



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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### **VACANCY ANNOUNCEMENT**

**POSTING NO: 021-24**

**OPENING DATE: 01/30/2024**

**CLOSING DATE: 02/14/2024**

**POSITION:** Auto & Diesel Mechanic  
**PAY GRADE:** NE8 (\$21.26/hr. - \$28.70/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Transportation Services  
**REPORTS TO:** Transportation Services Division Manager  
**BACKGROUND LEVEL:** Public Trust

**POSTED: IN/OUT**

**JOB PURPOSE:** Maintains and repairs small to large trucks and trailers. Maintains light to heavy equipment and other jobs as assigned. To perform technical level repair work on gas and diesel operated truck and heavy equipment, to diagnose and repair electrical systems, hydraulic systems, air conditioners, heaters, braking systems, transmission diagnostics, and engine diagnostics; to perform safety compliance inspections and diagnose and repair a wide variety of gasoline and diesel powered heavy equipment with unique and complex drive train, controls and braking systems.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

#### **JOB DUTIES:**

- For the purposes of performing diagnostic checks and maintenance, operates complex-heavy equipment such as loader, backhoe, graders, sweeper, dozer, farm tractors, smooth drum rollers, etc. which are powered propelled and controlled by levers, peddles and steering wheels.
- Loads and unloads cargo such as parts and heavy tool equipment.
- Performs maintenance on vehicles, equipment and trucks when they are not in use by drivers/operators.

- Works, drives, and operates vehicles and machinery in all types of weather conditions.
- Inspects, diagnoses and repairs mechanical and technical difficulties on gasoline/diesel powered vehicles, trucks and heavy equipment.
- The technician must be able to remain in a standing position for extended periods of time. Technician must be capable of lifting arms above shoulder level to install and remove transmission components as well as bending or stooping repeatedly over time to check air pressure on tires, fluid checks and the changing of parts.
- Must be capable of manipulating tools in areas of limited spaces.
- The Technician must be able to move heavy objects of fifty (50) pounds or more long distances.
- Completes work assignments in a timely manner.
- Ensures proper care and safety precautions while utilizing all tools required to perform equipment and vehicle maintenance.
- Assists other Transportation personnel as directed by Manager or Supervisor.
- Performs other duties as assigned, including assisting with Transportation Crew – Roadway maintenance activities.
- Must be able to work with minimal supervision.
- Technician must provide own tools.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma/GED.
- Automotive and Diesel Technical Vocational Institute Associates Degree.
- A minimum of two years' work experience with vehicles and heavy equipment is required.
- Class A or B CDL is preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligible insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS:**

- Basic skills in operating procedures of a great variety of heavy equipment such as loaders, backhoes, graders, sweeper, dozer, farm tractors, smooth drum rollers, etc. which are powered propelled and controlled by levers, peddles and steering wheels.
- Knowledge of the methods of performing work on basic electrical, hydraulic, transmission, engine, and braking systems.
- Knowledge of federal, State and local transportation safety laws and rules.
- Ability to operate computers and laptops to perform technical tests for equipment and vehicle diagnostics.
- General knowledge of preventive maintenance procedures on all types of trucks and equipment.
- Ability to work overtime when necessary.
- Ability to work in all types of weather for long periods.

- Ability to weld, fabricate and assemble parts and accessories for equipment.
- Respond to service calls from the crew when problems arise with equipment.
- Ability to communicate respectfully and clearly, both verbally and in writing.
- Ability to follow verbal and written instructions.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to respond to and remain calm in emergency or crisis situations.
- Ability to work flexible hours including occasional weekends.

**PHYSICAL DEMANDS:**

- Stand and walk for up to 8 hours per day.
- Talk, hear, stoop, bend, kneel, climb; use hands to handle objects, equipment, controls, tools; reach with arms and hands; and, carry equipment, tools and miscellaneous supplies and parts.
- Considerable physical activity, lifting, pushing, and pulling of objects up to 100 pounds.

**WORK ENVIRONMENT:**

- Work is primarily performed in an interior shop/garage type setting, with occasional work in a field setting.
- Exposure to natural weather conditions, dust, insects and fumes may occur during work activities.
- Safety equipment will be required including hardhat, goggles, face shields, etc. as required for the safe performance and completion of work activities.
- Noise levels will vary.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at the Pueblo of Isleta