions.
- Road tests vehicles needing repairs; locates sources of problems by observing mechanical devices in operation, listening for problems, and using precision measuring and electronic testing instruments.
- Removes defective parts by dismantling devices; using hoists, cranes and hand and power tools; examining form and substance parts.
- Determines changes in dimensional requirements of parts by inspecting used parts; using rulers, calipers, micrometers, and other measuring instruments.
- Adjusts functional parts of devices and equipment by using hand tools.
- Ensures that equipment, parts and supplies inventories are maintained by determining proper inventory level; anticipates needed parts, equipment and supplies.
- Maintains technical knowledge by attending educational workshops; reviewing technical publications.
- Maintains safe and clean working environment by complying with procedures, rules and regulations.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of the principles, practices and techniques of automotive repair and maintenance.
- Knowledge of gas and diesel engines, and mechanical and electrical systems.

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Lead Mechanic

- Knowledge of vehicle and equipment testing and diagnostic equipment.
- Knowledge of federal, state and county safety rules and regulations.
- Knowledge of County policies and procedures.
- Knowledge of the principles and practices of effective employee supervision and training.
- Skill in effectively diagnosing and troubleshooting complex repairs on vehicles and equipment.
- Skill in reading and interpreting standards published in technical service manuals.
- Skill in the use of precision equipment to perform vehicle and equipment maintenance.
- Skill in troubleshooting and diagnosing problems and determining appropriate repair.
- Skill in repairing and overhauling engines used to power department vehicles.
- Skill in prioritizing multiple tasks and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in working independently or as part of a team.
- Skill in establishing effective working relationships with customers and vendors.
- Skill in communicating effectively, both orally and in writing.
- Skill in the use of a personal computer and standard business software.
- Skill in performing light welding.

Education and Experience

- High School Diploma or GED equivalent and three (3) years in the mechanical repair field. Technical school training preferred.
- A.S.E. certification.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed primarily in an outdoor or shop environment; may be required to lift and carry items more than 50 pounds.
- May be exposed to dangerous machinery, potential physical harm, fumes and airborne particles and extreme weather conditions. Noise level is usually loud.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes various manual and electronic diagnostic equipment, hand and power tools.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____