

**OTERO COUNTY  
POSITION DESCRIPTION  
OTERO COUNTY MECHANICAL TECHNICIAN  
STEP/GRADE: 134A-150B**

Otero County Public Works Director Review and Approval of Job Description

  
\_\_\_\_\_  
Public Works Director

3/29/2018  
Date

Otero Board of County Commissioners (OBOCC) Review and Approval of Job Description

  
\_\_\_\_\_  
Otero Board of County Commissioners

3/29/18  
Date

**DESCRIPTION OF WORK:**

Perform basic mechanical work in the adjustment, repair and maintenance of both automotive and heavy equipment. Administer minor testing of malfunctioning equipment. Perform oil changes and services on County fleet vehicles.

**SUPERVISION RECEIVED:**

Works under the general day to day supervision of the Road & Bridge Coordinator/Supervisor. The overall supervision of Mechanical Technician shall rest with the Public Works Director.

**EXAMPLES OF DUTIES:**

1. Perform periodic and service inspections on automotive and heavy equipment.
  - a. Perform in depth look phase.
  - b. Perform all required oil sampling.
  - c. Perform all fluid and filter replacements including proper greasing and lubrication.
  - d. Perform minor fix phase.
2. Repair engines, transmissions, drive trains, hydraulics and other components.
3. Replace items such as brakes, radiators, alternators, starters, hydraulic lines and cylinders
4. Maintain preventative maintenance parts: such as filters, fluids, etc. along with keeping accurate work orders and other required paper work records.
5. Perform any and all assigned tasks as required

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**MINIMUM QUALIFICATIONS:**

**Required knowledge, skills and abilities:** Working knowledge of the operation and maintenance of heavy equipment, gas/diesel powered vehicles, equipment i.e., semi-tractors, dump trucks, cars, pickups, loaders, graders, trailers, etc. Must be able to operate general hand tools, power tools, band and chop saws, drill press, impact and torque wrenches, etc. Must be able to establish and maintain effective working relationship with employees and other departments.

**PHYSICAL DEMANDS:**

This position requires physical strength, agility, mobility and the ability to perform strenuous physical labor in an outdoor environment. Frequently required to walk, sit, climb, balance, stoop, kneel, crouch or crawl. Must be able to work outdoors in wet, cold, hot and humid weather conditions. Must be able to lift between 50-100 lbs. Must have dexterous use of both hands and fingers. Must have corrected vision and hearing.

**EDUCATION:**

Valid State Driver's License and Commercial Driver's License, minimum Class A CDL certification. Employee has 90 days from the date of hire to obtain Class A Permit certification (at employee's expense). If at the end of that of 1 year the employee still has not obtained Class A (CDL) certification, the employee may be terminated.

Minimum 3-years mechanical experience.

**RESPONSIBILITIES:**

Work under the supervision of the Shop Supervisor and ensure that proper safety, as well as maintenance procedures are followed.

Be able to operate and service, or learn to operate, specific equipment including the following: loaders, semi-tractor, graders, dozer, and generator.

**POLICY REQUIREMENTS:**

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

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Employment is contingent upon the applicant passing a pre-employment medical physical and mandatory drug test.

No medical inquiries will be made or workers' compensation information gathered until after a conditional job offer has been given to the applicant.

**AFFIDAVIT**

I certify that I understand the description of this job, the essential functions and policy requirements, as stated above. Furthermore, I certify that I am able to perform the duties and responsibilities as outlined above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

***The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.***