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

Parks & Recreation Maintenance Mechanic

JOB CODE	JOB FAMILY	PROFILE
JCV430	**Trades, Crafts and Other Skilled Work**	**Parks & Recreation Maintenance Mechanic**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$21.15 - $30.13**	**April 16, 2026**

The Parks & Recreation Maintenance Mechanic, under the general direction of the assigned supervisor, provides preventative maintenance and performs skilled park facilities equipment repair. Work also involves maintaining inventory and stock items (tools, supplies and equipment) for equipment repair and maintenance.

Job Description

DUTIES AND RESPONSIBILITIES

- Performs scheduled routine preventative maintenance functions. This includes, but is not limited to, servicing, adjusting, aligning, lubrication and cleaning of park maintenance equipment.
- Responsible for the maintenance and upkeep of all parks' maintenance equipment, to include repair and/or service, part replacement and minor equipment tune ups, etc.
- Maintains inventory of preventative maintenance parts and tools, maintains accurate records of preventative maintenance and maintains inventory of herbicides, fertilizers and all chemicals for the department.
- Receives, confirms, and acknowledges receipt of goods. Maintains shipping and receiving records for incoming and outgoing items.
- Maintains filing system for department inventory and purchase orders. Compiles narrative or statistical information and may prepare standard reports.
- Coordinates repair of park maintenance equipment.

- Inspects, diagnoses, and repairs park maintenance equipment.
- Performs basic grounds/building maintenance duties 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.
- Minimum of four (4) years of experience in park maintenance and/or mechanical field.
- Minimum two (2) years of experience in mechanical repair of park maintenance equipment.
- Must have knowledge of effective inventory control methods.
- Must have the ability to determine the repair and maintenance needs of park maintenance equipment.
- Must have the ability to communicate effectively in oral and written English, and to maintain effective working relationships with others.
- Skill in the use of a variety of types of parks equipment including mowers, trailers, pumps small engines, power and hand tools, etc.
- Must have the ability to develop and maintain reports.

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.
- Must obtain a Commercial driver's license, Class A, within nine (9) months from the date of hire.

WORKING CONDITIONS

- Duties are performed both indoors and outdoors.
- Indoor duties are performed in a temperature-controlled environment. Worker is also exposed to natural weather conditions while performing outdoor duties.
- Worker is exposed to wet concrete and mat surfaces while working. Duties may be performed on surfaces such as concrete, asphalt, natural ground, ramps, stairs, and wooden decks.
- Worker is exposed to occasional vibration and noise factors while performing maintenance and repair duties.
- Worker is exposed to fumes/odors and hazardous chemicals.
- Work hazards, or potential work hazards, include exposure to electric motors, moving mechanical parts, and working on slick surfaces.

EQUIPMENT, TOOLS, AND MATERIALS

- Worker uses a wide variety of hand tools and power tools in the performance of duties.
- Worker uses various electrical parts, appliance parts, and plumbing parts in the performance of many repair and maintenance jobs.

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 apply knowledge of basic mathematics in making measurements and calculations.
- Must be able to apply knowledge of tools, machines, materials and methods used in the performance of duties.
- Must be able to apply knowledge of electric motors general maintenance, and pool chemistry.
- Must be able to make independent work decisions when advice from supervisor is not readily available.
- Must be able to work and communicate effectively in English in a variety of situations.

PHYSICAL FUNCTIONS

- Must be able to lift up to an estimated 50 pounds from ground to waist level, from ground to shoulder level, and/or ground to overhead as needed, typically on an occasional basis.
- Must be able to push and pull on an occasional basis from 50 to 75 pounds.
- Must be able to climb stairs occasionally, ladders and scaffolding as needed. Must be able to maintain balance while climbing and standing on ladder or scaffolding.
- Must be able to stand/walk for up to two (2) hours at a time, up to a total of five (5) to six (6) hours per day.

- Must be able to kneel for up to one (1) hour at a time, and up to a total of two (2) hours per day.
- Must be able to crawl, crouch, or work in a prone position for short periods of time, as needed.
- Must be able to bend at the waist and twist/rotate waist as needed, on a frequent basis. Lifting may also be required.
- Must be able to work with arms extended or bent, as needed, up to a total of eight (8) hours per day.
- Must be able to use hands and fingers to grasp/manipulate equipment and materials in a bilaterally coordinated manner in performing essential duties.
- Must be able to use finger dexterity in the performance of repair and maintenance of electrical, plumbing, carpentry, and general problems.
- Must be able to coordinate use of hands and eyes in the performance of essential duties.
- Must have adequate sense of smell, hearing, and tactile sense in performance of essential duties.
- Must be able to react quickly while performing essential duties to avoid accidents.

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.