



Rio Arriba County

JOB DESCRIPTION

MECHANIC- DIESEL/GAS VACANCY

DEPARTMENT:	FLEET MAINTENANCE
PRIMARY LOCATION:	ALCALDE
SALARY CLASSIFICATION:	C-20 PER SCHEDULE
SALARY:	\$27.16 TO \$32.81 HOURLY / \$56,492.80 TO \$68,244.80
POSITION STATUS:	FULL TIME
FLSA CLASSIFICATION:	NON-EXEMPT
CLOSING DATE:	OPEN UNTIL FILLED
POSTING DATE:	26 NOVEMBER, 2024

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by employees in this classification; only to provide a 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 duties. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time with or without notice.

Primary Summary:

Under the general supervision of the Fleet Maintenance Director or designee, the Mechanic – Diesel/Gas is responsible for performing routine and advanced repairs on vehicles and equipment powered by diesel and gasoline engines. Responsibilities include conducting thorough inspections, diagnosing issues, and preparing detailed reports on repairs and maintenance. This position involves both on-site and off-site work, often requiring quick responses to emergency service calls.

Duties and Responsibilities:

- Perform diagnostics, repairs, and maintenance on diesel and gasoline engines, heavy equipment, and related components, such as:
Axles, rear ends, hydraulic cylinders, transmissions, brakes, and drivetrain systems.
- Conduct inspections based on written instructions, manuals, or supervisor guidance.
- Respond promptly to emergency service calls to repair vehicles or equipment.
- Travel to designated sites for off-site repair work as needed.
- Utilize tools such as jacks, hoists, and diagnostic equipment to ensure safe and efficient repairs.
- Identify and report defective parts and materials; coordinate requisitions with supervisors.
- Maintain accurate records of repairs and inspections in compliance with departmental procedures.
- Adhere to safety protocols and maintain a clean, organized work environment.
- Test repaired vehicles or equipment to confirm operational readiness.
- Provide input on project progress and technical needs during team meetings.
- Perform additional duties as assigned.
- Requires personal tools and tool box.



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Minimum Qualifications:

- High School Diploma or GED equivalent.
- Valid New Mexico Driver's License with the ability to maintain it throughout employment.
- Working knowledge of diagnostic software and mechanical tools.
- Proficient in basic computer software applications (e.g., Microsoft Office).

Preferred Qualifications:

- At least five (5) years of experience in diesel and gasoline engine repair, including heavy-duty vehicles and equipment.
- Automotive Service Excellence (ASE) Certification in Medium/Heavy Trucks or equivalent.
- Bilingual proficiency in English and Spanish (spoken and written).
- Experience reading and interpreting technical manuals and schematics.
- Have a CDL or obtain one within a year of hire.

Knowledge, Skills and Abilities:

- Ability to understand and communicate in both the English and Spanish Language;
- Strong understanding of diesel and gas engine systems, including hydraulics, pneumatics, and electrical systems.
- Ability to operate a variety of diagnostic and repair tools, including welding equipment.
- Excellent communication skills to interact with supervisors, team members, and external vendors.
- Strong problem-solving skills and the ability to work independently with minimal supervision.
- Commitment to safety standards and confidentiality protocols.
- Exceptional organizational skills to manage multiple tasks and meet deadlines.

Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to fifty (50) pounds. If an item is above fifty (50) pounds in weight then two or more County staff members will team up to lift the object.

Work Environment/Conditions:

Work is performed work both indoors and outdoors

Stand walk and work irregular hours

Indoor duties may or may not be conducted in a temperature-controlled environment. The employee is exposed to natural conditions while performing outdoor duties



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Work may be performed on an even or uneven surface, which may be wet or dry. Work may be performed on inclines or hills. The working surface may be flat and hard, dusty, grass, asphalt, or concrete. The surface may be slick or greasy

Employee may perform duties alone, both with or without directions

Work hazards, or potential work hazards, include working around hot engines, using air guns, working with and lifting large equipment and parts, performing work on a surface that may be slick, working with various solvents, performing welding procedures, and being exposed to possibly severe weather conditions

To assist repair or inspection work, employees may be required to operate vehicle jacks and hoists, welding torch and other welding equipment, cherry picker, transmission jacks and hoists, and a dolly.

Tools used to assist in performance or essential duties include wrenches, a wide variety of hand tools, air guns, pry bars, cheater pipes and bars, and chains.

Employees may be required to take some job-related courses.

Materials or products used to assist in the performance of duties include lubricating sprays, solvents, and rags or towels to maintain cleanliness of working surface.

Employee may be exposed to body vibration, exhaust fumes, dust, and dirt when performing certain duties. Specific vision requirements for this job are distance vision, peripheral vision, and depth perception. Each county position requires the following professional skills and abilities as key and necessary elements of performance.

County position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance
- Work well with others and participate fully in a team-oriented environment
- Interface with other employees and customers in a courteous and respectful manner
- Project positive support of their department and all county organizations at all times
- Maintain and enhance the county's commitment to customer service excellence

Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Conditions of Employment:



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Successful completion of thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within (30) days of the date of hire as a condition of continued employment.

**Please send an e-mail with your Letter of Interest,
Resume and Job Application to:**

JobApplications@rio-arriba.org

*P.O. Box 127 * Tierra Amarilla, New Mexico 87575 * Phone (575) 588-7254 * Fax (575) 588-7810*

*Espanola Annex * 1122 Industrial Park Road * Espanola, New Mexico 87532 * Phone (505) 753-2992 * Fax (505) 753-9397*
