



## Job Description

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<b>TITLE:</b> Lead Mechanic	<b>JOB CODE:</b> 2916
<b>DEPARTMENT:</b> Public Works	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> March 11, 2014	<b>FLSA CLASS:</b> Supervisor
<b>UPDATED:</b> April 13, 2022	<b>WORK LOCATION:</b> Aztec, NM
<b>REMOTE WORK ELIGIBLE:</b> NO	

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**Summary:** Under general supervision of the Fleet Manager, this working supervisor shall provide direction to the heavy equipment mechanics in the maintenance and repair of vehicles, equipment and other motorized machinery; diagnoses operating problems and determines appropriate methods of repair; oversees work to ensure cost effective and safe methods and procedures. The Lead Mechanic shall have good interpersonal communication (verbal/written) skills, flexible, and self motivated to provide positive guidance to employees for a safe and efficient work environment.

**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.*

- Assist with planning, assigning, training and evaluating the work of shop personnel performing various vehicle and equipment maintenance and repair.
- Assists with assigning work orders to shop personnel to ensure all preventive maintenance and repair orders are completed in a timely and efficient manner.
- Confers with the Fleet Manager on a daily basis to discuss current and upcoming work orders.
- Inspects the work of shop personnel to ensure proper procedures and parts were followed and installed.
- Assist with maintaining the preventive maintenance program to control downtime and efficiency.
- Monitors and reviews service trends and recommends operational and policy improvements; maintains technical knowledge.
- Diagnoses and repairs vehicles and heavy equipment involving repairs to electronic systems, hydraulics, cooling systems, fuel, braking, steering and hose fabrication.
- Welds and fabricates parts for various types of equipment.
- Confers with the Fleet Manager with arranging for the outside repair of vehicles or other equipment; inspects quality of outsourced work.
- Assist with maintaining various records regarding parts requisitions, time accounting, repair orders.
- Enforces safety regulations including Personal Protective Equipment, such as eye protection, hard hats, gloves, steel-toed boots, reflective vests, and ear plugs for daily use in shop; encourage good safety habits.
- Serves as contact with customers and suppliers to diagnose and handle problems and issues, when required.
- Assures the safe operation of the repair shop by complying with procedures, rules, and regulations; encourage good housekeeping practices.
- Performs the duties and responsibilities of the Fleet Manager in an acting capacity as needed.
- Assigned on rotating on-call schedule; responds to emergency call-outs.
- Operates and maintains the County fuel system in compliance with the New Mexico Environmental department requirements.
- Performs other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge of supervisory principles, practices and methods.
- Knowledge of gas and diesel engines, and mechanical and electrical systems.

**Job Description  
Lead Mechanic**

- Knowledge of the principles, practices and techniques of automotive and equipment repairs and maintenance.
- Knowledge of all types of heavy equipment and trucks used in road construction and maintenance.
- 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.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in effectively diagnosing and troubleshooting complex maintenance and repairs on vehicles and equipment.
- Skill in adapting parts and tools to specific repairs.
- Skill in reading and interpreting mechanical drawings and diagrams.
- Skill in organizing and 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 co-workers, customers and vendors.
- Skill in communicating effectively, both orally and in writing.
- Skill in the use of a personal computer and standard business software.

**Education and Experience**

- High School Diploma or GED equivalent, auto/diesel mechanical vocational training/and or certification, and three (3) years relevant work experience repairing vehicles and/or heavy equipment; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Must be A.S.E. certified.
- Valid State of New Mexico Commercial Driver's license (CDL-Class A).
- Valid Class A and B UST Operator certificate from the American Petroleum Institute 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:** \_\_\_\_\_