



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Bus & Trck Mechanic & Diesel Eng Spec-B	U3031B	40	
Bus & Trck Mechanic & Diesel Eng Spec-O	U3031O	45	
Bus & Trck Mechanic & Diesel Eng Spec-A	U3031A	50	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### Occupation Description

Diagnose, adjust, repair, or overhaul trucks, buses, and all types of diesel engines. Include mechanics working primarily with automobile diesel engines.

#### Nature of Work

Bus and truck mechanics and diesel engine specialists repair and maintain the diesel engines that power transportation equipment and mobile equipment, including bulldozers, cranes, road graders, farm tractors, and combines. Repair of diesel-powered passenger automobiles, light trucks, or boats. Diesel specialists must be versatile enough to adapt to customers' needs and to new technologies. It is common to handle all kinds of repairs. Diesel maintenance is becoming increasingly complex, as more electronic components are used to control the operation of an engine.

New emissions standards may require mechanics to retrofit engines with emissions control systems, such as emission filters and catalysts, to comply with pollution regulations. In modern shops, diesel service technicians use hand-held or laptop computers to diagnose problems and adjust engine functions.

Specialists who work for organizations that maintain their own vehicles spend most of their time doing preventive maintenance. During a routine maintenance check, specialists follow a checklist that includes inspecting brake systems, steering mechanisms, wheel bearings, and other important parts.

#### Distinguishing Characteristics of Levels

*Note: Examples of Work 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 the duties.*

#### Basic

- Employees in this Role assist with mechanical work on trucks, buses, and diesel powered equipment.
- Employees perform standardized duties in relation to inspecting vehicles, parts, and systems for damage. Under supervision employees make repairs of minimal complexity.

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- Employees assist with ordering parts and supplies, keeping records, and related administrative tasks.

### **Recommended Education and Experience for Full Performance**

High School Diploma or GED and one and a half (1.5) years experience in diagnosing and repair of light and heavy equipment to include gas and diesel engines, hydraulic and electrical system diagnostics and repair, preventative maintenance and automotive skills to include brakes, air systems, transmission and suspension.

### **Minimum Qualifications**

High School Diploma or GED and three (3) months experience in diagnosing and repair of light and heavy equipment to include gas and diesel engines, hydraulic and electrical system repair, preventative maintenance and basic automotive skills to include brakes, air systems, transmission and suspension.

### **Operational**

- Employees in this Role perform mechanical work on trucks, buses, and diesel powered equipment.
- Employees perform major overhauls of internal combustion engines; inspect parts for wear and damage; repair or replace parts, electrical, hydraulic, body frame or other systems; modify equipment for special use; operate diagnostic equipment; order parts; and coordinate services with outside vendors when needed.

### **Recommended Education and Experience for Full Performance\***

High School Diploma or GED and one (2) years experience in diagnosing and repair of light and heavy equipment to include gas and diesel engines, hydraulic and electrical system diagnostics and repair, preventative maintenance and automotive skills to include brakes, air systems, transmission and suspension.

### **Minimum Qualifications**

High School Diploma or GED and six (6) months experience in diagnosing and repair of light and heavy equipment to include gas and diesel engines, hydraulic and electrical system diagnostics and repair, preventative maintenance and automotive skills to include brakes, air systems, transmission and suspension. Some welding experience may be required.

### **Advanced**

- Employees in this Role are responsible for the daily and/or total operations of service and repair centers which service, repair, and rebuild trucks, buses, and diesel powered vehicles and equipment.
- Employees plan and prioritize workload to assure goals are met; may inspect equipment; diagnose needed repairs and prepare corresponding work orders; make estimates on materials needed; prepare purchase requests; keep records; prepare various reports; inspect tools and equipment used by staff, as well as work areas for compliance with safety regulations; provide in service training; and provide technical assistance to lower end mechanics.

### **Recommended Education and Experience for Full Performance**

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High School Diploma or GED and four (4) years experience and proficiency in diagnosing and repair of light and heavy equipment to include gas and diesel engines, major engine, transmission, drivability, hydraulic and electrical system diagnostics, repair, and overhaul of these systems. Experience to include preventative maintenance, brakes, air systems, suspension, Ability to diagnose and test sensors utilizing diagnostic equipment, or experience in fabrication and welding experience.

### **Minimum Qualifications**

High School Diploma or GED and Post-Secondary Certificates for specialized mechanic training and one (1) year experience and proficiency in diagnosing and repair of light and heavy equipment to include gas and diesel engines, major engine, transmission, drivability, hydraulic and electrical system diagnostics, repair, and overhaul of these systems. Experience to include preventative maintenance, brakes, air systems, suspension, Ability to diagnose and test sensors utilizing diagnostic equipment, and/or experience in fabrication and welding experience. Management shop, and/or lead worker experience may be required.

### **Knowledge and Skills**

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

#### **Knowledge**

**Mechanical** — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

**Public Safety and Security** — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

**Transportation** — Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

#### **Skills**

**Repairing** — Repairing machines or systems using the needed tools.

**Troubleshooting** — Determining causes of operating errors and deciding what to do about it.

**Equipment Maintenance** — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

**Operation and Control** — Controlling operations of equipment or systems.

**Operation Monitoring** — Watching gauges, dials, or other indicators to make sure a machine is working properly.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

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**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Quality Control Analysis** — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

**Speaking** — Talking to others to convey information effectively.

**Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Statutory Requirements:** Valid NM Drivers License, New Mexico Class B CDL within 6 months of hire. A New Mexico Class A CDL may be required at time of hire for the Operational and Advanced Roles. A Post-Offer Physical and Pre-Employment Drug Test are required for safety sensitive classifications.

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001      **Revised:** 09/20/2011

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*