



## Job Description

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<b>TITLE:</b>	<b>Mechanic</b>	<b>JOB CODE:</b>	5909
<b>DEPARTMENT:</b>	Sheriff's Office	<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:** Under general supervision, diagnoses and repairs Sheriff's Department vehicles as well as mobile and stationary powered equipment either in the shop area or located in the field; installs and maintains equipment specific to law enforcement vehicles; sets up new vehicles and strips down high-mileage vehicles; ensures repairs comply with specifications and provide for safe operation.

**Reporting Relationship:** Mechanics report to the Support Services 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.*

- 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.
- Controls downtime by performing routine preventive maintenance.
- Picks up and delivers vehicles being repaired at local vendors.
- Searches parts sources and orders parts for repairs; picks up parts from local sources as necessary.
- 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 specialized 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.
- Skill in reading and interpreting standards published in technical service manuals.

## Job Description

### Mechanic

- 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, as well as mobile and stationary equipment.
- Skill in performing light welding.
- Skill in the use of basic mathematics.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in the safe operation of medium and heavy motorized equipment and vehicles.
- 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 and two (2) 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:** \_\_\_\_\_