



Job Title:	<b>Vehicle and Equipment Mechanic</b>	Requisition #:	<b>2K18-7-52</b>
Department:	<b>Public Works</b>	Status:	<b>Classified</b>
Revised Date:	<b>07/18/2018</b>	Job Code:	<b>5520</b>
Union Code:	<b>Non-represented</b>	Handles Confidential Info:	<b>No</b>
First day to apply:	<b>07/18/2018</b>	FLSA:	<b>NE</b>
Last day to apply:	<b>Until Filled</b>	Entry Wage:	<b>DOE \$15.73-\$17.70/Hourly</b>
Number of Vacancies:	<b>2</b>	Work Schedule:	<b>Varied days and hours</b>

**GENERAL PURPOSE:** Under general supervision, performs a variety of skilled maintenance and repair activities in the Vehicle Equipment and Maintenance Division within the Public Works Department on gasoline powered automotive, heavy and light construction equipment, and other power equipment to ensure all equipment is operating in good and safe working condition; performs equipment inspections, preventative maintenance and repair work in assigned area including engine, transmission, and brake repair and diagnosis on gas and diesel equipment; and performs other related duties as assigned/directed.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

- High School Diploma/GED Certificate and two years of experience as a skilled mechanic in the diagnosis, maintenance and repair of gasoline/diesel powered vehicles and/or heavy equipment that includes routine and specialized work which could include working on fire, EMS, and other light/medium duty trucks, and heavy road/construction equipment.

**Required Licenses or Certifications:**

- Valid New Mexico Driver's License; obtain a New Mexico Commercial Driver's License (CDL) license within six months of hire; and some positions may be required to obtain A.S.E. certification within in specified period of time.

**SUPERVISION RECEIVED AND EXERCISED:**

Position reports to the Vehicle and Equipment Maintenance Foreman and does not exercise supervision over lower level staff.

**ESSENTIAL JOB FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Inspects diagnoses and locates mechanical difficulties on County automobiles and equipment, fire/EMS, landfill, road department, and other trucks and a variety of gasoline/diesel powered maintenance and construction equipment; performs on-site service calls as needed; test drives vehicles and equipment; and transports equipment into shop if needed in order to make repairs.
- Replaces or repairs faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms and related parts and equipment.
- Overhauls, repairs, and adjust engines, transmissions, differentials and clutches; tunes up engines, replacing ignition parts and cleaning and adjusting carburetors; diagnoses and repairs computerized control systems, ignition systems, power steering, and cooling systems.
- Prepares and replaces components such as generators, distributors, relays, lights and switches; repairs, adjusts and replaces brake systems including disc, hydraulic, and air brakes.
- Welds, fabricates, and assembles parts and equipment for automotive and heavy equipment; assists with purchase of equipment maintenance parts and materials; maintains work, time, and material records.
- Enters related vehicle/equipment records via a personal computer and work management software; cleans and maintains supplies, tools, equipment, instruments, and storage areas to ensure compliance with safety regulations.
- Assists other mechanics in the performance of mechanical repairs as needed.

**Required Knowledge of:**

- Methods, materials, equipment, and operation of general automotive, mechanical, and heavy equipment repair shops and management.

**JOB DESCRIPTION**  
**Vehicle and Equipment Mechanic**

- General techniques, materials, and practices of trades which are related to automotive and mechanical repair work.
- Tools, equipment, and procedures used in the overhaul, repair, and adjustment of gasoline and diesel powered equipment, electronic controls, electrical systems, fuel systems, hydraulic systems, and other components and systems.
- Motorized equipment repair, maintenance, and testing.
- Safe work practices.
- Methods of preventative maintenance, safe operation, and repairs of a variety of vehicles, equipment, and power tools.
- Vehicle and equipment manufacturer information and repair manuals.
- Purchasing, inventory, and parts room procedures applicable to parts, supplies and contract administration.
- Effective communication principles and practices including oral and written communication.
- Modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.

**Required Skill in:**

- Repairing machines or systems and using a variety of tools, equipment, and electronic testing and repair equipment.
- Performing minor and major mechanical work on fleet assets including heavy equipment.
- Troubleshooting equipment for both major and minor repair work.
- Using diagnostic and measuring equipment and tools needed for engine and equipment repair.
- Reading and understanding manuals concerning the equipment and vehicle preventative maintenance and repairs.
- Working cooperatively with County employees, outside vendors, and the public.
- Communicating effectively verbally and in writing, including public relations.
- Establishing and maintaining effective working relationships with employees, other agencies, and the public, including meeting and dealing tactfully with the public.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve, and explain them.

**Physical Demands / Work Environment:**

- Work is performed in a standard public works shop environment.
- Regularly required to lift or carry items weighing up to 70 pounds; regularly exposed to large or working machinery, extreme weather conditions, potential physical harm, and hazardous chemicals when conducting repair and maintenance and working in and around heavy equipment, vehicles and power tools.

I \_\_\_\_\_ (Print Name) have reviewed the above job description and understand that the Essential Duties describe only the general nature, level, and type of work performed by the incumbent(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. I understand the demands and expectations of the position as described above and to the best of my knowledge believe that I can perform these duties with or without reasonable accommodation.

Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

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**Employee Signature**

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**Date**