

Elephant Butte Irrigation District Job Description



Service Mechanic

DEPARTMENT	Maintenance	FLSA	Non-Exempt
SUPERVISOR	Equipment/Fleet Foreman	CLASSIFICATION	Full-Time
WAGE RANGE	\$17.00 - \$19.50	SAFTY SENSITIVE	Yes
REVISION	11/01/2023	ESTABLISHED	10/22/1999

POSITION SUMMARY:

This is a safety sensitive position which performs the maintenance, servicing, fueling and minor repairs of gasoline and diesel-powered vehicles and equipment in the field and/or in assigned District yard within a timely manner. Responsible to the Equipment/Fleet Foreman for related job functions. Responsible for reporting to the Hatch, Central and Chamberino yards on a designated day and work in coordination with the Maintenance Support persons to service, inspect and repair all equipment located in these yards. Responsible for cleaning of the mechanic service shop.

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

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Assist the Equipment/Fleet Maintenance Manager in establishing priorities or deadlines, otherwise, accomplishes work on his/her own initiative. Performance is based on quantity and quality of completed work.
2. Determine by regular inspections the service work necessary to prevent breakdowns in a variety of gasoline and diesel-powered vehicles and equipment.
3. Provide preventative maintenance, check fluid levels, change oil, check and service batteries and charging systems, check and service cooling systems, lubricate all District vehicles and equipment.
4. Performs repairs and replacement of hydraulic hoses, tire changes, keep a/c systems cleaned, make necessary adjustments, and pressure wash all equipment on all District vehicles and equipment.
5. Makes minor repairs as necessary following trade practice and manufacturer's specifications and warranty guidelines.
6. Makes recommendations to the Equipment/Fleet Maintenance Manager regarding which vehicles/equipment should be shut down for major repairs.
7. Responsible for prioritizing and scheduling preventative maintenance calls based on needs and keep accurate service logs.
8. Required to log all maintenance service calls by vehicle/equipment.
9. Responsible for requisitioning necessary parts for vehicle/equipment maintenance.
10. Responsible for the service truck and equipment. Maintains adequate supplies, lubricating oils, grease, fuel and necessary tools to perform all field related maintenance.
11. Completes and maintains a record of all hours worked, supplies, mileage of vehicles and hours of equipment.
12. Responsible for following all DOT requirements.
13. Pre-trip inspection of vehicle required prior to use during shift.
14. Part of pumping crew during emergency situations.
15. Maintain a clean and safe work area, including service truck, and wash bay.
16. Responsible for compliance of safety rules and regulations.
17. Contributes to a team effort by accomplishing related results as needed.
18. Responsible for knowing and abiding by all department and District policies and procedures.
19. Attendance during scheduled shift.
20. Performs other duties as assigned

MINIMUM QUALIFICATIONS:

High school diploma or equivalent. Three (3) years of field service work or equivalent training in maintenance and automotive duties with construction heavy equipment and agricultural equipment; or four (4) years as a maintenance mechanic of construction heavy equipment and agricultural equipment. Associates of Applied Science in Automotive Technology preferred.

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MINIMUM QUALIFICATIONS (cont.):

Education/Experience substitution: A combination of education, training and experience may be applied.

Licenses/Certifications: Must have a valid CDL Class A driver's license with Haz Mat Endorsement; T and N endorsements preferred and be insurable.

Other: Must pass post-offer, pre-employment drug screen, medical exam and motor vehicle report in compliance with District insurance guidelines.

KNOWLEDGE/SKILLS/ABILITIES:

Must be proficient in the use of mechanics' hand tools and electronic testing equipment; must have knowledge of general agricultural equipment, principles of operation and servicing of stated types of equipment and traffic laws, ordinances and regulations involved in equipment operation; perform preventative maintenance on equipment; follow oral and written instructions; read gauges on equipment; operate a motor vehicle.

Must have the ability to change with priorities when situations arise; must be skilled in coordinating hand and foot movements to properly operate controls on equipment to accomplish work; a self-motivated individual who is able to work with others in a team effort; must have the ability to communicate in English verbally and in writing; basic arithmetic; general office equipment and computer literacy a plus; ability to exercise independent judgment; maintain accurate records; demonstrate attention to detail; understand and follow broad or complex instructions; use logic and reasoning to identify alternative solutions, conclusions or approaches to problems when necessary; use initiative and independent judgment while recognizing when to refer matters to the attention of Management; maintain effective and cooperative working relationships with others.

PHYSICAL DEMANDS:

The employee must be able to move about the work environment; must be able to work in a fast paced, changing environment; must be able to walk up to 2 miles per day on uneven slopes and ground; will be required to drive throughout the District; must have the ability to frequently move or re-position up to 50 pounds of materials or objects. Essential duties are performed outdoors; must be able to work in differing lighting and at night; work surface is uneven and exposed to the elements; weather, temperature, and local wildlife are conditions of the working environment; irregular or extended work hours; occasionally required to change working hours or work overtime, nights, holidays, and weekends.

Position functions both within a shop and outdoor environment with frequent exposure to all types of weather conditions, fumes, dust, and odors. Constant and more extreme hazards and atmospheric conditions are mechanical, explosives, electrical, radiant energy, mists, gases, dust, and areas of reduced ventilation. Position faces the potential of serious burns; use of safety shoes, glasses, steel-toed shoes, and leather wearing apparel is required.

This organization reserves the right to change job duties and a responsibility as need arises. This job description does not constitute a written or implied contract of employment.

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FREQUENCY:

NEVER	= 0%
RARELY	= 10%
OCCASIONALLY	= 33%
FREQUENTLY	= 34-66%
CONTINUOUSLY	= 67+%

LIFTING					
WEIGHT	FREQUENCY	OBJECT(S) – EXAMPLES			
1 – 10 lbs.	Continuously	Tools, filters, parts, and supplies			
11 – 20 lbs.	Frequently	Batteries, oil containers, parts, tires, and misc. supplies			
21 – 50 lbs.	Frequently	Mechanic supplies, tires, parts, and misc. objects			
51 + lbs.	Occasionally	Leaf springs, engine, cylinders, supplies, using assistance when necessary			
CARRYING					
1 – 10 lbs.	Continuously	Tools, filters, parts, and supplies			
11 – 20 lbs.	Frequently	Batteries, oil containers, parts, tires, and misc. supplies			
21 – 50 lbs.	Frequently	Mechanic supplies, tires, parts, and misc. objects			
51 + lbs.	Occasionally	Leaf springs, engine, cylinders, supplies, using assistance when necessary			
Bending	Frequently	Squatting	Frequently	Kneeling	Occasionally
Crawling	Rarely	Climbing	Frequently	Reaching	Continuously
Grasping	Continuously	Reaching	Continuously	Grasping	Continuously
Sitting	Continuously	Standing	Continuously	Fine Manipulation	Continuously
Walking	Continuously	Lying Down	Frequently		

Applicant Declaration:

I have read the qualifications and requirements for the position of Service Mechanic. To the best of my knowledge, I can perform these duties with or without accommodation.

PRINTED NAME: _____ **DATE:** _____

SIGNATURE: _____