

THE CITY OF PORTALES, NEW MEXICO

POSITION POSTING #2014 - 026

POSITION: MECHANIC I
DEPARTMENT: GENERAL SERVICES
STATUS: NON-EXEMPT
REPORTS TO: MECHANIC SHOP SUPERVISOR OR DESIGNEE
SHIFT: FT REGULAR– 40 HOURS PER WEEK
SALARY: MINIMUM \$24,610 – MAXIMUM \$35,894

GENERAL DESCRIPTION:

This job is subject to supervision by the Mechanic Shop Supervisor or his designee and requires performance of numerous and varied routine duties involved in the overall care, maintenance, and general operation of the Mechanic's Warehouse Department. Work involves light to heavy lifting as well as general maintenance of the City's vehicles and facilities.

TASKS AND RESPONSIBILITIES:

Although the following are typical of the tasks and responsibilities routinely performed, additional tasks and /or responsibilities requiring comparable or lesser skills, knowledge, or dexterity may be assigned.

1. Maintenance of vehicles, small engines and equipment.
2. Maintenance of ground around warehouse.
3. Washing and cleaning vehicles, equipment, tools, and parts.
4. Running errands, purchasing parts, etc.
5. Must have operational knowledge of all equipment.
6. Must be knowledgeable of pneumatic and hydraulic systems.
7. Must have computer knowledge and ability to run maintenance software.

KNOWLEDGE, EXPERIENCE, AND SKILLS:

1. High school graduate or equivalent desired.
2. 4 years related experience minimum.
3. Ability to operate various manual and/or motor driven tools.
4. Current New Mexico Commercial driver's license.
5. Ability to work with minimum supervision.
6. Must be at least 18 years of age.

WORK SCHEDULE:

The regular work week is 40 hours – Monday through Friday, 7:00 a.m. to 3:00 p.m. Additional time may be required to work after regular hours, on week ends, and holidays.

DEADLINE TO SUBMIT REQUIRED APPLICATION: First review is scheduled for Monday, August 11, 2014, by 5:00 pm. Position to remain open until filled.

EOE