



# Jemez Mountains Electric Cooperative, Inc.

Your Touchstone Energy® Cooperative 

## **JOB POSTING**

Jemez Mountains Electric Cooperative, Inc., (JMEC) is accepting applications for the position of **Foreman Journeyman Maintenance Mechanic** for the Espanola Office. The successful candidate, at a minimum, shall be certified as a Journeyman Mechanic with at least four (4) years' experience in repair and maintenance of automotive and construction equipment (Rolling stock). Candidate must also possess three (3) to four (4) years of supervisory experience. This individual will be responsible for administering a preventive maintenance program and keeping vehicles and equipment in good running condition. The successful candidate will also manage and supervise activities of the automotive shops in all three districts, repairing, adjusting, and servicing as required, including body repairs; fitting special equipment on to cooperative vehicles, necessary modifications, manufacturing transformer platforms, and performing other duties within the realm of qualifications when directed. This position also includes the use of or transporting of line construction and maintenance equipment which requires obtaining and maintaining a valid New Mexico driver's license and CDL Class A driver's license. Additionally, the selected candidate is expected to obtain the Class A CDL within their six-month probationary period.

### **Required Education, Degrees, Certificates, and/or Licenses:**

High school diploma or equivalent and a certification/degree in heavy duty truck mechanics required. Minimum of four years of experience in mechanic, vehicle repair is also required. Must have the ability to operate a motor vehicle and possess a valid New Mexico driver's license and CDL Class A driver's license. Must be eligible to be and remain insured as a driver by the Cooperative's group liability policy for the automotive fleet.

### **Essential Functions/Job Duties:**

- Comply with established JMEC safety and operating rules, procedures, and guidelines; and must have sound knowledge of proper and safe work practices.
- Maintain a clean and safe working environment to protect oneself and others in accordance with all applicable safety rules.
- Must be able to operate all applicable equipment.
- Must be able to perform minor and major repairs on all equipment including but not limited to all vehicles, trailers, power operated equipment and hand tools.
- Will be responsible for processing orders for replacement parts and repair work.
- Will be responsible for maintaining accurate computer records of time and parts used on specific work order tasks.
- Will assist the Fleet Manager in developing transportation maintenance and repair procedures, as well as keeping all vehicles in compliance with state and federal laws.
- Maintain a working knowledge of the Cooperative and fleet department policies and procedures.
- Perform other duties within the realm of the classification and qualifications when directed.

### **Job Requirements and Experience:**

Must have thorough knowledge and experience with but not limited to hydraulic systems, gas engines, diesel engines, electrical systems, drive trains and various hand tools. Must have the ability to organize and prioritize and work independently as well as with other employees. Must have basic computer skills and should be willing to attend courses relating to his/her area of expertise and be committed to staying current within field of work. Must be able to effectively communicate with immediate supervisor, employees, and vendors by providing accurate, meaningful, courteous, and timely responses to their questions or concerns.

Only those candidates that possess the criteria listed above will be considered.

JMEC offers a competitive salary commensurate with qualifications, along with a comprehensive benefits package. For more information on the position please contact Tina Trujillo Archuleta.

Resumes will be accepted until position has been filled. Please send your application materials to:

Tina Trujillo Archuleta, Manager of Administration and External Affairs  
P.O. Box 128 Española, New Mexico 87532  
505-753-2105 Ext. 1151  
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