



Job Description

TITLE: Lead Mechanic	JOB CODE: 2917
DEPARTMENT: Fire Department	FLSA: Non-Exempt
PREPARED: June 28, 2022	FLSA CLASS: Supervisor
UPDATED:	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: NO

Summary: Under general supervision of the Shop Manager, direct mechanics in the maintenance and repair of Fire Department's vehicles as well as mobile and stationary powered equipment either in the shop area or located in the field; diagnose operating problems and determine appropriate methods of repair; plan projects, set priorities and prioritize repairs; assign and schedule staff; oversee work to ensure cost effective and safe methods and procedures.

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.*

- Plan, assign, train, and evaluate the work of shop personnel performing various vehicle and equipment maintenance and repair.
- Schedule and assign work orders to shop personnel to ensure all preventive maintenance and repair orders are completed in a timely and efficient manner.
- Inspect the work of shop personnel to ensure proper procedures and parts were followed and installed.
- Maintain records of preventive maintenance, repair and purchases; establish and maintain a list of vendors that can assist in maintenance and repairs as well as provide parts for in-house repairs.
- Ensure 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 test vehicles needing repairs; locate sources of problems by observing mechanical devices in operation, listening for problems, and using precision measuring and electronic testing instruments.
- Remove defective parts by dismantling devices; using hoists, cranes, and hand and power tools; examining form and substance parts.
- Determine changes in dimensional requirements of parts by inspecting used parts; using rulers, calipers, micrometers, and other measuring instruments.
- Adjust functional parts of devices and equipment by using hand tools.
- Ensure that equipment, parts, and supplies inventories are maintained by determining proper inventory level; anticipate needed parts, equipment and supplies.
- Maintain technical knowledge by attending educational workshops; reviewing technical publications.
- Maintain safe and clean working environment by complying with procedures, rules and regulations.
- Perform 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.
- 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.

Job Description
Lead Mechanic-Fire

- 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. Vocational/Technical school training preferred.
- E.V.T. certification within the first year.
- 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:	_____