



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### BUS AND TRUCK MECHANIC AND DIESEL ENGINE SPECIALIST SUPERVISOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Bus & Trck Mech & Dies Eng Spec Supv.	U3031S	55	

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

#### **Purpose**

Devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees\*\*, acting upon leave requests, conducting annual performance evaluations and recommending disciplinary actions. Interviewing and recommending selection of applicants and conducting training of personnel. Diagnoses, adjusts, repairs, or overhauls trucks, buses, and all types of diesel engines. Includes mechanics working primarily with automobile diesel engines.

#### **Nature of Work**

Bus and Truck Mechanic and Diesel Engine Specialist Supervisor devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees and repairs and maintains 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**

*The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.

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- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Makes point of view in a clear and convincing manner.
- Listens effectively and clarifies information as needed.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Writes in a clear and concise manner.
- 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\*\*\***

High School Diploma or GED and four (4) years of 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, two (2) years of which must be supervisory. 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**

**Leadership** - Knowledge of leading through influence and persuasion by establishing mutual trust, respect, and loyalty, through shared beliefs, values, and goals; Being cognizant of subordinates' needs, goals, and aspirations, and to carefully consider these personal variables when making decisions.

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

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**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

**Leadership** - Displaying attributes that makes employees willing to follow; applying effort to increase productiveness in areas needing the most improvement; establishing a spirit of cooperation and cohesion for achieving goals; making the right things happen on time; providing performance feedback, coaching, and career development to individuals to maximize their probability of success; giving subordinates the authority to get things accomplished in the most efficient and timely manner.

**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.

**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 Driver's License or the ability to obtain one, a 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*

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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:** N/A

**Established:** 04/27/12

**Revised:**

*\*\*Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*

*\*\*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation. Not to be construed as minimum qualifications.*

*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.*