

SANTA FE SOLID WASTE MANAGEMENT AGENCY

149 Wildlife Way, Santa Fe, NM 87506

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www.sfswma.org

Recruitment Announcement # 2025-09

POSITION TITLE: FIELD SERVICE LUBE TECH
SALARY RANGE: \$23.59-\$34.19
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 to perform routine and preventive maintenance, perform general inspections, maintain records of the Agency's heavy and light equipment at the Caja del Rio Landfill and Buckman Road Recycling and Transfer Station. The position is under the general supervision of the Equipment Maintenance Supervisor.

JOB DUTIES AND RESPONSIBILITIES

The Field Service Lube Tech:

1. Performs routine maintenance inspection and service including inspecting and replenishing engine, hydraulic, coolant, and transmission fluids on assigned equipment on a scheduled basis.
2. Records the fluids that were replaced in each piece of equipment.
3. Greases linkages, drivelines, joints, and other mechanical parts in accordance with lubrication schedules.
4. Inspects and replaces air filters as needed.
5. Fuels equipment as required, adds DEF fluid as needed, and checks and replaces fuel filters.
6. Inspects batteries for condition and level.
7. Checks belt tension, hose condition, and other components in the engine compartment and undercarriages.
8. Inspects tires, inflates to proper air pressure, and changes and fixes tires.
9. Performs pre- and post-trip walk-around inspection of heavy equipment and vehicles.
10. Reports potential problems to supervisor.
11. Assists mechanics with the preventative maintenance program, including draining engine, hydraulic and transmission fluids, flushing coolant system, obtaining oil samples, replacing filters, replacing needed lubricants, greasing appropriate grease inserts, and cleaning belly pans.
12. Records routine and preventative maintenance information.
13. Procures materials and supplies in accordance with the Agency's purchasing policy.
14. Follows the requirements of warranties and buy-back programs set by equipment manufacturers.
15. Ensures a safe, clean, and orderly field service truck is maintained at all times.
16. Provides emergency field assistance to disabled vehicles and equipment.
17. Performs all duties in accordance with applicable policies, procedures, regulations, and standards of quality and safety.
18. Works productively for 8+ hours per day, year-round in all types of weather and conditions; works different shifts including weekends and holidays.
19. Performs job duties safely in a mobile environment surrounded by heavy equipment, vehicles, and customers.
20. Receives and responds to inquiries, concerns, complaints, and requests for assistance regarding areas of responsibility.
21. Coordinates with other divisions, departments, and outside agencies as appropriate.
22. Follows all health and safety procedures.
23. Ensures compliance with applicable federal, state, and local laws and regulations, Agency policies and procedures, and quality and safety standards.
24. Performs general administrative/clerical work as required, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, and answering the telephone.
25. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education/Experience: Requires a high school diploma or GED equivalent. A minimum of two years experience in preventative maintenance, servicing and/or repair of equipment, preferably in the solid waste industry. Requires two years of commercial driving experience.

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 an NMED Petroleum Storage Tank Class B operator certification, or obtain within six (6) 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: Requires driving and operating a field service lube truck outfitted with associated holding tanks with diesel fuel and various fluids. Also involves using pneumatic and electric powered tools, wheeled hoses, floor jack, tire replacement machines, tire balancers, lubrication machines, battery chargers, high-pressure washers, and various hand tools.

Ability to measure and adjust fluid levels in equipment. Ability to read meters, record data and keep maintenance information on equipment. Requires comparing or inspecting items against a standard.

Ability to use a field rugged laptop to enter daily work, including fuel usage, inspections, completions, etc.

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

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 or 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 SFSWMA employment applications. Proof of education, driver's license, endorsements, professional licenses and/or certifications must be attached to each application. Must maintain full vaccination status for COVID-19 as a condition of employment. All applicants offered employment with the SFSWMA must pass a post-offer medical examination and drug test.

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