

Middle Rio Grande Conservancy District Classification Description



TITLE: Mechanic
FLSA: Nonexempt
GRADE: 75
SUPERVISOR: Division Manager (or ER&T Manager)
DEPARTMENT: Division Field Offices or Equipment Repair & Transportation Division
REVISION: June 2014, November 2024

Position Summary:

Protects the assets of the District by repairing light and heavy equipment to include loaders, backhoes, excavators, dozers, transport and dump trucks, and other vehicles and mechanical construction equipment, in the field. Ensures vehicles and equipment are in safe and operable condition.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Troubleshoots and assesses repairs needed through visual inspection of equipment and systems to include: diesel engines, ABS brakes, transmissions, electrical and hydraulic systems, and air brake systems.
- Repairs equipment and vehicles by pulling transmissions, truck assemblies, rear end, hydraulic systems; and replacing hoses, repairing electrical and mechanical systems, clutches, pumps, etc. in the field or shop with oversight by a heavy equipment mechanic
- Services light equipment by changing filters, oils, lubricating chassis, etc. according to established maintenance schedules; delivers fuel to equipment in the field as requested.
- Works on electrical systems by checking fuses, broken wires, testing circuits with ohm meters; checks gages to ensure they are in correct and operable conditions.
- May perform minor repairs with oversight by a heavy equipment mechanic, on heavy equipment such as backhoes, front end loaders, hydraulic excavators, motor graders, dozers and other various heavy equipment as required.
- Identifies parts needed to complete maintenance; orders parts and supplies required by completing accurate purchase requisitions.
- Perform annual DOT inspections on CDL units.
- Completes all required documentation to include work orders, mileage reports, and fuel usage forms accurate and on a timely basis.
- Maintains order and cleanliness in shop area.
- Observes safety rules, and ensures and maintains a safe environment.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

Vocational course work in engine or tractor repair plus three years experience in the repair and maintenance of gasoline and diesel engines; or equivalent combination of education and experience. A hazardous material license and certification as a Mechanic are required. Must possess and maintain a valid New Mexico Driver's License with no major traffic violations; and successfully complete a drug and alcohol screening and criminal background check. A Commercial Driver's License, (CDL) is preferred. Employment will be contingent upon the successful completion of a physical examination and meeting the physical standards required to perform job tasks.

Knowledge, Abilities, Skills, and Certifications:

Knowledge of:

- mechanical techniques and procedures used in servicing light and heavy equipment
- electrical, hydraulic, air, and mechanical systems
- geographical location of ditches, canals, waste ways, and laterals
- the correct use of equipment and tools used in servicing light and heavy equipment
- principles and techniques of welding
- computers and scanners

Ability to:

- communicate effectively, both verbally and in writing
- carry out instructions furnished in verbal or written format
- read and interpret various repair manuals
- analyze situations and adopt appropriate courses of action
- handle multiple tasks and meet deadlines
- develop and maintain positive working relationships with district employees and the public

Skill in:

- using various equipment and tools used in servicing light and heavy equipment
- driving vehicles and heavy equipment over unimproved, dusty, muddy, and slippery ditch banks
- using safety and equipment devices; and utilizing safe and proper lifting techniques

Physical Demands:

While performing the duties of this job, the employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, crawl and lying on back in tight locations. The employee regularly is required to sit; climb or balance; and talk or hear. The employee occasionally is required to smell. The employee must regularly lift and/or move up to 50 pounds.

Work Environment:

Work is generally performed outdoors. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Prolonged sitting is a common occurrence. Standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may occur. Driving on paved and unpaved and/or uneven roadways is required for completing work orders and working in sensitive and/or hazardous areas is common.