



TITLE: Mechanic	JOB CODE: 5910
DEPARTMENT: Public Works	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Labor/Trade
UPDATED: April 13, 2022	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: NO

Summary: Under general supervision, diagnoses and repairs department vehicles and mobile and stationary powered equipment in the shop and in the field; ensures 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.*

- 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.
- Locates sources of problems by observing mechanical devices in operation; listening for problems; 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.
- 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.
- Skill in the use of precision equipment to perform vehicle and equipment maintenance.

Job Description

Mechanic

- Skill in troubleshooting and diagnosing problems and determining appropriate repair.
- Skill in hydraulics for mobile equipment.
- Skill in repairing and overhauling gasoline and diesel engines used to power department vehicles, as well as mobile and stationary equipment.
- Skill in performing light welding/gas cutting.
- 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 three (3) years experience repairing vehicles and/or heavy equipment.
- Must be A.S.E. certified. May be waived depending upon the level of experience.
- Valid State of New Mexico Commercial Driver's license (CDL Class A) 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:** _____