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General Mechanic

JOB CODE	JOB FAMILY	PROFILE
JCV427	**Trades, Crafts and Other Skilled Work**	**General Mechanic**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$21.15 - $30.13**	**August 21, 2026**

The General Mechanic maintains, inspects, repairs, and replaces mechanical and electrical components of general automotive, fire apparatus, and heavy-duty diesel trucks and equipment. Performs service calls as needed.

Job Description

DUTIES AND RESPONSIBILITIES

- Performs servicing functions to include oil changes, greasing, lubrication; repair, replacement, rotation and balancing of tires; replacement of batteries, and drive belts on county vehicles, on road & off-road trucks, equipment, and fire apparatus.
- Responds to vehicle and equipment service calls from county fleet operators to include fire personnel and heavy equipment operators.
- Performs other preventive maintenance functions such as transmission, power steering and coolant flushes. Checks brake systems, and repairs windshields. Inspects, services, diagnoses and repairs exhaust, fuel injection systems and carburetor operations and perform other required vehicle maintenance checks documenting all work assignments.
- Conducts vehicle inspections, repairs, and replaces vehicle components such as bulbs, emergency lighting, batteries, headlights, equipment cutting blades as required.
- Delivers fuel to County equipment at County authorized job sites.

- Performs minor cosmetic repairs such as bumper strengthening and vehicle decal installation, replacement, and removal.
- Performs minor repairs on components such as water pumps, fire pumps, starters, alternators and generators.
- Services drive train systems and replace hydraulic lines.
- Inspects and repairs automotive electrical circuits for various defects.
- Inspects, services and repairs front and rear-end suspensions.
- Services and repairs air brake systems and perform minor engine tune-ups.
- Conducts basic gas and diesel engine emission system diagnosis and certification testing.
- Analyzes, tests, repairs and services heating and air-conditioning systems and other climate control devices.
- Performs minor welding repairs on a variety of equipment.
- For General Mechanic's in the General Fleet shop, performs emission testing.
- Performs other job-related duties as required or assigned and assists master mechanics as required.
- ***The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.***

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- Two (2) years of mechanic experience that may include one (1) year vocational training in the automotive or diesel field obtained from a post-secondary institution or high school.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.

- Complete required supervisor training, if applicable.
- Employee must keep work area clean and safe in accordance with OSHA requirements.
- Employee, as a condition of employment, must maintain their current two (2) ASE Certifications of their choice in either A1-A8 or T1-T8, within nine (9) months of the date of hire.

WORKING CONDITIONS

- Duties may be performed indoors or outdoors.
- Indoor duties are performed in a temperature-controlled environment.
- Worker is exposed to natural weather conditions when diagnosing repairs in the field.
- Indoor duties are performed on an even, cement surface. Surfaces are typically dry.
- Outdoor surfaces include natural ground, asphalt, or concrete.
- Work hazards or potential work hazards include: the use of cranes, hoists, cutting torches, welders, drill press, grinders, drills, jacks, solvents, battery acid, moving machinery parts.
- Workers are exposed to battery acid, solvents, oil, diesel, gasoline, carburetor cleaner, antifreeze, grease, transmission fluids, cleaners, electric motor and brake cleaner and fire retardants.

EQUIPMENT, TOOLS, AND MATERIALS

- Employee may be required to own a roll around, lockable toolbox with complete set of hand and air tools (at least through ½" drive) needed to perform the job requirements.
- Employee uses the following equipment: general hand tools, computer analyzer, brake lathe, bench grinder, compressor, electric and gas welders, tommy lift, floor jacks, tire jack, related safety equipment, telephone, computer, radio, facsimile machine, internet, and photocopier.
- Employee handles paperwork and basic office supplies when performing administrative or record keeping duties.
- Worker handles the above-mentioned materials and substances.

NOTE

- You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

- Must be able to ask questions of supervisor and be able to listen to and follow verbal directions in English.
- Must be able to understand and follow written directions in English.

- Must be able to given and receive verbal and written directions in English.
- Must be able to speak and write clearly in order to communicate information essential to the operation of the mechanic shop.
- Must possess sound judgment and apply sound safety precautions in the operation of the vehicle maintenance shop.
- Must have the mental ability to analyze, test, repair, and inspect systems on fire and rescue vehicles.
- Must have the ability to conduct diagnoses with the use of electronic computer testing equipment.
- Must have the ability to apply knowledge gained from vehicle maintenance manuals and operation manuals in order to repair vehicles and equipment.

PHYSICAL FUNCTIONS

- Must be able to stand/walk for an entire shift.
- Must be able to climb and descend stairs or step stool as needed.
- Must be able to kneel and crouch for short periods of time as needed on a frequent basis.
- Must be able to bend at the waist and twist/rotate waist as needed on a constant basis when repairing vehicles.
- Must be able to work with arms extended on a constant basis when repairing vehicles and equipment.
- Must be able to work with arms bent on a frequent basis.
- Must be able to push/pull with arms with an estimated force of 40 pounds as needed.
- Must be able to lift an estimated 50 pounds from ground to waist or chest level as needed.
- Must be able to carry an estimated 50 pounds as needed on a frequent basis.
- Must be able to use hands and fingers to grasp/manipulate equipment in a bilaterally coordinated manner when performing repair duties.
- Must be able to use finger dexterity in the use of the above-mentioned tools, machines, and equipment.
- Must be able to coordinate the use of hands and eyes in the performance of essential duties when diagnosing, repairing, or fabricating parts for maintenance or repair of equipment.
- Must have sufficient eyesight to be able to perform essential duties.
- Must be able to use legs and feet to stand, walk, climb/descend stairs, and drive as needed to perform essential duties.

Additional Description

This job profile is classified as **safety-sensitive**. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a **Commercial Driver's License (CDL), firearm(s) use**, or are otherwise regulated under the **Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act**, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.