



## JOB SPECIFICATION

Code 18210

Grade GS 49

# FLEET BODY REPAIR TECHNICIAN

### **General Purpose**

Under general supervision, repair body and glass damage on coaches and other City vehicles and equipment.

### **Typical Duties:**

Repair body and glass damage on busses other City vehicles and equipment. Involves: Receive broad or specific work assignments. Inspect vehicle bodies and fenders for dents and breaks, straighten bodies, grills and hoods, door panels, check frames and doors for alignment, remove and replace windows, windshields and door glass. Identify parts, supplies and materials needed. Repair or fabricate parts made of various plastics or rubber such as bumpers or interior panels. Repair, fabricate or refinish parts made of wood. Sand, apply primer, seal and paint exterior and interior of fleet units or area repaired. Remove, inspect, install/repair/reinstall/replace a variety of parts and items. Inspect completed work to determine compliance with established repair, maintenance and upkeep standards, operations and expectations. Observe safe work practices at all times.

Perform related duties as required. Involves: Interact with supervisors, suppliers and coworkers. Provide accurate information to inquiries. Perform duties of immediate supervisor, coworkers or subordinate personnel as necessary to ensure continuity of operations during absences. Weld or fabricate parts for mechanics. Assist mechanics and technicians as necessary.

### **Knowledge, Skills, and Abilities**

- Application of good knowledge of body repair techniques and procedures, the proper use of tools and equipment, and occupational health and safety requirements and practices.
- Read and interpret service manuals and technical data for decision-making and work purposes.
- Establish and maintain effective working relationships vendors/suppliers, employees, other departments and the general public.
- Safely operate City vehicles, equipment and tools and work in potentially hazardous areas, around moving equipment and in a variety of work areas.
- Express oneself clearly and concisely.

### **Other Job Characteristics**

- Exposure to potential physical harm, dangerous chemicals, fumes, dust and equipment.
- Lift and/or carry heavy or bulky items, materials and/or supplies weighing up to 75 pounds.
- Mobility in a shop environment and perform heavy physical labor involving bending, kneeling, crouching, stretching and working on ladders.

### **Minimum Qualifications**

Education and Experience: Two (2) years of body repair experience.

Licenses and Certificates: None.

Special Requirements: Must furnish own tools of the trade. Positions requiring a CDL or positions of a safety sensitive nature are subject to drug and alcohol testing in accordance with federal regulations.