

Water Authority Position Description

EQUIPMENT MECHANIC

Status	Position Code	Level	Date
APPROVED	EQME	B50	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

INSPECT, MAINTAIN AND REPAIR GASOLINE AND DIESEL POWERED AUTOMOTIVE, HEAVY AND LIGHT CONSTRUCTION EQUIPMENT, AND OTHER POWER-DRIVEN EQUIPMENT.

MIN EDUCATION & EXPERIENCE REQ

HIGH SCHOOL DIPLOMA OR GED SUPPLEMENTED BY ONE (1) YEAR TECHNICAL TRAINING IN MECHANICAL EQUIPMENT REPAIR OR A RELATED FIELD, PLUS THREE (3) YEARS OF EXPERIENCE PERFORMING MINOR AND MAJOR EQUIPMENT REPAIR OR RELATED EXPERIENCE.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE.

SUPERVISION RECEIVED/EXERCISED

RECEIVES GENERAL SUPERVISION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF

MAY EXERCISE PROJECT LEAD OVER SUPPORT STAFF

ESSENTIAL FUNCTIONS

1. PERFORM DIFFICULT MAINTENANCE AND REPAIRS ON MECHANICAL ENGINES AND OTHER EQUIPMENT INCLUDING GASOLINE AND DIESEL POWERED AUTOMOTIVE AND HEAVY AND CONSTRUCTION EQUIPMENT; KEEP RECORDS ON THE STATUS OF ALL EQUIPMENT.
2. PERFORM EMERGENCY ROAD CALLS ON DISABLED VEHICLES, DIAGNOSE OPERATIONAL PROBLEMS AND PERFORM REPAIRS AS REQUIRED.
3. SUBMIT MONTHLY MAINTENANCE REPORTS TO SUPERVISOR FOR VEHICLES, EQUIPMENT, AND WAREHOUSE AND PURCHASED SUPPLIES.
4. ENSURE THAT ALL VEHICLES AND EQUIPMENT RECEIVE NECESSARY AND PROPER REPAIRS. ENSURE THAT ALL COSTS ARE PROPER AND CONFORM TO NORMAL PRICE RATE STRUCTURES.
5. ENSURE THAT VEHICLES ARE PROPERLY FILLED WITH OIL, GASOLINE AND WATER IN PREPARATION FOR DAILY USAGE BY FIELD CREWS AND SUPERVISORS.
6. MAINTAIN VEHICLE AND EQUIPMENT MAINTENANCE RECORDS FOR CONTROL, COST ANALYSIS AND BUDGET PURPOSES INITIATE AND MAINTAIN A RECORD SYSTEM TO INCLUDE COST OF MATERIAL, INVOICES AND WAREHOUSE PURCHASE REQUISITIONS.
7. IMPLEMENT AND MAINTAIN AN OVERALL INSPECTION SYSTEM FOR THE PROPER MAINTENANCE OF ASSIGNED VEHICLES AND/OR EQUIPMENT.
8. MAY ORDER, RECEIVE AND VERIFY SHIPMENTS OF STOCK ITEMS AND FOLLOW-UP WITH VENDORS AS NEEDED.
9. REPLACE OR REPAIR FAULTY PARTS INCLUDING WHEEL BEARING, CLUTCHES, OIL SEALS, SHOCK ABSORBERS, EXHAUST SYSTEMS, STEERING MECHANISMS AND RELATED PARTS AND EQUIPMENT.
10. TUNE UP ENGINES BY REPLACING IGNITION PARTS AND RECONDITIONING AND ADJUSTING CARBURETORS, THROTTLE BODY AND FUEL INJECTION SYSTEMS AND PROPANE FUEL SYSTEMS REPAIR AND MAINTAIN EMISSION CONTROL AND ALTERNATIVE FUEL SYSTEMS.
11. REPAIR AND REPLACE COMPONENTS INCLUDING GENERATORS, DISTRIBUTORS, RELAYS, LIGHTS, SWITCHES AND HIGH VOLTAGE LIGHT SYSTEMS REPAIR, ADJUST AND REPLACE BRAKE SYSTEMS INCLUDING WHEEL CYLINDERS, MASTERS CYLINDERS, DISK PADS, MACHINE DRUMS AND ROTORS, HYDRAULIC AND AIR BRAKES.
12. WELD, FABRICATE AND ASSEMBLE PARTS AND EQUIPMENT FABRICATE AND MODIFY TOOLS AS NEEDED.

SUPPLEMENTAL FUNCTIONS

1. MAY DIRECT THE WORK OF LOWER LEVEL EQUIPMENT MECHANIC STAFF.
2. ASSIST IN THE GENERAL MAINTENANCE AND CLEANING OF AUTOMOTIVE SHOP AREA.
3. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

OPERATIONS, SERVICES AND ACTIVITIES OF EQUIPMENT MAINTENANCE AND REPAIR SHOP
OPERATIONAL CHARACTERISTICS OF VARIOUS EQUIPMENT AND TOOLS USED IN THE OVERHAUL, REPAIR AND ADJUSTMENT OF GAS AND DIESEL POWERED EQUIPMENT
PROCEDURES OF PREVENTIVE MAINTENANCE RELATED TO AUTOMOTIVE, HEAVY AND LIGHT CONSTRUCTION EQUIPMENT
OCCUPATIONAL HAZARDS AND STANDARD SAFETY PRACTICES NECESSARY IN THE AREA OF WORK ASSIGNED
PRINCIPLES AND PROCEDURES OF RECORD KEEPING
PERTINENT FEDERAL, STATE AND LOCAL CODES, LAWS AND REGULATIONS
PRINCIPLES AND PRACTICES OF INVENTORY CONTROL

PREFERRED SKILL/ABILITY

INDEPENDENTLY PERFORM THE MOST DIFFICULT EQUIPMENT MECHANIC WORK
OPERATE A VARIETY OF MECHANICAL EQUIPMENT IN A SAFE AND EFFECTIVE MANNER
WORK INDEPENDENTLY IN THE ABSENCE OF SUPERVISION
ACCURATELY DETERMINE MECHANICAL REPAIR NEEDS AND ESTIMATE THE COST AND TIME OF REPAIRS
MAINTAIN A VARIETY OF SHOP AND REPAIR RECORDS
MAINTAIN AND DISTRIBUTE WAREHOUSE SUPPLIES ACCORDING TO ESTABLISHED GUIDELINES
UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

WORKING CONDITIONS

SHOP ENVIRONMENT; EXPOSURE TO DUST, GREASE, NOISE AND FUMES; WORK IN CONFINED SPACES

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: STANDING, BENDING OR CROUCHING FOR PROLONGED PERIODS OF TIME; MODERATE TO HEAVY LIFTING; AND OPERATING MOTORIZED EQUIPMENT AND VEHICLES.
MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES