Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Mechanic Master

JOB CODE	JOB FAMILY	PROFILE
JCV517	**Trades, Crafts and Other Skilled Work**	**Mechanic Master**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$22.81 - $36.01**	**July 8, 2026**

The Master Mechanic classification examines, diagnoses, inspects, repairs, replaces, and rebuilds mechanical and electrical components of general automotive, diesel, heavy-duty equipment and fire apparatus. Provides technical assistance to all other mechanics as needed. Performs service calls as needed.

Job Description

DUTIES AND RESPONSIBILITIES

- Performs general service functions to include oil changes, greasing, lubrication; repairs, replacements, rotations 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. Performs other required vehicle maintenance checks documenting all work assignments.
- Conducts vehicle inspections, diagnoses, 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 cosmetic repairs such as bumper strengthening and vehicle decal installations, replacements and removals.
- Diagnoses, services, and repairs drive train and hydraulic systems including the repair of hydraulic cylinders, repacking of seals and other hydraulic work.
- Analyzes automotive electrical circuits for various defects.
- Analyzes, tests, services, repairs, and replaces complete heating and air-conditioning systems.
- Inspects, services, repairs, and replaces complete front and rear-end suspensions.
- Services, repairs, and replaces complete brake systems and perform major engine tune-ups.
- Inspects, services, diagnoses, repairs, and replaces complete exhaust, fuel injection and carburetor systems.
- Conducts in-depth emissions system diagnosis and repairs.
- Diagnoses, repairs, and replaces major components such as water pumps, fire pumps, starters, alternators, and generators.
- Performs complete engine repair or replacement. Performs in and out of frame overhauls.
- Diagnoses, adjusts, repairs, and replaces complete fuel management systems.
- Diagnoses, repairs, and replaces complete transmission systems and components.
- Fabricate, weld, and repair a variety of equipment and devices.
- Performs services and repairs of emergency vehicles; Fire Apparatus and/or Ambulances.
- Master Mechanic's in the General Fleet shop, performs emission testing, by Voluntary Status.
- Performs other job-related duties as required or assigned and assist all other levels of mechanics as required.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- Five (5) years of mechanic experience that may include one (1) year vocational training in the automotive field obtained from a post-secondary institution of either a Master ASE Mechanic Certification in Automotive (A Series) or a Master ASE Mechanic Certification in Medium/Heavy Truck (T Series).

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.
- Employees at the General Fleet Shop may volunteer to obtain and maintain the Air Care Emission Testing Certifications.
- Incumbent, as a condition of employment, must obtain a Master ASE Mechanic Certification in Automotive (A Series) or a Master ASE Mechanic Certification in Medium/Heavy Truck (T Series) within nine (9) months of hire or following a job change. Failure to obtain the required certification within the specified timeframe will lead to the termination of employment. Must retain current Master Series ASE Certification while employed in this position.

WORKING CONDITIONS

- Duties may be performed indoors or outdoors.
- Indoor duties are performed in a temperature-controlled environment.
- Employee 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.
- Employee is 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 roll around, lockable toolbox with complete set of hand and air tools (at least ½" drive) needed to perform the job requirement.
- 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.

- Employee 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 give 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.