



VALENCIA COUNTY JOB DESCRIPTION

The following statements are intended to describe the general nature and level of work being performed. They should not be considered an exhaustive list of all responsibilities, duties and competencies required in the position.

JOB TITLE: AUTOMOTIVE MECHANIC

DEPARTMENT: Public Works/Fleet Maintenance

CLASSIFICATION: Classified

PAY STATUS: FLSA Non-Exempt

PAY RANGE: \$15.00 per hour

DEADLINE TO APPLY: UNTIL FILLED

JOB SUMMARY:

Performs complex malfunction diagnosis, maintenance, and repairs to a wide range of motorized vehicles, to include automobiles, fire engines, senior vans, heavy and light trucks, graders, and other motorized road repair equipment.

DUTIES AND RESPONSIBILITIES:

1. Performs main engine, engine ignition, fuel system, and engine emission control system diagnosis and repair for fleet vehicles and road equipment. Includes both gasoline and diesel equipment.
2. Performs diagnosis and repairs on transmissions to include transaxle and transfer case systems.
3. Performs complex diagnosis and repair of suspension, steering and alignment and brake systems on various fleet and road construction equipment.
4. Performs complex general electrical and electronic system diagnosis and repair.
5. Performs all phases of maintenance required for fleet vehicle operation.
6. Test drives all vehicles repaired.
7. Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
8. Employee must have own tools.
9. Completes all necessary paperwork on all jobs.
10. Performs miscellaneous job-related duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

High school diploma or GED and at least 2 years of experience that is directly related to the duties and responsibilities specified.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge and understanding of the operating characteristics and maintenance requirements of a wide range of motorized vehicles and equipment.
- Ability to use automotive diagnostic equipment and hand and power tools.

- Ability to diagnose, repair, and maintain automotive vehicles and various types of equipment along with associated sub-systems.
- Ability to test drive all vehicles.
- Ability to perform complex automotive vehicle maintenance and repairs.
- Ability to read, understand, follow and enforce safety procedures.

LICENSURES AND CERTIFICATIONS REQUIRED:

- Must be certified as an Automotive Technician or Equivalent.
- Certified is required in areas required by City, State, and/or Federal Agencies (i.e. Freon Recovery/Emission Inspection, etc.).
- Possession of a valid New Mexico driver's license is a requirement for this job.

OTHER CONDITIONS OF EMPLOYMENT:

- Ability to perform essential functions and adapt to working conditions.
- No history or pattern of reckless driving, DWI/DUI or irresponsible driving in the last three years.
- No history of felony misdemeanor conviction involving moral turpitude, violence, distribution of controlled substance or dishonesty.

WORKING CONDITIONS:

- Work involves considerable exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Requires heavy lifting, pushing, or pulling required of objects over 50 pounds.
- Work involves some exposure to hazards or physical risks, which require following basic safety precautions.

PRE-EMPLOYMENT REQUIREMENTS:

1. Interview
2. Criminal record check
3. General employment background check.
4. Driving record check.
5. Pre-Employment Physical and drug test.

I hereby affirm that I have received a copy of the position specifications listed above; I acknowledge that it is my responsibility to familiarize myself with the duties and expectations of the position described.

Employee: _____

Date: _____