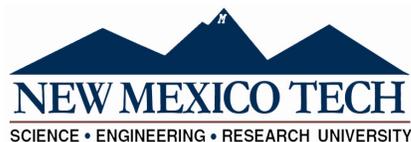


Posted: April 8, 2025



POSITION ANNOUNCEMENT

TITLE: MECHANIC I

DEPT: PRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$18.00-\$24.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: Concurrent CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

**Regular Limited Term*

JOB SUMMARY:

The fundamental purpose of this position is to maintain, and repair light, medium, and heavy-duty gasoline/diesel vehicles and equipment in support of PRTC. The Part-Time Mechanic I performs field repairs on a variety of vehicles and equipment and is required to work both indoors and outdoors depending on the equipment and location. The Part-time Mechanic I reports to the Maintenance supervisor for direction and scheduling repairs. This position requires formal training at a trade or technical school in engine repair or diesel engines. The applicant may be required to occasionally travel to the main NM Tech Campus in Socorro for training to perform repairs on fleet vehicles and equipment, or other sites as needed.

JOB FUNCTIONS:

Routine Maintenance- perform oil changes, tire rotations, fluid checks, and filter replacement. Inspect vehicle systems (brakes, exhaust, suspension, etc.) and report any concerns. **Repairs and Diagnostics-** diagnose basic mechanical issues with the fleet vehicles. conduct minor repairs to engines, transmissions and other key vehicle systems. Conduct complex repairs when needed.

Vehicle Inspections- Conduct pre and post-trip inspections to ensure vehicles are safe to operate. Ensure all required documentation for inspections and repairs is complete and filed. **Parts and Inventory Management-** Maintain inventory of necessary parts and supplies. Order parts as needed, ensuring timely availability to avoid vehicle downtime.

Safety and Cleanliness- Ensure a clean and safe work environment by adhering to safety protocols. Dispose of hazardous materials (e.g., used oils, filters) according to regulatory guidelines.

Record Keeping- Maintain accurate logs of vehicle maintenance and repairs. Track service history for all fleet vehicles to ensure timely follow-up.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Formal diploma/certificate/degree program of 6-18 months after high school- General Engine Mechanics or Diesel Mechanics. Five (5) years mechanic experience with heavy equipment maintenance and repairs. At least 5 year experience with fleet vehicle repair and maintenance.

This position MAY require a Department of Defense security clearance through Secret to be obtained. A valid New Mexico driver's license

DESIRED QUALIFICATIONS:

Commercial Driver's License (CDL) with HazMat endorsement. Trade school or formal mechanical apprenticeship.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	F
50 - 100 pounds	O
100 + pounds	S

PHYSICAL DEMANDS:

Standing 25%	Sitting 10%	Walking 25%	Pulling 5%
Pushing 5%	Lifting 10%	Stooping 10%	Kneeling 5%
Crawling	Climbing	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu