



Rio Arriba County

JOB DESCRIPTION VACANCY **CERTIFIED DIESEL MECHANIC**

| | |
|-------------------------------|---|
| DEPARTMENT: | FLEET MAINTENANCE |
| PRIMARY LOCATION: | ALCALDE |
| SALARY CLASSIFICATION: | C-21 PER SCHEDULE |
| SALARY: | \$26.56 TO \$31.75 HOURLY / \$55,240 TO \$66,040 ANNUAL |
| POSITION STATUS: | FULL TIME |
| FLSA CLASSIFICATION: | NON-EXEMPT |
| CLOSING DATE: | OPEN UNTIL FILLED |
| POSTING DATE: | 12 APRIL, 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 general supervision of the Director or designee, the selected candidate will [Inspects and repair vehicles and equipment with diesel & gasoline engines. Handles routine repairs, including oil and tire changes. Interprets diagnostic test results accurately. Writes detailed inspection reports and repair plans. Applicants need a valid commercial driver's license (CDL)]. Employee will assume the duties to perform essential duties and responsibilities.

Duties and Responsibilities:

- Diesel Engine Specialists repair and maintain all diesel engines which power transportation equipment and mobile equipment including bulldozers, cranes, road,
- Repair of Diesel Powered passenger vehicles and light trucks
- Diesel specialist must be versatile enough to adapt to customer's needs and to new technologies
- Diesel Maintenance is becoming increasingly complex, as more electronic components are used to control the operation of an engine
- Per work orders or assignments, performs necessary repairs or maintenance work, which may include tear-down, inspection, rebuilding or replacement of axles, rear ends, hydraulic cylinders, drive trains, various gear boxes, pumps, lines, brakes, manual operated transmission parts, and a variety of ordinary automotive maintenance
- Performs wide range of gas engine, diesel engine, and heavy equipment inspections and repairs
- Works from written orders, manuals, instructions, and assistance from foreman to perform tasks
- New emissions standards may require mechanics to retrofit engines with emission



Rio Arriba County

JOB DESCRIPTION VACANCY

CERTIFIED DIESEL MECHANIC

control systems, such as emission filters and catalysts, to comply with pollution regulations

- In modern shops, diesel service technicians use hand-held or laptop computers to diagnose problems and adjust engine functions
- Travels to site location of vehicle or equipment to be repaired
- In working with heavy parts, utilizes mechanical assistance to jack up the equipment and make repair work easier
- Detects and reports faulty equipment operation, defective parts, and defective materials needed to perform repair work
- During a routine maintenance check, specialists follow a checklist which includes inspecting brake systems, steering mechanisms, wheel bearings, and other important parts
- Consults with Supervisor as needed concerning parts or repair projects
- Maintains work area and tools in a safe and clean condition
- Follows prescribed safety practices and eliminate safety hazards as much as possible
- Operates repaired vehicle or equipment to verify performance to specifications
- Ability to travel within the County;
- Adheres to all approved County policies, procedures and regulations.
- Maintains a clean, healthy, and safe working environment so as not to endanger self or others
- Employees plan and prioritize workload to ensure goals are met; may inspect equipment, diagnose needed repairs and prepare corresponding work orders; make estimates on materials needed; prepare various reports; inspect tools and equipment utilized by staff, as well as work areas for compliance with safety regulations
- Provide service training; and provide technical assistance to lower end mechanics.
- Performance evaluation as needed if performance is unsatisfactory.
- Be responsible and accountable for property assigned to you.
- Performs and presents studies and informational presentations. May present to the County Commission and/or County management
- Maintains confidentiality of all privileged information
- Contributes to a team effort
- Performs other duties as assigned or required

Minimum Qualifications:

- High School Diploma or GED
- Familiar with required computer software and computer skills necessary;
- Shall maintain a valid New Mexico driver's license (CDL) Class B



Rio Arriba County

JOB DESCRIPTION VACANCY

CERTIFIED DIESEL MECHANIC

Recommended Qualifications:

- At least five (5) years of experience in gas, heavy duty and diesel engine repair;
- Three year's experience formal training, some of which must be in a supervisory capacity;

Knowledge, Skills and Abilities:

- Ability to understand and communicate in both the English and Spanish Language;
- Ability to read and understand manuals concerning repair of engines and heavy equipment;
- Ability to perform the essential duties listed above;
- Ability to perform the essential duties in the working conditions described below;
- Ability to work with the equipment, tools, and materials listed below;
- Ability to act in an independent and conscientious manner using sound judgment
- Ability to maintain confidentiality
- Ability to handle multiple tasks and meet deadlines
- Ability to communicate effectively, both orally and in writing

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.

Employee is exposed to natural conditions while performing outdoor duties

Work may be performed on an even or uneven surface, which may be wet or dry. Work may be performed on inclines or hills. Working surface may be flat and hard, dusty, grass, asphalt, or concrete. 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 which may be slick, working with various solvents, performing welding procedures, and being exposed to possibly severe weather conditions



Rio Arriba County

JOB DESCRIPTION VACANCY

CERTIFIED DIESEL MECHANIC

To assist repair or inspection work, employee 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.

Employee 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:

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.



Rio Arriba County

JOB DESCRIPTION VACANCY

CERTIFIED DIESEL MECHANIC

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*
