



## Job Description

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|--------------------|------------------------------|------------------|------------|
| <b>TITLE:</b>      | <b>Service Technician II</b> | <b>JOB CODE:</b> | 5110       |
| <b>DEPARTMENT:</b> | Public Works                 | <b>FLSA:</b>     | Non-Exempt |
| <b>PREPARED:</b>   | November 2005                |                  |            |
| <b>UPDATED:</b>    | August 31, 2020              | <b>LOCATION:</b> | Aztec, NM  |

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**Summary:** Lead Service Technician under general supervision of the Shop Manager, performs general maintenance and servicing of County vehicles, including changing oil and filters, greasing and changing tires; maintains maintenance records to ensure proper scheduling and servicing; advises supervisor of any worn parts, loose belts, or other parts that will require a mechanic's attention; fuels all trucks and equipment; keeps equipment in the field fueled; pulls oil samples on all leased equipment.

**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.*

- Trains new Service Division personnel.
- Plans daily activity and work schedule.
- Performs data entry and record keeping as needed.
- Maintains Service Division's time cards.
- Checks and replaces oil filters from vehicles.
- Changes tires and services road department and other equipment.
- Maintains records and paperwork of work performed to assure proper servicing of vehicles
- Changes cutting edges which requires physical labor and lifting heavy loads.
- Advises supervisor of any worn parts, loose belts or other failing equipment.
- Stays up-to-date with specifications for new vehicle maintenance.
- Observes all safety procedures in performance of duties.
- Handles heavy tires and moves full oil drums on a regular basis.
- Fuels all trucks and equipment operator pickup tanks.
- Greases equipment in field as needed.
- Pulls oil samples on all leased equipment.
- Performs other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of maintenance parts and maintenance performance.
- Knowledge of the equipment, materials and methods used in vehicle maintenance.
- Knowledge of mechanical safety procedures.
- Knowledge of County policies and procedures.
- Skill in the use of all types of manual and power hand tools, as needed.
- Skill in maintaining and updating maintenance records.

**Job Description**

Service Technician II

- Skill in the use of basic mathematics.
- Skill in following written and oral instructions.
- Skill in establishing and maintaining effective working relationships with co-workers and the general public.
- Skill in working independently and as a team member.

**Education and Experience**

- High School Diploma or GED equivalent.
- Valid State of New Mexico Commercial Driver's license (CDL Class A) with Hazardous Endorsement, 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 standard hand and power tools.

**Approvals:**

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