



CORRECTIONAL OFFICER SPECIALIST – MECHANIC

General Summary

Correctional Officer Specialists work within a specific operations and maintenance specialty, in addition to working as a Correctional Officer. This position will provide diagnosis, adjustments, repair and maintenance of facility and agency fleet automotive vehicles or heavy equipment.

Correctional Officer Specialist – Mechanic

Jobcode: PCSM15

Pay Band: CD

FLSA Status: Non-exempt

Distinguishing Characteristics

This is the sole level of the Correctional Officer Specialist – Mechanic position.

Recommended Education and Experience for Full Performance

High School Diploma or equivalency, certification in Automotive Service Excellence (ASE) and two (2) years' experience as a Corrections Officer..

Minimum Qualifications

High School Diploma or equivalency and one (1) year experience as a Corrections Officer and one (1) year experience in an automotive service/industry environment.

Essential Duties and Responsibilities*

- Orders automotive parts and services within procurement code guidelines and maintains inventory and inventory control.
- Supervises inmates when required.
- Works with GSD motor pool to schedule leased fleet vehicles for service, and works with vendors on various outsourcing automotive maintenance.
- Schedules and performs preventive maintenance for entire fleet.
- Maintains accurate vehicle logs.
- Maintains inventory and issuance of tools.
- May be required to supervise inmates' work and perform the duties of other trades, as required.
- Incorporates procurement responsibilities in ordering for the automotive shop.
- Monitors the fuel tank, assists the physical plant manager of the facility with fuel tank inspections, and responds to fuel tank monitor alerts.

Bargaining Unit: Correctional Officer Specialist Mechanic: Represented.

Statutory Requirements:

Conditions of Employment: This position is safety sensitive. Employment is subject to a pre-employment and random drug testing in accordance with all terms and conditions of federal and state rules and regulations regarding alcohol and/or drug testing. Must have successfully completed the New Mexico Corrections Academy. Must possess and maintain a valid New Mexico Driver's License. The applicant must be a U.S. citizen, must be at least 18 years old, have a least a high school education or its equivalent, be of good moral character, have not been convicted of a felony in the courts of this or any state or in the federal courts, and

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successfully pass any physical and aptitude examination the department may require. Employment is subject to a pre-employment background investigation and is conditional pending results.

Working Conditions: Work is performed in a prison setting with inmate contact and supervision of inmates.

Established: 4/27/2016

Revised:

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*