

CENTRAL NEW MEXICO ELECTRIC COOPERATIVE, INC.

POSITION DESCRIPTION

JOB TITLE: Mechanic	FLSA STATUS: Non-Exempt						
REPORTS TO: JT&S Administrator	Bargaining Unit Position						
DEPARTMENT: Fleet Services	LOCATION: Moriarty						
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;"> APPROVED BY: <u><i>Alicia P. Hennessy</i></u> <i>Department Head</i> </td> <td style="width: 40%; border: none; text-align: right;"> <u>06/16/15</u> <i>Date</i> </td> </tr> <tr> <td style="border: none;"> <u><i>[Signature]</i></u> <i>CEO</i> </td> <td style="border: none; text-align: right;"> <u>6.16.15</u> <i>Date</i> </td> </tr> <tr> <td style="border: none;"> <u><i>[Signature]</i></u> <i>Human Resources</i> </td> <td style="border: none; text-align: right;"> <u>6/17/15</u> <i>Date</i> </td> </tr> </table>		APPROVED BY: <u><i>Alicia P. Hennessy</i></u> <i>Department Head</i>	<u>06/16/15</u> <i>Date</i>	<u><i>[Signature]</i></u> <i>CEO</i>	<u>6.16.15</u> <i>Date</i>	<u><i>[Signature]</i></u> <i>Human Resources</i>	<u>6/17/15</u> <i>Date</i>
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Job Summary

To provide effective and efficient maintenance and repairs on all Cooperative transportation and utility related equipment including bucket and digger trucks and all associated tools and devices used in the trade. Repairs shall be made in a safe and cost effective manner.

Essential Duties and Responsibilities

- Performs periodic maintenance and repairs on vehicles and related equipment to insure safe operation and extended service.
- Maintains shop area in a neat and orderly fashion to insure a safe work environment.
- Maintains a computerized database of vehicle maintenance, repair activities, and parts used in work and repair. Keeps accurate and up to date records.
- Performs inspections on trucks and trailers to assure vehicles are DOT (Department of Transportation) compliant, safe and road worthy.
- Frequently inspects vehicles and equipment noting all maintenance requirements and submits recommendations for the performance of major mechanical requirements to department supervisors and/or managers.
- Coordinates with the Purchasing Agent to maintain a reasonable inventory of parts to insure prompt repair and reduce down time.
- Attends and participates in Safety meetings as required.
- Performs other miscellaneous job duties as assigned.

Minimum Qualifications

A minimum of a high school diploma or GED is required. Graduation from vocational/technical school with specific training in general mechanics, hydraulic and electrical systems, and welding with two (2) years of experience as a mechanic or equivalent combination of education and/or experience related to the trade. Specific mechanic certifications may be required and/or desired. Must possess a valid New Mexico Class A Commercial Driver's License.

Knowledge, Skills and Abilities

- Must have a good working knowledge of all tools and equipment required for the position.
- Must keep all tools and equipment in a safe operational condition.
- Must be able to properly operate all related tools and equipment.
- Must have basic computer skills.
- Must have diagnostic tool and scan tool knowledge.
- Must be able to use on-line diagnostic guides and interpret diagrams.
- Must be able to operate front end alignment machines.
- Must follow all safety rules and regulations.
- Must be able to effectively communicate with employees and customers by providing accurate, meaningful, courteous and timely responses to their questions or concerns.
- Must be able to travel on short notice and during odd hours.
- May be required to attend training courses and/or seminars.

Working Conditions and Physical Effort

Normally works in a garage environment, occasionally works outdoors in several different weather conditions to maintain and repair vehicles in a timely manner. Overtime may be required along with travel.

- **Physical Effort and Dexterity:** Frequent physical activity to include sitting, standing, walking, stooping, bending, reaching, crawling, lifting and carrying supplies and equipment up to 50 pounds. Frequently climbs, balances and works in awkward positions to service equipment.
- **Machines, Tools, Equipment required to be operated:** Capable of operating a personal computer, calculator, alignment machines, diagnostic tools and all mechanics tools and equipment.
- **Visual Acuity, Hearing, and Speaking:** Must have excellent written and oral communication skills, expressing one's self clearly, accurately and to the point for work and safety compliance.
- **Environment/Working Conditions:** Majority of work will be performed indoors and occasionally some outdoor work will be required. Occasionally works with materials and chemicals which must be handled according to manufacturer's specifications to avoid harmful effects. Strict adherence to established safety precautions and practices are required. Regular work schedule is Monday through Friday, but subject to change.

Note: The preceding statements describe the general nature and level of work performed by the individual assigned to this position. This is not an exhaustive list of all duties, responsibilities and skills required of this position. Nothing in this job description restricts management's right to assign or reassign duties, tasks and responsibilities to this job at any time.