

# SANTA FE SOLID WASTE MANAGEMENT AGENCY

149 Wildlife Way, Santa Fe, NM 87506-8342

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## Recruitment Announcement # 2023-020

**POSITION TITLE:** EQUIPMENT MECHANIC I  
**SALARY RANGE:** \$21.60 - \$31.32  
**FLSA/UNION STATUS:** COVERED / COVERED  
**POSITION STATUS:** CLASSIFIED FULL TIME  
**PERIOD TO APPLY:** 10/30//2023 – Open Until Filled  
**SUPERVISOR:** EQUIPMENT MAINTENANCE SUPERVISOR / EXECUTIVE DIRECTOR  
**WORK LOCATION:** CAJA DEL RIO LANDFILL / BUCKMAN RD RECYCLING & TRANSFER STATION

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**Purpose:** The purpose of the position is to be responsible for the routine and preventive maintenance on Agency's heavy and light equipment at the Caja del Rio Landfill, Buckman Road Recycling and Transfer Station, and other solid waste related facilities. This position works within a general outline of work to be performed, and develops work methods and sequences under general supervision.

**Job Duties and Responsibilities:** (The tasks below are those that represent the majority of the time spent working in this position. Management may assign additional tasks related to the type of work of the position as necessary.)

1. This is an entry level position. Performs a range of maintenance, repair and service on light and heavy equipment and vehicles in a developing capacity, with technical assistance from experienced level mechanics.
2. Assists mechanics with the preventative maintenance program that include draining engine, hydraulic and transmission fluids, flushing coolant system, obtaining oil samples, replacing filters, replacing needed lubricants, and greasing appropriate grease inserts.
3. Collects oil samples 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.
4. Performs routine maintenance inspection and service that include inspecting and replenishing engine, hydraulic, coolant and transmission fluids on assigned equipment on a scheduled basis. Records fluids replaced in each piece of equipment.
5. 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 supervisor.
6. Follows the requirements of buy-back programs set forth by equipment manufacturers.
7. Maintains routine and preventative maintenance information on equipment.
8. Assists in preparation of purchase requisitions for parts, fluids and other materials.
9. Assists in maintaining and monitoring the fueling system.
10. Performs light welding and fabrication work as needed.
11. Changes and repairs tires on vehicles and equipment.
12. Ensures a safe, clean and orderly field service truck and shop is maintained at all times.
13. Procures materials and supplies in accordance with Agency's purchasing policy.
14. Ability to wear respirator (including clean shaven) and other PPE as required. Must be able to complete, with Agency assistance, respirator fit test and medical surveillance.
15. Ability to use a handheld radio to coordinate tasks and resources.
16. Provides emergency field assistance to disabled vehicles and equipment.
17. Attends training, workshops, meetings, etc., as appropriate to maintain or enhance job knowledge and skills.
18. Performs all duties in accordance with applicable policies, procedures, regulations, and standards of quality and safety.

### MINIMUM QUALIFICATIONS:

**Education/Experience:** A high school diploma or GED equivalent and a minimum of one (1) year experience in maintenance and/or repair of equipment, preferably used in the solid waste industry.

**Certification/Licensure/Registrations** Must possess a valid New Mexico Class A Commercial Driver's (CDL-A) with Haz-Mat endorsement or obtain within six (6) months after date of hire. Requires Refrigerant Recovery certification in accordance with Title VI of the Clean Air Act or obtain within six (6) months after date of hire.

**Special Requirements:** Must have a telephone in the residence or be available by an equally effective means of communication as approved by the supervisor.

**Knowledge/Skills/Abilities:** Ability to measure and adjust fluid levels in equipment. Ability to read meters, record data and keep maintenance information on equipment. Requires driving and operating a field service lube truck outfitted with associated holding tanks with various fluids. Also, involves air wrenches and tools, pneumatic greaser, wheeled hoses, floor jack, battery charger, and various hand tools. May involve installation and testing. Knowledge of occupational hazards, safety practices and requirements. Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.

**WORKING CONDITIONS:** Requires heavy work that involves constantly lifting, pushing or raising objects, exerting between 35 to 50 pounds of force on a recurring basis and 100 pounds of force on a frequent basis. Work requires standing, walking and climbing and work at heights. The job may risk exposure to bright/dim light, dusts and pollen, oil and grease, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, toxic/caustic chemicals. The job may involve confined spaces. The job requires normal visual acuity and field of vision, hearing and speaking ability, and color perception.

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#### HOW TO APPLY

Submit a completed SFSWMA application to the Human Resource Officer, SFSWMA 149 Wildlife Way, Santa Fe, New Mexico 87506-8342. Resumes will not be accepted in lieu of the SFSWMA application form.

**A COPY OF YOUR HS/GED DIPLOMA AND DRIVERS LICENSE MUST BE ATTACHED WITH THE APPLICATION.**

**PRE-PLACEMENT PHYSICAL EXAM AND DRUG TEST IS REQUIRED. EEO/AA**