



## Job Description

---

<b>TITLE:</b>	<b>Intern— Fire Mechanic</b>	<b>JOB CODE:</b>	4950
<b>DEPARTMENT:</b>	Fire Department	<b>FLSA:</b>	Non-Exempt
<b>PREPARED:</b>	March 15, 2021		
<b>UPDATED:</b>		<b>LOCATION:</b>	Aztec, NM

---

**Summary:** Under close supervision of the Shop Manager, the Fire Department Intern will assist in repairing department vehicles and mobile and stationary powered equipment in the shop and in the field; will gain an understanding of how repairs comply with specifications and provide for safe operation.

**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 in 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.
- Assist in locating sources of problems by observing mechanical devices in operation; listening for problems; using precision measuring and electronic testing instruments.
- Assist in removing defective parts by dismantling devices; may operate hoists, cranes and hand & power tools.
- Assist in adjusting functional parts of devices and equipment by using hand tools.
- Assist in maintaining files and related documentation as required.
- Assist in performing routine preventive maintenance.
- Utilizes department software to perform daily tasks and special assignments.
- 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 diagnostic and repair equipment.
- Knowledge of the operation and maintenance of various medium and heavy motorized equipment and vehicles.
- Knowledge of occupational hazards and safety rules and regulations related to equipment repair and maintenance.
- Knowledge of the equipment, materials and methods used in preventive maintenance and repair.
- Knowledge of County policies and procedures.
- Ability to interpret and apply a variety of instructions furnished in written or oral form.
- Ability to work independently or as a team member.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with County staff and the public.
- Ability to maintain confidentiality and privacy.

**Job Description**

Intern

**Education and Experience**

- Must currently be a full time high school or college student.
- 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:**

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____