



## **Mechanic**

### **Job Description**

<b>Division:</b>	Operations	<b>Reports to:</b>	Lead Mechanic
<b>Position Number:</b>	301	<b>Supervises:</b>	None
<b>Pay Grade:</b>	3	<b>Classification:</b>	Non-Exempt
<b>Hours/week:</b>	40	<b>Effective Date:</b>	11/20/2019
<b>Type of Position:</b>	Full Time	<b>Revised Date:</b>	

#### **Performance Expectations**

All employees of North Central Solid Waste Authority (NCSWA) are expected to conform to the following:

- Possess cultural awareness and sensitivity
- Perform in a professional and ethical manner in the execution of duties
- Interact in an honest, respectful and dependable manner with all colleagues and citizens

#### **Position Purpose**

Performs a variety of technical and complex duties in the capacity of fleet and equipment maintenance and repair.

#### **Essential Duties and Responsibilities**

Provides assistance to and takes direction from the Lead Mechanic to perform all maintenance and repairs for heavy and light gasoline and diesel-powered engines and equipment to ensure continuity of operation.

Performs as mechanic; to repair and maintain all NCSWA vehicles and motorized/hydraulic equipment; provides instruction and training related to complex heavy equipment and automotive projects; performs trouble shooting and analysis of malfunctions using various technical and hand testing and calibration equipment as needed to assure safe and efficient operation of motor vehicles and motorized equipment/machinery; performs regular safety checks.

Performs preventive maintenance and makes repairs to vehicles; maintains internal combustion engines (gas and diesel), carburetors, transmissions, differentials, air and hydraulic systems, electrical, computerized control systems, fuel systems, cooling systems, suspensions, brakes, tires, exhaust, etc.; performs emergency field repairs and service.

Performs complex maintenance and repair work on gasoline engines, carburetors, differentials, air and hydraulic systems (turbo, super charger systems), brakes, drive units, diesel engines, transmissions, clutches, steering, suspensions, electrical computerized control systems, fuel systems, cooling systems, tires, exhaust, etc.; performs emergency field repairs and service.

Installs, maintains and repairs electrical systems, components, parts, accessories and equipment; assures proper function of vehicle radios and communication equipment.

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Performs general vehicle inspection; checks and maintains service schedules consistent with manufacturer specifications; fills out time sheets, work orders and other documentation.

Performs major and minor tune-ups using appropriate manual and electronic testing equipment; performs required vehicle inspections.

Performs welding, braising, soldering; maintains welding equipment to assure effective and safe use; finishes projects with appropriate layers or coats of paint; fabricates braces, supports, and parts for old or worn out units; lays out and cuts new steel; follows established procedures to prep all stages of the process.

Fabricates and welds tools and equipment parts which are not readily available; performs extensive metal fabrication;

May perform minor auto body maintenance, repair and painting. Acquires, upon approval, parts and general supplies and assures general shop, equipment and inventory security and control; cleans shop area, tools and equipment to maintain safe work environment.

Attends various schools and training programs as needed to develop skills in equipment maintenance. Operates heavy equipment as needed to assist in construction and maintenance projects or as needed to transport and relocate machinery or equipment.

Performs other duties as assigned.

### **Minimum Mandatory Qualifications**

**Education:** High School Diploma or equivalent

**Experience:** One (1) year of specialized course work providing technical training in diesel and automotive maintenance, repair and diagnostics; and Two (2) years of experience in major repair of a variety of gas and diesel vehicles.

Equivalent combination of relevant education and experience may be substituted as appropriate.

**Knowledge,  
Skills, Abilities,  
and Other  
Qualifications**

Considerable knowledge of the design, adjustment, operations, maintenance, and repair of diversified mechanical and electrical equipment including light, medium, and heavy gasoline and diesel engines; the material and tools used in equipment maintenance; anti-lock braking systems; road emergency service equipment and methods; computer diagnostic processes and procedures; safety practices required by state and other laws.

Journeyman Level Skills in the use of mechanical tools, material, and testing equipment (manual, technical and computerized); skill in welding and metal fabrication.

Ability to work with others and provide on-the-job training as necessary; read and interpret complex service manuals and instructions; diagnose complex and non-routine mechanical and electrical defects and determine parts and adjustments necessary to repair equipment; communicate effectively, verbally,

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and in writing; establish and maintain effective working relationships with employees of the division.

Must possess and maintain a valid, unrestricted class D drivers' license or able to obtain license within six months of hire.

### Preferred Qualifications

ASE Certification in diesel engines, gasoline engines, and brakes.

New Mexico Class A Commercial Driver's License

Heavy Equipment Operator Certification

Bilingual skills in English and Spanish

### Work Environment

Work environment: Occasionally works in outside weather conditions. The employee works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. Possible exposure to fumes or airborne particles, risk of electrical shock, and vibration. Frequent exposure to toxic or caustic chemicals. discriminating thinking and creative problem solving.

Physical demands: Physical demands: While performing the duties of this job the employee is regularly required to: walk, sit, use hands and fingers, reach with hands and arms, talk and hear. May be required to stand for long periods. The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

*Disclaimer: The information on this job description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

### Acknowledgment

I have reviewed the content of the Mechanic job description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.