

SANTA FE SOLID WASTE MANAGEMENT AGENCY

149 Wildlife Way, Santa Fe, NM 87506

(505) 424-1850

Fax (505) 424-1839

www.sfswma.org

Recruitment Announcement # 2023-09

POSITION TITLE: EQUIPMENT MECHANIC II
SALARY RANGE: \$20.90 - \$30.30
FLSA/UNION STATUS: Covered/Covered
POSITION STATUS: Classified Full-Time
PERIOD TO APPLY: Open Until Filled
SUPERVISOR: Equipment Maintenance Supervisor
WORK LOCATION: Caja del Rio Landfill/Buckman Road Recycling and Transfer Station

PURPOSE The position is responsible for the preventive maintenance, overhaul, modification, and repair work performed on all heavy equipment, diesel-powered trucks, and miscellaneous small equipment at the Caja del Rio Landfill, Buckman Road Recycling and Transfer Station, and related solid waste facilities. This position is under the general supervision of the Equipment Maintenance Supervisor.

JOB DUTIES AND RESPONSIBILITIES

The Equipment Mechanic II:

1. Diagnoses and performs maintenance, overhaul, modification, and repair work of light and heavy equipment and vehicles, including repairing or replacing engines, fuel injection systems, electronic engine controls, electrical systems, brake systems, HVAC systems, computer systems, drive trains, differentials, etc.
2. Performs preventive maintenance program required by the equipment manufacturers' standards and general preventive maintenance not covered under manufacturer's standards including changing oil and fluids, lubricating, replacing hoses and belts, replacing brakes, checking lights, and tuning engines.
3. Maintains complete and accurate records necessary to the maintenance and repairs of all equipment for cost analysis, inventory control, and buy-back program purposes on forms and/or a computer-based maintenance program such as Fleetio.
4. Utilizes pre-trip and post-trip inspection records to assist in scheduled repairs and preventative maintenance. Also, reports any inaccuracy/discrepancy on inspection records to the supervisor.
5. Collects oil samples from equipment from equipment as part of the scheduled oil sampling program within the preventative maintenance and understands how laboratory analytical results relate to normal wear and tear or failure.
6. Communicates for troubleshooting purposes with equipment manufacturers for repairs under warranty.
7. Follows the requirements of buy-back programs set forth by equipment manufacturers.
8. Prepares purchase requisitions for parts, fluids, and other materials as required.
9. Determines and implements proper procedures for maintenance and repairs of equipment.
10. Performs welding and fabrication work as need.
11. Assists in Maintaining and monitoring the fueling system, as required.
12. Changes and repairs tires on vehicles and equipment.
13. Ensures a safe, clean, and orderly shop is maintained at all times using best management practices.
14. Provides emergency field assistance to disabled vehicles and equipment.
15. Conducts road tests after repair work is completed to ensure that all vehicles and equipment are mechanically safe and function properly.
16. Attends training, workshops, meetings as appropriate to maintain or enhance job knowledge and skills.
17. Works with those of other divisions, departments, and outside agencies as appropriate.
18. Follows all health and safety procedures.
19. Performs all duties in accordance with applicable policies, procedures, regulations, and standards of quality and safety.
20. Ensures compliance with applicable federal, state, and local laws and regulations, Agency policies and procedures, and standards of quality and safety.
21. Receives and responds to inquiries, concerns, complaints, and requests for assistance regarding areas of responsibility.
22. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education/Experience: Requires a high school diploma or GED equivalent. Requires a minimum of two (2) years of experience in maintenance, repair, and overhaul of equipment, preferably in the solid waste industry. Supervisory experience is desirable.

Certification/Licensure/Registrations: Requires a New Mexico Class B commercial driver’s license (CDL). Requires CDL Hazmat and Tanker endorsements, or obtain within three (3) months of hire. Requires Refrigerant Recovery certification in accordance with Title VI of the Clean Air Act, or obtain within six (6) months of hire. Requires an NMED Petroleum Storage Tank Class B operator certification, or obtain within six (6) months of hire. Requires a forklift operator certification, or obtain within three (3) months of hire. Requires First Aid and CPR certifications within one (1) year of hire.

Special Conditions: Must maintain full vaccination status for COVID-19 as a condition of employment. Must pass a drug and alcohol screening prior to employment and randomly thereafter. Must wear PPE as required.

Knowledge/Skills/Abilities: Ability to operate or repair complex machinery or equipment that requires extended training and experience, such as vehicles, trucks, heavy equipment, and other mechanical equipment

Ability to make sound decisions in a manner consistent with the essential job functions.

Knowledge of occupational hazards, safety practices, and requirements.

Ability to use a handheld radio to coordinate tasks and resources.

Ability to use a fleet maintenance program to track repairs, hours, and preventative maintenance schedule for each piece of equipment and vehicles.

Ability to use diagnostic software to troubleshoot fault codes or electrical issues on a piece of equipment or vehicle.

Ability to communicate with others and assimilate and understand information in a manner consistent with the essential job functions.

WORKING CONDITIONS

Requires medium-to-heavy work that involves walking, standing, climbing, stooping, bending, lifting, digging, working at heights, pushing or raising objects; also involves exerting between 20 and 50 pounds of force on a recurring basis and 50 to 100 pounds of force on an occasional basis. Also requires considerable skill, adeptness and speed in the use of fingers, hands, and limbs in tasks involving very close tolerances or limits of accuracy.

The job requires hearing and speaking ability and normal vision, including visual acuity, depth perception, peripheral vision, and color vision.

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, disease/pathogens, toxic/caustic chemicals. The job may involve confined spaces.

HOW TO APPLY

Submit employment applications to:

Human Resources Officer
Santa Fe Solid Waste Management Agency
149 Wildlife Way
Santa Fe, NM 87506-8342

Resumes will not be accepted in place of the SFSWMA employment application. Proof of education, driver’s license, endorsements, professional licenses and/or certifications must be attached to the application.

The Santa Fe Solid Waste Management Agency is an Equal Employment Opportunity/Affirmative Action employer and complies with the Americans with Disabilities Act.